Murray State University Staff Congress
Draft Minutes for October 19, 2011
304 North Applied Science Building

PRESENT: Shanna Burgess, Tami Dandeneau, Susan D'Angelo, Laura Dziekonski, Liz Fain, Marion Hale, Orville Herndon, Dana Howard, Lana Jennings, Anthony Jones, Jerry O'Bryan, Kerry Pinkston, Chuck Plummer, Debbie Plummer, Sheri Riddle, Tressa Ross, Billy R. Russell, Rebecca Wilder, Tim Williams, Lisa Willis, Dwaine Willoughby, Gina Winchester, Janeen Winters, and John Young. Guest: Josh Jacobs, Chief of Staff.

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

REPORTS FROM SPECIAL GUESTS:
Josh Jacobs, Chief of Staff: Josh Jacobs said the Symphonic Wind Ensemble's annual President's Concert will be held November 1, at 7:30 p.m. The concert is free and donations will be accepted. Proceeds will be used towards replacing music instruments and equipment destroyed in Japan as a result of the March earthquake and tsunami.

Earlier today Josh sent an email to Gina Winchester and Phil Schooley with a link to a survey to forward to Staff Congress members. The survey asks MSU employees what types of concerts and lectures they would like to see on campus during the next academic year. Staff are asked to forward the survey to co-workers and students.

Josh gave an overview of the strategic imperatives Dr. Dunn presented in the President's State of the University address. The text of the speech will be available online. He said the strategic imperatives were discussed again at yesterday's meeting of campus administrators.

Laura Dziekonski asked if improvements can be made to the sidewalks to reduce slippery conditions after rain. She also noted that cars passed her as she stopped at a crosswalk to allow pedestrians to pass. Josh responded that Facilities Management is evaluating ways to improve the safety on the sidewalks. He asked that individuals offer a gentle reminder to drivers who pass at crosswalks. Gina Winchester added that a safety task force will have its first meeting in November.

A comment was made that bikes are being attached to the handrail near the Wellness Center. Josh will ask Facilities Management to install additional bike racks.

Josh said open enrollment packets were delivered this week. He gave a summary of the changes for 2012. He answered questions and complimented Human Resources on the clarity of information presented in the packets. He asked staff to thank Mary Armstrong for the presentation of the information.

Recruitment tours will be starting soon. Fridays are blue and gold days, when everyone is asked to wear blue and gold to work. Dana Howard added that October 21 is pink, blue, and gold day in recognition of Breast Cancer Awareness month.

Josh noted that new videos are posted regularly to the university's You Tube feed. He complimented Dana Howard for her work on the videos. Dana added that her department is compiling a Racer Shuffle re-mix and welcomes submissions from employees and staff. Every participant receives a Racer Shuffle t-shirt.

Staff Regent Report: Staff Regent Phil Schooley was unable to attend today's Staff Congress meeting due to being in Paducah at a meeting. Gina Winchester highlighted items on copies of Phil's report that were distributed at today's meeting.

Josh Jacobs elaborated on the portion of Phil's report dealing with the lease needed to execute bond sales for MSU's regional campus in Paducah.

The next Board of Regents meeting will be held on December 9, in Pogue Library. Josh said a full enrollment report will be presented at that time.

APPROVAL OF AUGUST MINUTES: Anthony Jones noted a correction under Reports from Special Guests. In the first sentence of the report from Linda Miller, no dot or period should be included in the phrase "first name first initial.lastname" for the new email addresses.

Lana Jennings pointed out that under approval of August Minutes, in the second sentence, the word "concert" should be "concern."

Sheri Riddle noted that Stephanie Totty, not Sheri Riddle, gave the Judicial Board report under University-wide Committees.

Laura Dziekonski made a motion to approve the minutes as corrected. John Young seconded, and the motion carried.

SEPTEMBER TREASURER'S REPORT: Laura Dziekonski presented the September Treasurer's Report. She said a card was sent from Staff Congress to University-wide Insurance and Benefits Committee Chair Ann Beck for the loss of her mother. A card was sent to Josh Jacobs and his wife congratulating them on the birth of their daughter. John Young made a motion to approve the Treasurer's Report as presented. Anthony Jones seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee: Gina Winchester thanked Congress members for serving on and chairing committees.

The Faculty and Staff Leadership meeting with Dr. Dunn for October was rescheduled for November 3.

Gina has received a request from Fred Miller, in the College of Business, to serve on the International Studies Advisory Committee (ISAC). This is a university sanctioned committee that advises the Director of the Institute for International Studies, President, Provost and Vice President for Academic Affairs in regard to issues related to international education at MSU. Gina will provide reports to Staff Congress from ISAC meetings.

Personnel Policies and Benefits Committee: Gina Winchester said she has received an email from Tom Hoffacker of Human Resources, explaining that HR is in the process of determining if employees may allow their children to use tuition waivers if the children are claimed as dependents on the employees' tax returns for alternating rather than consecutive years.

Credentials and Elections Committee: Orville Herndon reported that the online election for the Staff Regent will be open March 13 through March 15, 2012. The online election of Staff Congress representatives is scheduled from April 4 through April 26, 2012. The Credentials and Elections Committee will present a proposed timeline for the elections at the next Staff Congress meeting. The committee is working on revising the Staff Congress bylaw concerning online voting.

Staff Recognition Committee: Dana Howard distributed copies of the Staff Recognition Committee's proposed changes to the Staff Excellence Award nomination form. Proposed dates for the 2012 Staff Recognition Luncheon are August 7 and August 14. Tom Denton's office will determine the final date. In addition to changing the nomination form, the committee would like nominations to be accepted throughout the year, rather than only in the spring. The committee would also like to propose increasing the award amount, which would require approval by the Board of Regents. She asked Congress members to provide the committee with any comments regarding the proposed changes.

Orville Herndon and Gina Winchester added that the proposed changes will need to be presented to Tom Denton and Sharion Meloan.

Staff Special Events Committee: Janeen Winters said the Staff Special Events Committee suggests Staff Congress meet for dinner the night of the December 15 Faculty and Staff Appreciation basketball game. The meal can be held at a restaurant which allows rebates, with the funds raised going towards the Staff Congress Foundation Marie Jones Textbook Scholarship.

Janeen reported on the status of plans for the Children's Christmas Party. At the November Staff Congress meeting, she will have a sign-up sheet so Staff Congress members can volunteer to help at the party.

Communications Committee: Laura Dziekonski said the next Staff Congress newsletter will be mailed just before Thanksgiving break. The article submission deadline for that newsletter is November 3.

Working Conditions Committee: Jerry O'Bryan reported that the Working Conditions Committee will meet on November 2, at 3:00 p.m., in the Transportation Building. He asked Congress members to inform him of any items to be brought to the committee's attention.

Staff Congress Foundation Book Scholarship Committee: Debbie Plummer said the Book Scholarship Committee will hold a skills contest at the Faculty and Staff Appreciation football game on October 29, to raise funds for the Staff Congress Foundation Marie Jones Textbook Scholarship. In addition, a silent auction of items will be held at the Children's Christmas Party and Staff Holiday Reception in December. She requested permission to purchase from the University Store decorative metal containers in which to display the donated items to be used as prizes for the skills contest and silent auction.

Debbie Plummer made a motion to spend $100 on decorative tins and prizes for the fundraising skills contest and silent auction items. Chuck Plummer seconded. Discussion followed. The motion carried.

Debbie asked if Staff Congress members would be willing to volunteer to work at the concession stand during a basketball game, in order for a percentage of concession sales to be donated to the Textbook Scholarship. Discussion followed. Congress members agreed they would like for Debbie to arrange a date for the group to work at a concession stand for one of the basketball games.

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: Sheri Riddle reported on the September meeting of the Intercollegiate Athletic Council. Items discussed at the meeting include potential NCAA legislation which would bring large monetary changes to the MSU such as increased scholarship costs. The committee also looked at student surveys. Most comments on the surveys were positive.

Naming Campus Facilities: No report.

Judicial Board: No report.

Sick Leave Appeals Committee: No report.

OLD BUSINESS:
Staff Congress Banner: Laura Dziekonski reported that photos are being chosen for the banner.

NEW BUSINESS:
Email User Name Changes: Sheri Riddle said all user names will be changed during the current semester. Those whose emails are not changed by the end of the semester should contact CTLT. She reminded everyone that only the user names will change. Passwords will not be changed. Employees will need to update their email addresses in off-campus list serves and on their Smart Phones and Androids. Instructions for updating email addresses on mobile devices are available on Racer Net under the Support tab.

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