

PRESENT: Terri Benton, Johnathan Chancellor, Christian Cruce, Laura Dziekonski, Marion Hale, Orville Herndon, Wade Herndon, Cheryl Hicks, Dana Howard, Lana Jennings, Anthony Jones, Margie Miller, Jerry O'Bryan, Kerry Pinkston, Chuck Plummer, Debbie Plummer, Stephanie Totty, Becky Wilder, Lisa Willis, Dwaine Willoughby, Gina Winchester, Janeen Winters, John Young, and Staff Regent Phil Schooley. Guests: Shanna Burgess, Staff Congress member-elect; Tom Hoffacker, Director of Human Resources, Josh Jacobs, Chief of Staff; Dr. Don Robertson, Vice President for Student Affairs and Tressa Ross, Staff Congress member-elect.

CALL TO ORDER: Staff Congress President Gina Winchester called the meeting to order at 1:30 p.m. She introduced new members in attendance and welcomed them to Staff Congress. She recognized Congress members who are completing their terms: Vicki Anderson, S.G. Carthell, Tommy Kimbro, Shari Wilkins, and Johnathan Chancellor. Johnathan has accepted a position at EKU.

REPORTS FROM SPECIAL GUESTS:

Josh Jacobs said that many students, ranging in age from young elementary to high school, will be on campus this summer as a result of the efforts of Janeen Winters and Continuing Education, as well as other campus groups. Academic and administrative departments across campus are completing their 2010-2011 Triple I reports in which accomplishment toward goals set for the past fiscal year is evaluated. The reports are available on the President's webpage under Vision. Josh thanked anyone who is taking the time to compile the reports

Dr. Don Robertson reported on the progress of relocating departments currently housed in Ordway Hall. Renovation of Elizabeth Hall has begun, with plans to re-open the residential college in August 2012. He reported on Summer O enrollments as well as housing and enrollment applications for the fall semester. Student Affairs is following up with current students who have not registered for the fall semester to determine what support services are needed, such as academic or financial assistance.

Dr. Robertson said he has become aware that faculty and staff often do not know where to refer students with various academic, financial, or other concerns. In response, an information card is being distributed across campus which can be used to refer students to Academic Affairs where the students can then be directed to the appropriate office(s) for assistance. He thanked Grounds, Building, and Facilities Management staff for preparing and maintaining the campus for use by students attending various summer programs including the Commonwealth Academy, Governor's Scholars Program, and other programs. He thanked all staff for welcoming and assisting students.

Gina Winchester thanked Dr. Robertson for his efforts to notify staff and faculty of a central location to refer students for assistance.

Tom Hoffacker reported that the ORP and KTRS sick leave buyback process continues to be under review to determine if ORP employees will receive cash or funds placed into ORP. KTRS employees will receive funds placed in their retirement funds. He welcomes questions at anytime. He asked that staff be patient with new employees in Human Resources who are processing P.A. forms. Implementation of electronic Personnel Action forms is still in progress. He reported on and answered questions regarding the 4% pay increase. He also answered questions about changes in position grade levels and resulting pay changes, what happens once a person reaches the maximum pay for a grade, the compensation study, and vacation accrual. Persons with additional questions may contact him or Cheryl Waltmon, Manager of Employment, Employee Relations, and Compensation in Human Resources.

Chuck Plummer asked if an employee can be prohibited from using vacation days which would be lost after June 30 due to the maximum accrual policy. Josh Jacobs replied that emergency employees who work on days MSU is closed can possibly lose excess vacation days, but the university does try to work with employees to avoid any loss of accrued vacation time.

Josh Jacobs explained the bicycle loan benefit recently approved by the Board of Regents.

Staff Regent Report: Staff Regent Phil Schooley distributed and discussed a copy of his report, including the approval by the Board of Regents of the 4% pay raise. The next meeting of the Board of Regents is scheduled for August 26, in Hopkinsville. Josh Jacobs gave a summary of the status of the MSU campus in Paducah. In response to a question, Josh explained the tuition and fee assistance program for employees pursuing a doctoral degree.

Phil recognized Josh for completing his doctoral degree. Phil said the university has received an approval from the CPE as part of the process of being able to offer a doctorate of nursing degree.

APPROVAL OF MAY MINUTES: Laura Dziekonski made a motion to approve the May minutes as presented. Christian Cruce seconded, and the motion carried.

TREASURER'S REPORT: Laura Dziekonski presented the May Treasurer's Report. Debbie Plummer made a motion to approve the Treasurer's Report as presented. Marion Hale seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee:

Gina Winchester reported on items discussed at the Executive Committee meeting held prior to today's Staff Congress meeting, including re-appointment of the Staff Congress Secretary for 2011-2012. The Staff Congress office is currently located in Ordway Hall. Gina welcomes suggestions for a new office location. A request has been received from the MSU archive department in Pogue Library to include Staff Congress materials. Faculty Senate materials are also included in the archives.

Personnel Policies and Benefits Committee: No report.

Credentials and Elections Committee: Orville Herndon said that at the next Staff Congress meeting, he expects to have the name of a staff member who is willing to serve the remainder of Johnathan Chancellor's term on Staff Congress. He added that he is sorry to see him leave and wishes him well.

Staff Congress Officer Elections: Orville reviewed the requirements of the officer positions. He read the names of those who notified him prior to today's meeting of their intent to run for officer positions. Additional nominations were also accepted at this time. After nominations, the complete list of officer candidates included the following:

President: Gina Winchester; Vice-President: John Young; Treasurer: Laura Dziekonski and Debbie Plummer. Ballots were distributed and collected.

The results of the election are as follows:

Of the 22 votes cast, Gina Winchester was elected unanimously as President; John Young was elected unanimously as Vice-President. For Treasurer, Laura Dziekonski received 14 votes and Debbie Plummer received 7.

Orville said a Staff Congress vacancy exists in the Facilities Management category and a replacement is needed for the remainder of Johnathan Chancellor's term, although someone may be willing to fill that position.

Staff Recognition Committee: Terri Benton reported that as of today, seven nominations for the Staff Excellence Awards have been received. The deadline for nominations is Friday, June 10. Gina noted that next year, the campus community will be able to nominate employees for the awards earlier in the year. Gina encouraged Staff Congress members to nominate staff for the awards.

Terri said the Staff Recognition Luncheon will be held on August 9, at noon. Gina said vendors will be contacted to set up information tables at the luncheon.

Staff Special Events Committee: No report.

Communications Committee: Laura Dziekonski said the committee plans to mail a newsletter this week. She asked everyone to remind co-workers to check the names of the Years of Service recipients in the newsletter for errors.

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: No report.

Naming Campus Facilities: No report.

Judicial Board: Stephanie Totty reported that the Judicial Board has heard a case, but the details are confidential.

Sick Leave Appeals Committee: No report.

OLD BUSINESS: None.

NEW BUSINESS: Lisa Willis thanked everyone on behalf of her husband for the card Staff Congress sent to him. He is doing very well.

Gina Winchester noted that while she wants to serve again as Staff Congress President, she will also be involved in Leadership Kentucky which, for the next six months, will meet on the second Wednesday of the month, the same day as Staff Congress meetings. She asked if members would be willing to hold Staff Congress meetings on a different day of the month. Discussion followed to determine a day of the month that would work for members. Anthony Jones made a motion to hold Staff Congress meetings on the third Wednesday of the month during the 2011-2012 fiscal year. Stephanie Totty seconded, and the motion carried.

Gina asked where members would like meetings to be held. They have been held in various rooms of the Curris Center as well as in the CTLT training room. She asked members for input.

ADJOURNMENT: John Young made a motion to adjourn the meeting. Christian Cruce seconded, and the motion carried.