Murray State University Staff Congress
Draft Minutes for July 14, 2010
Curris Center: Stables Room

**PRESENT**: Vicki D. Anderson, Johnathan Chancellor, Christian Cruce, Susanne D'Angelo, Laura Dziekonski, Marion Hale, Orville Herndon, Dana Howard, Lana Jennings, Anthony Jones, Jerry O'Bryan, Kerry Pinkston, Chuck Plummer, Jordan Smith, Stephanie Totty, Becky Wilder, Gina Winchester, and John Young. Guests: Bonnie Higginson, Provost; Josh Jacobs, Chief of Staff; and Phil Schooley, Staff Regent.

**CALL TO ORDER:** Staff Congress President Gina Winchester called the meeting to order at 1:37 p.m. Gina thanked Becky Wilder for arranging for Food Services to provide tea and water at today's meeting.

**REPORTS FROM SPECIAL GUESTS**:
Gina introduced the new Provost, Dr. Bonnie Higginson. Dr. Higginson thanked everyone for the welcome and for the work everyone does on a daily basis for the university. She said she welcomes questions and comments from university staff at any time. She noted that Dr. Renae Duncan is the new Associate Provost of Undergraduate Programs. Dr. Jay Morgan is the new Associate Provost for Graduate Education and Research and the SACS liaison. The next accreditation visits will take place in 2014. The university will soon begin preparations for the accreditation visits. The focus will be on improvement of student writing skills.

Josh Jacobs spoke about the five-week Governor's Scholars Program which is currently taking place on campus. More than 300 high school juniors are participating in the program. He reported on the ongoing road project. The switch to Google email will take place on August 6. Help Desk staff is available to answer questions about the email transition. As the fall semester approaches, he asked that everyone be aware of students and parents on campus and offer assistance to them. Regarding the new MSU website, he asked that staff notify him of anything that isn't working or that is incorrect by emailing to him a screen shot along with the link so that the problem can be fixed. Questions and discussion followed regarding outdoor campus maps and other directional assistance/signage.

Gina Winchester noted she has invited David Voss of Public Safety and the new parking director, Francie Ray, to the August Staff Congress meeting to give an update on parking.

**Staff Regent Report:** Staff Regent Phil Schooley distributed a copy of the Staff Regent report. On July 28, at 11:00 a.m., in Pogue Library, three new board members will be sworn in. The Faculty Regent will be elected in August. Gina noted that Phil will have a section on the Staff Congress website where he will post the Staff Regent report.

**APPROVAL OF JUNE MINUTES:** Marion Hale made a motion to approve the June minutes as presented. Susanne D'Angelo seconded and the motion carried.

**JUNE TREASURER'S REPORT:** Laura Dziekonski presented the June Treasurer's Report. The question was asked about the possibility of donating to Staff Congress via payroll deduction. Gina answered that the payroll deduction is currently available for donating to the Marie Jones Textbook Scholarship. She will look into setting up payroll deduction for donations to Staff Congress. The question was asked about creating a brochure for the book scholarship. Gina referred that task to the book scholarship committee. Orville Herndon made a motion to approve the June Treasure's Report as presented. Anthony Jones seconded, and the motion carried.

**STANDING COMMITTEE REPORTS:**
**Executive Committee:** Gina thanked the outgoing Staff Congress Executive Officers for their service to Staff Congress and recognized them with a small gift. She distributed a sheet for members to indicate their email addresses, phone numbers, and whether or not they need a Staff Congress notebook or Staff Congress name badge. At its meeting on June 16, the Executive Committee hired the Staff Congress secretary for the fiscal year 2010-2011.

Committee Assignments: Gina noted that Staff Congress members should have received an email asking them to submit committee assignment requests. In addition, paper copies of the committee assignment request forms are available at today's meeting.

She said that at its meeting, the Executive Committee discussed having a gathering for Staff Congress members to become acquainted with one another. She invited everyone to participate in trivia night at Nick's Family Sports Pub, on Tuesday, July 20, at 6:30 p.m. The restaurant awards winners with pizza and other food items from the menu.

**Personnel Policies Committee:** No report.

**Credentials and Elections Committee:** Orville Herndon asked everyone at today's meeting to introduce himself. Orville introduced Dana Howard, who will be filling Michael Busby's vacated Staff Congress position. He made a motion to allow Dana Howard to fill the vacant Staff Congress Executive/Managerial/Professional position. The motion was seconded, and the motion carried. One open position exists in the General/Facilities Management category. The Credentials and Elections Committee is in the process of contacting an eligible staff member.

**Staff Recognition Committee:** Terri Benton was unable to attend today's Staff Congress meeting. Gina Winchester presented the Staff Recognition Committee's report on Terri's behalf. The Staff Recognition Luncheon will be held on August 5. Everyone should have received notification about the luncheon in the mail. The MSU Food Services staff will be preparing the meal and the student workers will be serving. Staff Congress members will not have to assist with set-up, serving, or clean-up as in the past. Gina read the menu for the meal. Staff Congress members are asked to wear their Staff Congress nametags and to arrive early in order to greet staff as they enter the ballroom. During the meal, Staff Congress members may sit together at the Staff Congress table. The Years of Service Award recipients may sit at the table reserved for them at the front of the ballroom.

**Staff Special Events Committee:** Laura Dziekonski reported on the plans for the Staff Congress Children's Party and the Staff Holiday Reception. She reported on the Staff Discount list. The list will be posted on the Staff congress website. Staff can notify Laura of any businesses interested in being included on the list. Gina Winchester will contact the Chamber of Commerce and request that chamber members be informed of the opportunity to be included on the discount list.

**Communications Committee:** No report. The next newsletter will be compiled after the fall semester begins.

**Working Conditions Committee:** Jerry O'Bryan reported on the gate lock change at the university garage. He reminded everyone to wear seatbelts and not to text while driving as ordered by Kentucky statutes.

**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:** No report.

**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:** Jordan Smith said that students have made positive comments to him about Food Services.

Gina Winchester said the university may possibly provide staff with formalized customer service training. Staff may contact Gina with ideas for such training. Marion Hale suggested that staff receive a certificate for receiving customer service training and that a copy be added to the employee's Human Resources file.

The next Staff Congress meeting is scheduled for August 11 in the Stables.

**ADJOURNMENT:** The meeting was adjourned at 2:38 p.m.