Murray State University Staff Congress
Draft Minutes for August 11, 2010
Curris Center: Stables

PRESENT: Vicki D. Anderson, Terri Benton, Laura Dziekonski, Orville Herndon, Wade Herndon, Cheryl Hicks, Lana Jennings, Anthony Jones, Margie Miller, Jerry O'Bryan, Kerry Pinkston, Chuck Plummer, Debbie Plummer, Sheri Riddle, Jordan Smith, Stephanie Totty, Becky Wilder, Shari Wilkins, Lisa Willis, Gina Winchester, Janeen Winters, and John Young. Guests: Tom Hoffacker, Director, Human Resources; Josh Jacobs, Chief of Staff; Jordan Smith; Phil Schooley, Staff Regent; and Catherine Sivills, Assistant Vice-President for Communications, Publications, and Printing.

CALL TO ORDER: Staff Congress President Gina Winchester called the meeting to order at 1:34 p.m.

Gina said that David DeVoss will speak at the September Staff Congress meeting.

REPORTS FROM SPECIAL GUESTS:
Catherine Sivills thanked staff members for all they do. She asked staff to remind their co-workers of the various university communications avenues: *Roundabout Murray* (the weekly email newsletter), the annual report, the alumni magazine, and the tab insert included quarterly in large newspapers in the region. News from the various university work areas can be included in each of these publications. She reported on the development and activation of the university's new website which went live in March; the old website was retired on July 31. She encouraged everyone to use RacerNet or myGate as a homepage. The www.murraystate.edu webpage was designed as the entry point for prospective students; it cannot accommodate the traffic of so many university personnel using it as a homepage. Some items currently on the www.murraystate.edu page will be moved to myGate and/or RacerNet for employee use. She asked that staff inform Tony Powell or Charley Allen of any website problems. She appreciates the time and support of staff during the webpage development and conversion process. Questions and discussion followed.

Josh Jacobs said that Dr. Dunn wanted him to convey 1) a big "thank you" for all the work staff have done over the summer to prepare for the fall semester; 2) Dr. Dunn will be continuing the faculty/staff leadership meetings this year with the Faculty and Staff Regents, faculty and staff leadership, and additional employee representative as needed; 3) Dr. Dunn is willing to attend Staff Congress meetings when requested by staff.

Gina Winchester asked Josh about the enrollment numbers for the fall semester. The numbers fluctuate daily based on the status of students' university accounts. In September, preliminary enrollment figures will be available. Official data will be available in late October. Today is early move-in day for students in sororities, fraternities, and band. Phil Schooley asked about the Governor's Scholars Program. Josh said close to 400 of the best and brightest students from across Kentucky participated. In their concluding program, the Governor's Scholars students, staff, and faculty gave a standing ovation to MSU, which as far as Josh knows, has not happened at previous Governor's Scholars Programs.

Tom Hoffacker reported on the non-exempt compensation study. On August 31, at 3:00 p.m., in the Curris Center Barkley Room, the results of the study will be presented to Staff Congress. More specific information resulting from the study will be presented to other staff in a series of sessions following the August 31 meeting with Staff Congress.

Anthony Jones said some staff have told him that myGate and pay stubs are showing incorrect vacation and sick leave hours for many employees in Facilities Management. Tom is aware of that issue and it is being addressed. Jerry O'Bryan requested that supervisors have access to the number of leave hours employees in their departments have.

Anthony Jones asked if group leaders in his work area can receive advanced travel reimbursement in order to pay for meals when they travel to Louisville for a training course. Tom responded that Accounting has a form to request such an advance. Orville Herndon added that when this issue arose in the past, he was told the coordinator of the group trip has to submit the appropriate form in time for the money for meals to be issued prior to the trip.

Staff Regent Report: Staff Regent Phil Schooley reported that the installation of the three new board members was held on July 28. A new Faculty Regent has not yet been elected. The next Board of Regents meeting (the first quarterly meeting for 2010-2011) is scheduled for September 17. The board is currently working on committee assignments. Staff may contact Phil with concerns and questions.

Gina Winchester added that during the Board of Regents' committee planning, disbanding the Faculty and Staff Affairs Committee was discussed. She said Staff Regent Phil Schooley sought to maintain the committee's existence. The decision was made to disband the committee, to permanently include the Faculty and Staff Regents on the Board of Regents meeting agendas, and to form a committee when needed.

Gina said that for the past three years, the Staff Regent has presented to the Board of Regents the results of the Staff Survey. She asked staff to contact her or Phil with any questions for possible inclusion in the survey. The new survey is tentatively scheduled for distribution between the end of August and mid-September.

APPROVAL OF JULY MINUTES: Orville Herndon noted a correction in the third paragraph of Reports from Special Guests: "David Voss" should be "David DeVoss." Debbie Plummer made a motion to accept the July minutes as corrected. Jordan Smith seconded, and the motion carried.

TREASURER'S REPORT: Laura Dziekonski presented the June and Year-end Treasurer's Reports. For the benefit of the new Staff Congress members, Gina Winchester explained the report categories. John Young made a motion to accept the Treasurer's Reports as presented. Debbie Plummer seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee: Gina Winchester reported that the Executive Committee met and arranged the committee assignments. She individually contacted the chairs and vice-chairs to verify those persons are willing to serve in the appointed roles. She explained that the Staff Handbook Review and Revision Committee is an ad-hoc committee. The Book Scholarship Committee is also an ad-hoc committee, but needs to be made a standing committee. Shari Wilkins made a motion to change the Book Scholarship Committee to a standing committee. Laura Dziekonski seconded. Gina asked for questions. There were none. The motion passed.

Gina asked the committee chairs and vice-chairs to meet with her on Wednesday, August 25, at 3:00, in the Curris Center Cumberland Room. At the session, they will meet with the previous chairs and vice chairs of their respective committees to become acquainted with their committee responsibilities.

At the July Trivia Night at Nick's Family Sports Pub, the Staff Congress team placed fifth overall. Gina invited everyone to attend the next Trivia Night scheduled for Tuesday, August 17, at 6:30 p.m. The event is informal and family members are welcome to attend.

Personnel Policies Committee: No report.

Credentials and Elections Committee: Orville Herndon said that Margie Miller has agreed to fill the vacancy on Staff Congress created by Norma Sue Miller's retirement. Her term expires in 2011. Orville Herndon made a motion to appoint Margie Miller to fill the remainder of Norma Sue Miller's term. Anthony Jones seconded, and the motion carried.

The Credentials and Election Committee has received a letter of resignation from Staff Congress from Jane Page due to work responsibilities. Her resignation creates a vacancy in the General/Facilities Management Category. The term will expire in 2012. The Credentials and Elections Committee will contact the person on the ballot who received the next highest number of votes at the 2010 Staff Congress Election. The committee will be looking at the possibility of on-line voting for Staff Congress elections. Orville welcomes questions and concerns regarding on-line voting.

Staff Recognition Committee: Terri Benton said the Staff Recognition Committee will meet soon to develop new ideas for the Staff Excellence Award. She reported that Food Services received many compliments on the Staff Recognition Luncheon which had an attendance of 575. The question was asked as to whether Food Service staff were pleased with the arrangement of preparing the luncheon meal and having student workers set-up, serve, and clean after the meal. Terri said the Food Service staff suggested the arrangement and were pleased with it. Compliments were made regarding Dr. Dunn's presentation at the luncheon.

Lisa Willis reported on the Staff Recognition Luncheon held at the Breathitt Veterinary Center on August 10. Years of Service Awards presented to staff included recognition of 25 and 30 years of service to MSU. Dr. Dunn gave the keynote speech.

Staff Special Events Committee: Janeen Winters reported that the Children's Christmas Party is scheduled for December 4, 1:00 – 3:00 p.m. The Staff Reception will be held on December 9, 1:00 – 3:00 p.m.

Communications Committee: Lana Jennings said the Communications Committee plans to send out a newsletter by the end of August. Discussion followed regarding items to include in the newsletter.

Working Conditions Committee: Jerry O'Bryan reported that the university has begun implementation of the AIMS computer program for reserving vehicles. The program correlates with Banner. He asked for patience during the transition.

Staff Congress Foundation Book Scholarship Committee: No report.

AD-HOC COMMITTEES:
Staff Handbook Review Committee: No report.

UNIVERSITY-WIDE COMMITTEES:
Faculty and Staff Insurance and Benefits Committee: Sheri Riddle said Ann Beck, Chair of the Faculty and Staff Insurance and Benefits Committee, has set-up a Blackboard course for that committee. Persons on the committee are enrolled in that Blackboard course. Ann asks that committee members begin reading the information in Blackboard course in order to be prepared for the upcoming committee meetings. The date for the first meeting is scheduled for Friday, August 27.

Intercollegiate Athletic Council: No report.

Naming Campus Facilities: No report.

Judicial Board: No report.

Sick Leave Appeals Committee: No report.

OLD BUSINESS: None.

NEW BUSINESS:
Gina Winchester reminded everyone to attend the Staff Compensation Review Presentation on August 31.

John Young said some staff have asked him to inquire about changing the age limit of dependent children who are eligible to use their parents' tuition waivers from 24 to 26 to coincide with the age limit adjustment made to the insurance. Gina Winchester referred the question to the Personnel Policies and Benefits Committee. She added that a tuition waiver bank is still being discussed.

John relayed a question from staff regarding years of service benefits. After 15 years of employment with the university, staff receive 20 vacation days. For years of service beyond 15, no additional benefit is given. John was asked to request that the university consider offering an additional benefit for service beyond 15 years. He included a list of possible benefits suggested by the requesting employees. Gina referred the question to the Personnel Policies and Benefits Committee. Lisa Willis noted that any new benefits need to also be provided to staff at extended campus sites.

Gina asked that Staff Congress members pass along to her any concerns and questions presented to them by fellow staff.

Jerry O'Bryan pointed out that those MSU employees who do not claim their children on their taxes due to divorce cannot share their tuition waivers with them. Gina responded that she will discuss this with Tom Hoffacker.

ADJOURNMENT: John Young made a motion to adjourn the meeting. Debbie Plummer seconded, and the motion carried. The meeting was adjourned at 3:00 p.m.