Murray State University Staff Congress
Draft Minutes for January 12, 2011
Curris Center: Stables

PRESENT: Vicki D. Anderson, S.G. Carthell, Susanne D'Angelo, Laura Dziekonski, Orville Herndon, Wade Herndon, Lana Jennings, Anthony Jones, Margie Miller, Jerry O'Bryan, Kerry Pinkston, Chuck Plummer, Debbie Plummer, Jordan Smith, Stephanie Totty, Becky Wilder, Shari Wilkins, Gina Winchester, and John Young. Guests: Carmen Garland, Office of the Vice President for Student Affairs; Tom Hoffacker, Director of Human Resources; Josh Jacobs, Chief of Staff; Kim Oatman, Director of Facilities Management; Debbie Wagoner, Financial Administration Director, Facilities Management.

CALL TO ORDER: Staff Congress President Gina Winchester called the meeting to order at 1:35 p.m.

REPORTS FROM SPECIAL GUESTS:
Kim Oatman, Director of Facilities Management, spoke about the AIMS program which will allow work orders and fleet orders to be submitted on-line. The Facilities Management department processes about 30,000 work orders per year. The on-line system allows for checking on the status of work orders in progress and will randomly ask for feedback from users. He explained that the program also allows for assignment of building and office keys to specific individuals. A representative from each university department will need to be trained in order to submit work orders online. The first training session for authorized work order requesters/submission persons will be held on January 13. Emergency work orders will still be accepted over the phone. Questions followed.

Mr. Oatman introduced Debbie Wagoner, Facilities Management Financial Administration Director, who was instrumental in setting up the AIMS program. She said the online process is very simple and provided more information about it. Email verification of work order approval is sent to the person who submitted the work order. In order to be entered in the AIMS program as a designated word order requestor, individuals must first complete a form which is located on Forms Central. Questions followed.

Josh Jacobs, Chief of Staff, welcomed staff back to campus from the break. Earlier today, he received notification that MSU has been recognized by the National Weather Service as a StormReady® campus. He added that this recognition was achieved because of the planning and preparation by staff across campus to protect students, faculty, and staff in the event of a weather situation. The university will have to work hard to keep the designation. Students will return soon to start the spring semester. He reported on the recent trip to Greece as part of the 5/5/50 Initiative. The Board of Regents will meet on February 25. The board will also have a retreat in February to discuss non-action items.

Tom Hoffacker, Director of Human Resources, explained that EPAF (electronic personnel action forms) will be used for new hires, persons who leave the university, and job title changes. Use of EPAFs will possibly begin this summer. Over the next few months, Human Resources will experience personnel changes due to job changes, retirement, and maternity leaves. He explained that when persons file for unemployment, the correct address to use for MSU is 412 Sparks Hall to avoid delay or denial of unemployment benefits caused by missing the unemployment filing deadline. This is also the correct address to use for Worker's Compensation forms. Questions followed.

Carmen Garland, Office of the Vice President for Student Affairs, encouraged staff to participate in the Day of Service on Martin Luther King, Jr. Day, January 17. The Student Affairs webpage has information on the Day of Service. She passed along Dr. Robertson's wishes for a successful semester. She conveyed Dr. Robertson's appreciation for the cards received in response to the recent passing of his father.

S.G. Carthell spoke about the events planned for Martin Luther King, Jr. Day on January 17. He distributed copies of the schedule for the Day of Service.

Staff Regent Report: On behalf of Staff Regent Phil Schooley, who was unable to attend today's meeting, Gina Winchester distributed the report from the December 10 Board of Regents meeting. She noted that the School of Agriculture was renamed the Hutson School of Agriculture. All completed Staff Surveys have been received and are being compiled, with plans to present the final report at the February Board of Regents meeting.

APPROVAL OF DECEMBER MINUTES: Debbie Plummer made a motion to approve the December minutes as presented. Jordan Smith seconded, and the motion carried.

TREASURER'S REPORT: Laura Dziekonski presented the December Treasurer's Report. She read a letter from Bob Jackson thanking Staff Congress for the donation to the Gambiraopet family. A card was distributed to sign for Don Robertson. Cheryl

Hicks is recovering from knee surgery. Shari Wilkins made a motion to approve the December Treasurer's Report as presented. Chuck Plummer seconded, and the motion carried.

STANDING COMMITTEE REPORTS:
Executive Committee: Gina Winchester listed the dates for upcoming Faculty/Staff Leadership Council Meetings hosted by Dr. Dunn. The Staff Congress committee chairs also attend these meetings.

Personnel Policies and Benefits Committee: No Report.

Gina said that Sheri Riddle is the only person from Staff Congress trained in the Elluminate program used to transmit Staff Congress meetings over the internet. Operating the program is simple and involves setting up a laptop and some speakers. Anyone interested in overseeing Elluminate at Staff Congress meetings when Sheri is unable to attend may contact Gina or Sheri.

Credentials and Elections Committee: Orville Herndon announced that Staff Congress elections will be held on April 29. The Credentials and Elections Committee met last week and will meet again later in January to continue discussing the possibility of using on-line voting in the April 29 elections. At the February Staff Congress meeting, the committee will present its recommendation regarding on-line voting. He listed the names of those Staff Congress members whose terms will expire on June 30. Candidacy intent forms and sample ballots will be mailed. Orville would like to have links to those forms included on *Roundabout* and on the Staff Congress webpage.

Staff Recognition Committee: No report.

Staff Special Events Committee: No report.

Communications Committee: Laura Dziekonski asked staff to be thinking about what to include in next newsletter. Discussion of newsletter items followed.

Working Conditions Committee: Jerry O'Bryan presented a concern that staff have brought to him regarding the operation of snow removal equipment by Building Service Technicians when Grounds Maintenance staff are not available overnight. Grounds Maintenance staff have indicated their willingness to work as needed to remove snow overnight. Staff Congress President Gina Winchester recommended that the Working Conditions Committee forward this issue to Tom Denton, Vice-President of Finance and Administrative Services.

Staff Congress Foundation Book Scholarship Committee: Debbie Plummer said the scholarship application for the spring semester will be put in the *MSU News* and *Roundabout* publications, as well as on RacerNet. It is already available on the Staff Congress webpage. The application deadline for the spring semester is February 1.

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: No report.

Naming Campus Facilities: No report.

Judicial Board: No report.

Sick Leave Appeals Committee: Lana Jennings said the committee met this week with an appeal. The committee will submit its recommendation to Tom Denton by the end of the week. She expressed appreciation to the other Sick Leave Appeals Committee members: Katy Garth and John Young. Discussion and questions followed regarding the Sick Leave Bank.

Orville Herndon suggested that the Insurance and Benefits Committee look into the Sick Leave Bank policy wording and request a report on the status of the bank. The comment was made that staff have no way to re-join the sick leave bank once they use their allotted time from the bank, then return to work. Gina Winchester said she will ask for Human Resources to present a report on the Sick Leave Bank.

OLD BUSINESS: None.

NEW BUSINESS: Stephanie Totty reported from a subcommittee of the Faculty and Staff Insurance and Benefits Committee which has been formed to discuss the possibility of a tuition waiver bank. The subcommittee would like specific input from employees as to what they desire regarding tuition waivers and a tuition waiver bank. Discussion followed.

Gina Winchester recommended that the subcommittee ask Tom Denton how much the university allocates for tuition waivers and the anticipated cost of increasing that benefit. She added that the staff surveys contain comments regarding the tuition waivers. Others noted that staff need to be informed of the tax implications of using tuition waivers. A request was made to ask that the tuition waiver policy be modified to allow employees to transfer tuition waivers to their children who are not claimed as dependents for tax purposes.

ADJOURNMENT: Orville Herndon made a motion to adjourn the meeting. Anthony Jones seconded, and the motion carried. The meeting was adjourned at 3:15p.m.