Murray State University Staff Congress Draft Minutes for December 14, 2011 304 North Applied Science Building

PRESENT: Shanna Burgess, Susan D'Angelo, Tami Dandeneau, Laura Lohr Dziekonski, Liz Fain, Marion Hale, Orville Herndon, Jerry O'Bryan, Chuck Plummer, Debbie Plummer, Sheri Riddle, Tressa Ross, Stephanie Totty, Tim Williams, Lisa Willis, Dwaine Willoughby, Lisa Willis, Gina Winchester, Janeen Winters, and John Young. Guests: Dr. Josh Jacobs, Chief of Staff; Dr. Don Robertson, Vice-President for Student Affairs; and Phil Schooley, Staff Regent.

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

REPORTS FROM SPECIAL GUESTS:

<u>Dr. Josh Jacobs, Chief of Staff</u>: Josh Jacobs thanked Staff Congress members for representing staff at the monthly Staff Congress meetings and throughout the year as well as communicating information back to staff. Josh said Dr. Dunn has been President of MSU for five years. A *Roundabout U* video of an interview with Dr. Dunn and highlights of his five years with the university can be viewed from MSU's home page.

Gina Winchester referred to the university-wide email reminding everyone to unplug appliances and equipment before leaving on break. The email also contained information about using the Wellness Center. Josh thanked Dr. Robertson for providing the Wellness Center information.

Josh said the success of the Racer basketball team impacts how the university is viewed around the country and positively affects recruitment. He thanked Jerry O'Bryan and his co-workers for their work enabling MSU to be recognized as having one of the top green fleets in Kentucky.

At its meeting on December 9, the Board of Regents discussed the future of Ordway Hall. The options are to renovate the building at an estimated cost of \$10 million or to remove it and rebuild in its place. The board decided to re-address the topic in June. The auditor's report presented at the board meeting indicated no significant findings and complimented MSU staff and its accounting processes.

Josh complimented Shawn Smee, Fred Dietz, and Dr. Robertson for their work which has led to an increase in enrollment of approximately 200 students. Gina Winchester complimented the Scholarship Office for its new online scholarship application form which shows students the scholarships for which they qualify and allows students to choose the scholarships for which they wish to apply.

Chuck Plummer asked if bids are being accepted to tear down Racer Arena. Josh responded that bids are not being solicited for the demolition of the arena.

Laura Dziekonski complimented the carillon music throughout the year and especially during the Christmas season. Dr. Don Robertson credited Dr. Steve Brown for his work with the carillon.

<u>Dr. Don Robertson, Vice-President for Student Affairs</u>: Dr. Don Robertson thanked Staff Congress for hosting the staff reception and the children's Christmas party. He thanked the Congress for inviting children of all MSU employees to the children's party. He forwarded compliments he has received about the reception.

Through the Transit Authority, the City of Murray has received a grant to install sidewalks. Dr. Robertson and other MSU representatives have met with city representatives to determine the location of the sidewalks which may possibly be wide enough to allow for bike paths.

Paula Amols, Associate Director of Dining at Cornell University which has received top national rankings for its dining facilities, will be MSU's Director of Dining Services beginning in January 2012. Don complimented Terri Benton and Tim Bruce for their service as interim directors of Dining Services.

For the Director of Retention Services position, the applicants have been narrowed to four candidates to be interviewed.

Dr. Robertson's office is contacting students who have not graduated and have not registered for the spring semester to determine what assistance may be needed to enable them to return for the spring semester.

Dr. Robertson reminded everyone of the following deadlines and upcoming events: January 15--scholarship application deadline; January 16-- Martin Luther King, Jr. Day of Service; January 17--spring semester classes start. He reported on the recent meeting

in Frankfort between MSU representatives and Governor's Scholars Program staff. MSU will re-bid to host the Governor's Scholars Program for another three years. He thanked staff for their hospitality to the Governor's Scholars participants and reminded them not to underestimate the impact they have on students and their families who visit campus. Many visiting families have commented on the friendliness of MSU staff.

Staff Regent Report: Staff Regent Phil Schooley reported that approximately 51% of staff have responded to the Staff Survey. He will compile the Staff Survey report and present it to the Board of Regents at its March meeting. He noted that at its December meeting, the Board of Regents voted 8 to 1 to raze Ordway Hall with the stipulation to re-vote in June 2012. The board has asked the President's Office to look into the possibility of obtaining grants or donations to renovate Ordway Hall. Two board members were unable to attend the December board meeting. He will email a report of the December Board of Regents meeting to Staff Congress members. He asked staff to remind their co-workers to unplug appliances and other electric items before leaving for break.

APPROVAL OF NOVEMBER MINUTES: Under Reports from Special Guests, in Morris White's report, the first paragraph, second sentence, the word "canon" should be spelled "cannon" and in the third sentence, the word "fan" should be "fans." Laura Dziekonski made a motion to approve the minutes as corrected. Marion Hale seconded, and the motion carried.

NOVEMBER TREASURER'S REPORT: Laura Dziekonski presented the November Treasurer's Report. Gina Winchester asked if the Congress' expenses for the current fiscal year as of November 30, 2011, are similar to the expenses as of November 30, 2010. Laura affirmed that spending for the two years is closely matched. Marion Hale made a motion to approve the November Treasurer's Report as presented. John Young seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

<u>Executive Committee</u>: Gina Winchester said the Executive Committee will meet after the December break to review comments on the Staff Survey and will forward specific comments to appropriate Staff Congress committee chairs. A copy of the Staff Survey report will be given to MSU administrators and the Board of Regents. At upcoming Staff Congress meetings, information will be presented regarding Dr. Dunn's evaluation.

The spring schedule of meetings of Faculty and Staff Leadership with Dr. Dunn has not yet been determined. Anyone interested in attending any of the meetings or anyone who has a concern to be presented to Dr. Dunn may contact Gina.

Gina invited Congress members to participate in the January 16 Martin Luther King, Jr. Day of Service activities. She gave an overview of the schedule for that day.

Personnel Policies and Benefits Committee: No report.

<u>Credentials and Elections Committee</u>: Orville Herndon presented timelines for the Staff Regent and Staff Congress elections. The Staff Congress election will be held online. The Staff Regent election will be held online if approval to do so is received from University Counsel. Currently, Staff Regent Candidate forums are scheduled for the morning and afternoon of March 12. Staff may contact Orville with comments and questions regarding the forum date and times.

Question and discussion followed concerning having the Staff Regent election online. Sheri Riddle suggested having a polling place available in the Applied Science Building in order to allow staff access to the Help Desk for assistance with technology questions.

Staff Recognition Committee: No report.

Staff Special Events Committee: Janeen Winters reported that the estimated attendance at the children's Christmas party was approximately 225, with about 110 of those being children. She thanked all those who volunteered at the event. Janeen has gift bags from the party to send to the Breathitt Veterinary Center. At the party, some of the children decorated and signed a large Christmas card for Dr. Dunn. Janeen will give the card to Gina or Phil to deliver to the President. The Staff Special Events Committee will meet to discuss ideas for improving next year's party which is scheduled for Saturday, December 1, from 1:00 to 3:00 p.m. in the Curris Center Dance Lounge. The supply of party favors is now depleted, so the committee will order items for next year's event soon in order to take advantage of after Christmas sale prices.

Janeen said an estimated 320 staff attended the Staff Reception. Approximately 275 people registered for a door prize. She is in the process of contacting winners of door prizes. She welcomes suggestions for the children's party and staff reception. The time

of the reception may be changed to allow the evening shift staff to participate. Janeen thanked all who assisted with the reception. The 2012 Staff Holiday Reception is scheduled for Tuesday, December 11.

At the November Staff Congress meeting, Congress members agreed to have a meal at a restaurant which offers a rebate, with the funds to go to the Marie Jones Textbook Scholarship. The dinner was scheduled for December 15, prior the Faculty and Staff Recognition Basketball Game. The Staff Special Events Committee suggests that the meal be rescheduled in order to allow staff to attend the Open House Reception to be hosted by Drs. Randy and Ronda Dunn prior to the December 15 basketball game. Congress members agreed to postpone the fundraising meal.

Laura Dziekonski thanked Janeen and her committee for their work with the children's party and staff reception and added that both events were well organized.

<u>Communications Committee</u>: Laura Dziekonski said the next newsletter will be prepared after staff return in January. The newsletter will contain information about the upcoming Staff Congress and Staff Regent elections.

<u>Working Conditions Committee</u>: Jerry O'Bryan reported that the Working Conditions Committee will meet in January. He thanked Staff Congress for assistance with issues his committee has addressed.

Gina Winchester added that committee meeting reminders can be distributed by sending the information to the Staff Congress secretary to email to Staff Congress members.

Staff Congress Foundation Book Scholarship Committee: Debbie Plummer reported that a total of \$444 has been raised for the textbook scholarship through the pre-game corn hole skills game at the October 29 Faculty and Staff Recognition Football Game, the silent auction, and tickets sales for a tin of donated items. At the December 15 basketball game, the committee had planned to sell additional tickets for the tin of items and then draw from those tickets to see who would compete in the skills game to win the items. Debbie has since been informed that policy allows for distribution of information at athletic events but does allow not for ticket sales for fundraisers/events not sponsored by athletics. Congress members then discussed when or if to sell additional tickets and when to draw names and hold the skills contest. The group agreed to have an announcement made at the basketball game that the names would be drawn at the January 18 Staff Congress meeting. Marie Jones could possibly draw the names. The skills contest will be held at the rebate meal.

Gina Winchester complimented Debbie and her committee members on all the work they have done for the fundraiser.

AD-HOC COMMITTEES

<u>Staff Congress Handbook Review Committee</u>: Christian Cruce was unable to attend today's meeting. Debbie Plummer said the Staff Congress Handbook Review Committee will meet December 15, at 10:00 a.m.

UNIVERSITY-WIDE COMMITTEES:

<u>Faculty and Staff Insurance and Benefits Committee</u>: Debbie Plummer reported that the Faculty and Staff Insurance and Benefits Committee has approved a proposal to allow tuition waivers to be used by university employees for their children upon presentation of a birth certificate even if those children are not claimed as dependants on an employee's tax return. Persons may contact Debbie for a copy of the wording approved by the committee. The proposal will be forwarded to Tom Denton's office for approval. Employees should be aware of potential tax consequences when using tuition waivers.

Orville Herndon said a survey will be sent to all staff and faculty asking for comments on making the university more family friendly, including topics such as telecommuting and providing child care at comparable rates.

Jerry O'Bryan thanked the Faculty and Staff Insurance and Benefits Committee members for the work they have done. He especially appreciates their work to allow tuition waivers to be used by employees' children not claimed as dependants on employees' tax returns. Gina Winchester asked if this tuition waiver proposal needs to be presented to the Board of Regents for approval. Orville Herndon responded that because the tuition waiver is currently a benefit for employees, no additional approval by the Board of Regents is required.

Intercollegiate Athletic Council: No report.

Naming Campus Facilities: No report.

Judicial Board: No report.

International Studies Advisory Committee: No report. The next meeting will be held in February.

Sick Leave Appeals Committee: No report.

OLD BUSINESS:

<u>Staff Congress Banner</u>: Gina Winchester brought a camera to today's meeting and pictures were made for the Staff Congress banner.

NEW BUSINESS:

Meetings for 2012-2013: Gina Winchester led a discussion as to whether Staff Congress members preferred the monthly meetings be held on the second on third Wednesday of each month.

Parliamentarian Orville Herndon read Staff Congress Bylaw Article IV, Section 1 which addresses meeting dates. The Executive Committee will meet after the December break to discuss proposals to amend Bylaw Article IV, Section 1.

John Young made a motion to hold Staff Congress meetings on the third Wednesday of the month for the fiscal year 2012-2013. Tressa Ross seconded, and the motion carried.

ADJOURNMENT: John Young made a motion to adjourn. Debbie Plummer seconded, and the motion carried. The meeting was adjourned at 3:01 p.m.