Draft Minutes for April 13, 2011
Curris Center: Stables

PRESENT: Terri Benton, Johnathan Chancellor, Christian Cruce, Susanne D’Angelo, Laura Dziekonski, Marion Hale, Orville Herndon, Wade Herndon, Dana Howard, Lana Jennings, Anthony Jones, Margie Miller, Jerry O’Bryan, Kerry Pinkston, Chuck Plummer, Debbie Plummer, Sheri Riddle, Stephanie Totty, Becky Wilder, Shari Wilkins, Lisa Willis, Gina Winchester, John Young, and Staff Regent Phil Schooley. Guests: Tom Hoffacker, Director of Human Resources; Josh Jacobs, Chief of Staff; Kim Oatman, Director of Facilities Management; Shawn Smee, Recruitment Director, Enrollment Management; Cheryl C. Waltmon, Manager of Employment, Employee Relations, and Compensation, Human Resources; Debbie Wagoner, Financial Administration Director, Facilities Management; and Daniel A. Williams, Systems Administrator, Facilities Management.

CALL TO ORDER: Staff Congress President Gina Winchester called the meeting to order at 1: 30 p.m.

REPORTS FROM SPECIAL GUESTS:
Kim Oatman introduced Daniel Williams, Facilities Management Systems Administrator. Mr. Williams spoke about AIMS. He said that he has been providing training sessions to teach Building Service Technicians, foremen, and tradesmen how to use myGate and email.

Shawn Smee, Recruitment Director, distributed a brochure and spoke about Racer Academy. The Office of Recruitment, Academic Affairs, and the Provost Office collaborate to produce the program. Staff tuition waivers can be used for the Racer Academy courses taken by students in high school. Human Resources can answer questions regarding tuition waivers. He reported an increase in enrollment for upcoming Summer Orientation sessions as compared to last year’s enrollments. Mr. Smee answered questions about Student Search and MSU’s continued recruitment practices. He added that his department welcomes suggestions.

Tom Hoffacker, Director of Human Resources, introduced Cheryl Waltmon, the new Manager of Employment, Employee Relations, and Compensation. An MSU alumnus, Ms. Waltmon said she is very happy to be back in Murray and thanked staff for the warm welcome. She gave a summary of her experience working in Human Resources.

Mr. Hoffacker asked for feedback on the policy concerning time paid when the university closes early. He explained the policy as it relates to hourly staff. He answered questions regarding leaving work to pick up children from schools when they dismiss early. Mr. Hoffacker asked Lisa Willis to email him about Breathitt employees having to work or use vacation time in order to be paid when the Hopkinsville campus is closed.

Staff Regent Report: Staff Regent Phil Schooley listed the times and locations of the dedication ceremonies to be held on April 15, for the Lowry Reading Room in Pogue and the Hudson School of Agriculture Building. The Board of Regents will have a special-called meeting on April 15, at 2:00 p.m., to discuss the Code of Ethics. The regular Board of Regents meeting is scheduled for May 20. The agenda has not been set.

APPROVAL OF MARCH MINUTES: Christian Cruce made a motion to approve the March minutes as presented. Debbie Plummer seconded, and the motion carried.

TREASURER’S REPORT: Laura Dziekonski presented the March Treasurer’s Report. Marion Hale made a motion to approve the March Treasurer’s Report. Jerry O’ Bryan seconded, and the motion carried.

STANDING COMMITTEE REPORTS:
Executive Committee: Gina Winchester reported that the Executive Committee met with Dr. Dunn at the Leadership Council meeting on April 7. At that meeting, he talked about the budget. At its upcoming retreat, the Board of Regents will be discussing strategic imperatives. Dr. Dunn welcomes ideas and suggestions.

Two names were presented to Gina to fill the vacancy on the Judicial Board: Anthony Jones and Stephanie Totty. Because policy requires that the vacancy be filled by administrative staff, Anthony is not eligible to serve on the board; Stephanie has been appointed by the President to the board.

Gina announced the schedule of upcoming tuition forums. MSU is waiting for the Council on Post-Secondary Education to determine if a tuition increase ceiling will be set. She talked about changes being made to encourage staff to report leave time in Banner.
Josh Jacobs, Chief of Staff, answered questions regarding late reporting of hours worked by student workers. Gina and Josh welcomed questions and concerns.

Personnel Policies and Benefits Committee: Sheri Riddle read the agenda for the Faculty and Staff Insurance and Benefits Committee meeting scheduled for April 15. She said several staff have commented about preferring a pay increase instead of increased benefits. She reported on proposals which have passed the Insurance and Benefits Committee and have been forwarded to Tom Denton’s office.

Margie Miller and Orville Herndon added that staff members have told them they would prefer to have a pay raise rather than additional benefits. They need a raise to pay for increases in the price of gas and other items. Staff Regent Phil Schooley responded that Dr. Dunn is concentrating on issuing raises. Chuck Plummer noted that a 4-5% pay increase has little impact for those on the lower end of the pay scale.

Credentials and Elections Committee: Orville Herndon said the Staff Congress Election is scheduled for April 29. He listed the names of Staff Congress members whose terms will expire June 30. He distributed a handout of online voting instructions and asked that he be informed of any corrections needed. The instructions will be included with the sample ballot. Orville thanked Daniel Williams for providing online voting training for staff. He gave details of voting locations and times, as well as myGate and computer use training sessions for interested staff. He distributed a sign-up sheet for volunteers to work at the election polls. Gina Winchester asked staff to encourage co-workers to vote.

Staff Recognition Committee: Terri Benton reported that the Staff Recognition Committee met and drafted a proposal of changes to the Staff Excellence Award. Because the number of staff categories has been reduced from four to three, Terri made a motion to change the number of Staff Excellence Awards presented from eight to six for 2011, and to request Board of Regents’ approval to increase the number of awards presented to nine beginning in 2012. Marion Hale seconded. Orville Herndon asked if it would be possible to use the two extra awards as floaters for use in larger staff groups or in groups with more than two strong candidates. Orville made a motion to amend the previous motion to keep eight awards and designate two of them as at-large awards for use in categories with a surplus of strong candidates. Laura Dziekonski seconded. Gina Winchester asked if there was any discussion on the amended motion. The amended motion carried. Gina will draft a letter to Tom Denton about the motion.

Terri noted that a date for the Staff Recognition Luncheon is still being discussed. Gina thanked Terri for working on the luncheon arrangements.

Staff Special Events Committee: No report.

Communications Committee: No report.

Working Conditions Committee: No report.

Staff Congress Foundation Book Scholarship Committee: No report.

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

UNIVERSITY-WIDE COMMITTEES:
 Faculty and Staff Insurance and Benefits Committee: No report.

Intercollegiate Athletic Council: Lana Jennings said she attended the academics portion of today’s Intercollegiate Athletic Council meeting before leaving to attend today’s Staff Congress meeting. Keeping track of athletes’ academic progress is difficult because the council no longer receives students’ mid-term grades and must request them for each athlete. In addition, now that 300- and 400-level courses don’t require mid-term grade reports, the number of mid-term grades reported has decreased. MSU athletes are doing well academically. Several have the highest GPA compared with athletes from the same sports at other regional universities.

Naming Campus Facilities: No report.

Judicial Board: No report.
Sick Leave Appeals Committee: No report.

OLD BUSINESS: None.

NEW BUSINESS: Gina Winchester said Dana Howard wanted her to announce that All-Campus Sing will be streamed live on Facebook. Viewers can make comments on-line. She announced that this week is Diversity Week. On April 21, an employee/family poker run/walk will be held. She encouraged staff to recognize their support staff on April 27, Administrative Professionals Day.

ADJOURNMENT: Orville Herndon made a motion to adjourn the meeting. Debbie Plummer seconded, and the motion carried. The meeting was adjourned at 3:12 p.m.