Murray State University Staff Congress
Draft Minutes for October 14, 2009
Curris Center Mississippi Room
November 5, 2009

PRESENT: Vicki D. Anderson, Cathy Bazar, Terri Benton, Michael Busby, SG Carthell, Christian Cruce, Laura Dziekonski, Marion Hale, Orville Herndon, Wade Herndon, Cheryl Hicks, Lana Jennings, Chuck Plummer, Debbie Plummer, Sheri Riddle, Shari Wilkins, Becky Wilder, Lisa Willis, Janeen Winters, and John Young. Guests: Jim Carter, Vice President for Institutional Advancement; Tom Hoffacker, Human Resources; Josh Jacobs, Chief of Staff; Bill McKibben, Institute for International Studies; Phil Schooley, Staff Regent.; and Jennifer Young, Calloway County Relay for Life.

CALL TO ORDER: Vice -president Sheri Riddle called the meeting to order.

REPORTS FROM SPECIAL GUESTS:
Tom Hoffacker, Director of Human Resources, talked about the upcoming open enrollment for health and other insurance and answered questions regarding life insurance. He explained the health savings account the university will be offering. For all full-time employees, a training session will be held during the first week of November. Persons from Payroll and Human Resources will be there to answer questions regarding leave-time entry.

Jim Carter, Vice President for Institutional Advancement, said this past weekend's Homecoming events went well, including the launch of the capital campaign. The RacerAlumni.com website is now on-line.

Jennifer Young, Calloway County Relay for Life, distributed flyers regarding Relay for Life and encouraged staff members to join or support teams for the event.

Bill McKibben, Institute for International Studies, distributed brochures and discussed the *Give Them a Break* program which allows local families to host MSU international students during university breaks. Interested persons may contact his office or email him at bill.mckibben@murraystate.edu.

Josh Jacobs, Chief of Staff, discussed the search for a new Provost due to the retirement of Dr. Gary Brockway. A staff representative will be included in the search committee. He thanked the staff of the Development Office for their efforts in launching the capital program, *Hold Thy Banner High*, which raises funds for scholarships. The campaign website is linked to the MSU homepage. The Racer bus routes have been successful. Estimated current use is 3,000 riders per month. During October, riders of Racer busses may be surprised with free treats. MSU has not purchased the busses and is not responsible for their maintenance. The Student Government Association is working to arrange a bicycle pool.

Tom Hoffacker added that an information session regarding open enrollment will be held at 7:00 p.m. on Tuesday, October 20.

Sheri Riddle said that Staff Congress President Christian Cruce is out-of-town and is attending today's Staff Congress meeting on-line. Sheri passed along a message from Christian that persons interested in serving on the Provost Search Committee should contact Christian.

APPROVAL OF SEPTEMBER MINUTES: Lisa Willis said that her name was omitted from the list of persons who attended the September meeting; she attended via Elluminate. Orville Herndon made a motion to approve the minutes as revised. Jerry O'Bryan seconded, and the motion carried.

TREASURER'S REPORT: Debbie Plummer presented the September Treasurer's Report and the Textbook Scholarship Report. She noted that the flower fund is low and needs donations in order to send flowers to Staff Congress members as needed. Michael Busby made a motion to approve the Treasurer's Report as presented. Cathy Bazar seconded, and the motion carried.

STANDING COMMITTEE REPORTS:
Executive Committee: No Report

Personnel Policies Committee: Michael Busby reported that he asked Steve White of Faculty Senate to include on the Senate's meeting agenda discussion of the proposed amendment to the definition of immediate family in the Family Leave Policy. Michael reported on the status of the Christmas and Fall Break proposals.

Credentials and Elections Committee: No Report.

Staff Recognition Committee:
Way to Go Award: Sheri Riddle asked Phil Schooley to draw winners from the nominees received during the third quarter of this year. The following names were drawn--Executive Category: Loetta Gipson, SSLD; Office Category: Ashley James, Bursars Office; General Category: Jeff Pierce, Curris Center. The winners will be invited to the next Staff Congress meeting to accept their awards.

Staff Recognition Luncheon Years of Service Awards Certificates: Sheri passed around a folder of unclaimed Years of Service Awards certificates and pins and asked Staff Congress members to take the awards to the appropriate recipients in their departments.

Staff Special Events Committee: Cathy Bazar said that all the fundraiser monies have been deposited. The names of the winners will be in the next newsletter.

Sheri Riddle read a note from Marie Jones thanking Staff Congress and all university employees involved in establishing the textbook scholarship which honors her. Cathy also thanked everyone for working on the fundraiser.

Communications Committee: The Staff Congress newsletter will be labeled tonight. A November newsletter will promote December events. The deadline will be in mid-November.

Working Conditions Committee: No Report

AD-HOC COMMITTEES:
Salary and Benefits Equity Research Committee: Debbie Plummer reminded staff to turn in surveys to their supervisors.

Staff Congress Foundation Book Scholarship Committee: No Report.

Staff Congress Bylaws Review Committee: No Report.

Staff Handbook Review Committee: No Report.

UNIVERSITY-WIDE COMMITTEES:
Faculty and Staff Insurance and Benefits Committee: Michael Busby reported that the committee will meet in November to begin addressing the collection of data regarding usage of insurance. Staff with concerns or questions may contact him or other members of the committee.

Intercollegiate Athletic Council: No report.

Naming Campus Facilities: No report.

Judicial Board: No report.

Sick Leave Appeals Committee: No report.

Staff Regent Report: Staff Regent Phil Schooley distributed a copy of his report of the MSU Board of Regents meeting held on September 25. He said that about 54% of staff surveys have been completed. He welcomes questions regarding the survey.

OLD BUSINESS: None.

NEW BUSINESS: None.

ADJOURNMENT: Orville Herndon made a motion to adjourn the meeting. Debbie Plummer seconded, and the motion carried.