Murray State University Staff Congress
Draft Minutes for August 12, 2009
Curris Center, Mississippi Room

Present: Cathy Bazar, Terri Benton, Michael Busby, Christian Cruce, Laura Dziekonski, Orville Herndon, Lana Jennings, Norma Sue Miller, Jerry O'Bryan, Jane Page, Chuck Plummer, Debbie Plummer, Sheri Riddle, Becky Wilder, Gina Winchester, Janeen Winters, and John Young. Guests: Josh Jacobs, Chief of Staff; Jim Carter, Vice President for Institutional Advancement; Tom Hoffacker, Director of Human Resources; and Phil Schooley, Staff Regent.

President Christian Cruce called the meeting to order at 1:30 pm.

Reports from Special Guests

Mr. Josh Jacobs, Chief of Staff, began by thanking Facilities Management for successful moves, completed projects, and the overall beauty of the campus for the beginning of the fall semester. Franklin College will be ready for move-in on Saturday. Jacobs requested help for new freshmen moving in beginning at 10 am.

Cathy Bazar asked about staff and students who may be locked out of MyGate after 120 days of inactivity. Sheri Riddle noted that it may be an issue for students who registered at the April orientation. We are to tell students and staff experiencing this problem to call the Help Desk. Jacobs praised our staff members who have worked so hard for a smooth Banner transition.

Mr. Jim Carter, Vice President for Institutional Advancement, yielded to Catherine Sivills to unveil the New MSU Brand. The Board and the Administrative Council have seen it, and Dr. Dunn will present it at the Faculty Luncheon on Friday. The selection process started in March with fifteen focus groups allowing input from across the campus. The company hired to assist with the project said they had never before seen the consistency from all the various groups with affordability and quality the recurring description of MSU. They also indicated they had never before seen so many different logos used at the same time. The open third star on the new shield logo represents openness to possibilities after leaving MSU. Examples were shown of sub-branding with department names beneath the single new logo and of business cards. Of the previous logos, only the Racers M and the historic formal shield will be kept. We can begin to use the new logo immediately for new orders, but should continue to use current supplies of products for cost savings.

A View book for recruiting and housing has been produced with new pictures. The new Tag line is '*Your world to explore*.' This project represents a huge investment and has never been done before at MSU.

Mr. Tom Hoffacker, Director, Human Resources, announced that Mercer Consulting will begin their work regarding health insurance tomorrow to conclude by Feb. 1.

Next month, decisions will be made for change to our hiring process. One change will be online employment applications used by end of the year for staff and faculty, but not students. Departments will see those applications online with granted access. Search committees will still be used but called Screening committees. These changes are being made with the assistance of a contract with People Administration.

Cathy Bazar thanked Mr. Hoffacker for the hiring checklist now posted on the HR web page. She asked if copies of completed PAs could be sent to dean's offices as well as to department chairmen because both offices need to be aware of any changes made to PAs in routing. HR makes nine copies of current PAs, so can make tenth, but not all deans want them. The current set-up is to have Deans get them from chairs. The issue will be investigated.

Regarding changes in health plans, Mr. Hoffacker explained that suggestions are put into a straw man model to determine costs. Results of this exercise will be available Friday. We will likely see our current Basic plan replaced with a consumer-directed, high deductible healthcare plan. A wellness incentive plan is also probable. HR wishes to improve communications with web pages to help employees make the decisions for the best plan for them. The first step is for the Selection Committee to determine the best provider from the four (Anthem, Humana, United, and Aetna) who responded to the Request for Proposal.

Approval of Minutes

A correction was made to the July minutes under the Staff Regent Report in the fourth sentence striking Staff Regent to read: 'Gina said that at the ~~Staff Regent~~ meeting with the Executive Council, the staff survey was discussed.' Norma Sue Miller moved to approve corrected minutes and Laura Dziekonski seconded.

Approval of Treasurer's Report

Debbie noted the final balance for 2008-09 showed –$193.30, but should be covered by last year's overage. This year, $900 will be transferred to the regular budget to cover prizes for the fundraiser. We have spent $813 for prizes and $297 for printing. The budget report was approved.

Standing Committee Reports

Executive Committee, Christian Cruce

No report.

Personnel Policies/Benefits Committee, Michael Busby

Mike Busby is on the insurance vender selection committee**.** It is special committee, smaller than the 17-member University Insurance & Benefits committee. This committee only selects the vender administrator from the applicants and does not make decisions about actual coverage. The full university committee will then follow with decisions about policies and benefits.

Credentials and Elections Committee, Orville Herndon

Terry Burgess has resigned resulting in an opening on Staff Congress and on the Insurance and Benefits Committee. Terry is leaving because of his current heavy work schedule.

Staff Recognition Committee, Sheri Riddle

Sheri thanked everyone who helped with the Staff Recognition Luncheon providing quick service and clean-up. Rolling silverware in the napkin was suggested as a timesaver for next year. A request was made for larger glasses or water pitchers on tables. Since this was the third year for Coldwater BBQ, we may want to open bids for caterers next year.

Staff Special Events Committee, Cathy Bazar

Cathy reported that 280 Staff Congress Fundraiser tickets were sold at the luncheon for a total of $240. An additional 420 tickets have been distributed to Staff Congress members and the Chamber of Commerce for sale. Campus donations of $1,200 have been received for the purchase of prizes and printing for the fundraiser. Remember that this fundraiser is not a raffle, and that the person named on ticket must participate in the game of darts at Nicks. Only one prize is allowed per person. Students, community, faculty and staff can participate, but no Staff Congress member or spouse, children, parents, or in-laws of Staff Congress members are eligible. Cathy will sign out additional tickets after the meeting. Christian Cruce will take to dinner the Staff Congress member who sells the most tickets. Because of the publicity of the fundraiser, an anonymous donor has promised a $150 contribution at the time of the next book scholarship award.

Communications Committee, Lana Jennings

A draft of the August Newsletter was circulated. The next newsletter article deadline is Sept. 17 for mailing on Sept. 28, featuring the Heart Walk and the Board of Regents meeting notes from Phil.

Working Conditions Committee

No report

Ad-Hoc Committees

Salary and Benefits Equity Research Committee, Debbie Plummer

No report.

Staff Congress Foundation Book Scholarship Committee, Kim Griffo

Norma Sue Miller contacted the bookstores and Southeast Book Company for donations. Southeast will donate a book.

Staff Congress Bylaws Review, Orville Herndon

Only Orville, Debbie and Marion remain on this committee following Terry's resignation.

Staff Congress Handbook Review Committee, Mike Busby

No report

University-wide Committees

Faculty and Staff Insurance and Benefits Committee

No report.

Intercollegiate Athletic Council, Michael Busby

Has not met**.**

Naming Campus Facilities Committee, Christian Cruce

No report.

Judicial Board, Phil Schooley

No report

Sick Leave Appeals Committee, Lana Jennings

No report.

Staff Regent Report- Phil Schooley
The Board Retreat will be on Aug. 17 at Millers. The next regular Board meeting is on Sept 25.

Old Business
Committee assignments will be emailed to members by Christian.

New Business
Christian announced we will have a Heart Walk team and would very much like to have ten people for this October walk. Last year's three member team did meet its goal, however.

Gina Winchester suggested a meeting to improve the Staff Excellence award process and to seek to get more nominations turned in. Only one Facilities Management award was given this year because only one nomination was turned in. She suggested checking the timing on the receipt of nomination forms since they were sent out at a very busy time last spring. Debbie said some found the new format of the nomination form more labor intensive.

It was recommend that the Personnel Policy and Benefits Committee scrap the discretionary day proposal in favor of three additional days at Christmas to give two weeks off and/or shut down Monday and Tuesday of spring break week to save university utilities money while getting extra days off for staff. The Personnel Policy & Benefits Committee needs to discuss how to approach as either a shut down of the university or extra days off. Send your thoughts to Mike Busby, chairman of the committee, so all contingencies can be considered before a proposal is sent forward.

Adjourn
The meeting was adjourned at 2:40 PM.

***NEXT MEETING:* Wednesday, September 9, 2009 –1:30 PM – Curris Center, - Mississippi Room**