Murray State University Staff Congress  
Draft Minutes for February 10, 2010  
Curris Center: Mississippi Room  
March 5, 2010

PRESENT: Terri Benton, S.G. Carthell, Christian Cruce, Laura Dziekonski, Marion Hale, Orville Herndon, Cheryl Hicks, Lana Jennings, Chuck Plummer, Debbie Plummer, Sheri Riddle, Shari Wilkins, Gina Winchester, Janeen Winters, and John Young.  
Guests: Tom Hoffacker, Director, Human Resources; Dr. Don Robertson, Vice President, Student Affairs; Phil Schooley, Staff Regent.

CALL TO ORDER: Staff Congress President Christian Cruce starting the meeting without a quorum at 1:33 p.m.

REPORTS FROM SPECIAL GUESTS: Don Robertson reported on the Honors Day event and Honors Program Weekend. Open House for admitted students will take place on Thursday, February 11. The scholarship selection process is underway. Retention initiatives are being evaluated for improvement. Great Beginnings and Residential Colleges are strategies which resulted from previous reviews of retention initiatives. He asked staff to promote student support programs such as Black History Month, eating disorder programs, and others. He reminded staff to refer to the Scholarship and Financial Aid Offices those students who express concern about funding their education. Suggestions and questions may be sent to Dr. Robertson and Christian Cruce via email.

Tom Hoffacker explained upcoming increases in the contribution rate for KTRS participants. The amount contributed to KTRS by universities, K-12 institutions, and KTRS retirees will also increase. As a result of the Wage Survey, a salary structure has been drafted and proposed. When the study has been completed, information will be disbursed to the university community. The consultants have set a study completion date of February 24. A new policy which changes the time of service for some temporary positions from six months to nine months will be proposed to the Board of Regents at its February 19 meeting. If approved, the changes will go into effect July 1, 2010.

Mr. Hoffacker reported that Step 1 of the wellness incentive plan has begun. Employees may sign-up at anthem.com. Questions and discussion followed. The next campus health fair is scheduled for March. Mr. Hoffacker explained some of the services available at Health Services, including the writing of prescriptions and the drawing of blood for lab tests. The Personnel Matters newsletter will contain information about Health Services

A quorum was reached. Staff Congress President Christian Cruce called the meeting to order.

APPROVAL OF JANUARY MINUTES: A correction to the January minutes was sent by email from Sheri Riddle stating that her name had been omitted from the list of those present at the January meeting. John Young noted that under “Reports from Special Guests,” in Tom Denton’s report, paragraph one, sentence one, the phrase “and some supervisors did not approve timesheets” should be inserted after “submit timesheets.” The sentence should read as follows, “Tom Denton explained that some university employees, mainly student workers, did not submit timesheets, and some supervisors did not approve timesheets due to not being on-campus at the end of the semester.”

Orville Herndon made a motion to accept the January minutes as revised. The motion was seconded, and the motion carried.

TREASURER’S REPORT: Debbie Plummer presented the January Treasurer’s Report. John Young made a motion to approve the January Treasurer’s Report. Lana Jennings seconded, and the motion carried.

Staff Regent Report: Staff Regent Phil Schooley asked to give his report at this time due to having to leave for another appointment. He distributed copies of the “Summary Report of Staff Survey” and “MSU Staff Perspective Survey.” These reports will be posted on the Staff Congress web site when the university has finished implementing web page program/format changes and is ready for individual page updates. The report will be presented to the Board of Regents at its February meeting. Persons with questions may contact Phil at 809-3925. He has notebooks containing copies of the comments received on the surveys which are available to view upon request. He thanked Beth Sloan and former Staff Regent Gina Winchester for their excellent help. Christian Cruce added that she also welcomes questions regarding the survey. Suggestions for questions to be included on the next survey were discussed.

Phil noted that Josh Jacobs was unable to attend today’s Staff Congress meeting due to showing a job candidate around campus.

STANDING COMMITTEE REPORTS:  
Executive Committee: No report. Christian Cruce said that those who want to view the Staff Congress meetings on-line should contact Sheri Riddle or Christian for the link.
Personnel Policies Committee: No report.

Credentials and Elections Committee: Orville Herndon distributed copies of the tentative Staff Congress election schedule. Orville moved that Staff Congress elections be held on April 30 and the corresponding timeline be accepted. Debbie Plummer seconded, and the motion carried.

Staff Recognition Committee: Christian Cruce said that the Way to Go Award drawing will be held at the next Staff Congress meeting.

Staff Special Events Committee: No report.

Communications Committee: Lana Jennings led a discussion about the timing of the next newsletter and whether or not the newsletter should be mailed with candidacy intent forms for the Staff Congress elections. The question about sending the newsletter and candidacy intent forms via email was also raised as well as the possibility of sending an email with a link to the forms. A consensus was reached to distribute paper copies of the newsletter and form together.

The newsletter and election candidacy intent forms will be mailed on March 18. The article submission deadline is Friday, March 5.

Working Conditions Committee: No Report.

AD-HOC COMMITTEES:
Salary and Benefits Equity Research Committee: No report.

Staff Congress Foundation Book Scholarship Committee: Christian Cruce said the committee is going to meet this week to choose the winners of the book scholarship.

Staff Handbook Review Committee: No Report.

UNIVERSITY-WIDE COMMITTEES:
Faculty and Staff Insurance and Benefits Committee: Debbie Plummer said the committee is discussing whether to participate in the student tuition exchange program. A concern exists as to whether Murray State would receive enough incoming exchange students to justify the initial fee and other costs. If the university chose to participate in the program, this benefit would be available to MSU employees and dependents.

Orville Herndon added that the committee also discussed the possibility of KTRS employees being able to purchase sick days.

Intercollegiate Athletic Council: No report.

Naming Campus Facilities: Christian said the report will be presented to the Board of Regents at its February meeting.

Judicial Board: No report.

Sick Leave Appeals Committee: No report.

OLD BUSINESS: None.

NEW BUSINESS: Christian said that Richard Fritz, Food Services Director, is requesting volunteers of staff who eat on campus somewhat regularly to participate in a focus group to discuss potential changes to the meal plans. Cheryl Hicks and Chuck Plummer volunteered to participate in the focus group.

Christian Cruce said that the March Staff Congress meeting will be held in the Breathitt Room of the Pogue Library.

ADJOURNMENT: Orville Herndon made a motion to adjourn the meeting. Chuck Plummer seconded and the motion carried. The meeting was adjourned at 2:52 p.m.