

Murray State University Staff Congress  
Draft Minutes for July 8, 2009  
Curris Center: Curris Center Mississippi Room  
Updated July 30, 2009

**PRESENT:** Vicki D. Anderson, Michael Busby, Christian Cruce, Laura Dziekonski, Marion Hale, Orville Herndon, Wade Herndon, Lana Jennings, Tresa Jones, Aleeah McGinnis, Norma Sue Miller, Jerry O'Bryan, Chuck Plummer, Debbie Plummer, Shari Wilkins, Lisa Willis, Becky Wilder, Gina Winchester, and John Young. Guests: Johnathon Chancellor, Student Financial Aid; Josh Jacobs, Chief of Staff; Dr. Don Robertson, Vice President for Student Affairs; and Phil Schooley, Staff Regent.

**CALL TO ORDER:** Staff Congress President Christian Cruce called the meeting to order at 1:30 p.m.

**REPORTS FROM SPECIAL GUESTS:**

Josh Jacobs, Chief of Staff, presented Re'Nita Avery-Meriwether, Way to Go Award Winner, with a certificate of recognition and gift certificate to the University Store.

Josh reported on the recent thunderstorm damage to campus being addressed by Facilities Management. He noted that the governor appointed Dr. Constantino Curris and Sharon Green to the MSU Board of Regents.

Dr. Don Robertson, Vice President for Student Affairs, reported on Summer Orientation. Attendance at the sessions has been strong, with three additional sessions upcoming. Dedication of the new Richmond Residential College is planned for the beginning of the fall semester. Three other buildings, Elizabeth, Regents, and White, have received improvements to the air conditioning systems. Significant remodeling is underway in the University Store. Winslow is also being remodeled.

**APPROVAL OF JUNE MINUTES:** Lana Jennings noted that under Call to Order, the meeting was online via Elluminate, and was not streamed live. Aleeah McGinnis pointed out that under Reports from Special Guests, the second line should be corrected from "on the on MSU campus" to read, "on the MSU campus." Debbie Plummer made a motion to approve the minutes as corrected. The motion was seconded; and the motion carried.

**TREASURER'S REPORT:** Treasurer Debbie Plummer distributed copies of the updated/revised Staff Congress Constitution and Bylaws. She presented the June Treasurer's Report. Shari Wilkins made a motion to approve the Treasurer's Report. The motion was seconded, and the motion carried.

**STANDING COMMITTEE REPORTS:**

**Executive Committee Report:** Staff Congress President Christian Cruce thanked Phil Schooley and Gina Winchester for their work as the immediate past Staff Congress President and Staff Regent, respectively. She welcomed new Staff Congress members.

She named the following appointees to Staff Congress: Janeen Winters to fill the remainder of Steve Thomas' term; Kim Griffo, Laura Dziekonski, and Chuck Plummer to fill open positions. Orville Herndon made a motion to accept those appointees. The motion was seconded, and the motion carried.

For the benefit of new Staff Congress members, Christian asked that as they give their reports during today's meeting, committee chairs explain the responsibilities of their committees.

**Personnel Policies/Benefits Committee:** Michael Busby explained that the committee has been working on revisions to the wording of the Sick Leave Policy. The revisions have been submitted to Tom Hoffacker of Human Resources and Tom Denton of Finance and Administrative Services. The Personnel Policies/Benefits Committee is working to establish a policy regarding interim positions at the university. Michael asked the staff to inform him, the other committee members, or Staff Congress President Christian Cruce of any issues which should be brought to the committee's attention.

**Credentials and Elections Committee:** After explaining the responsibilities of his committee, Orville asked Staff Congress members to introduce themselves for the benefit of the new members.

Christian Cruce noted that Staff Congress meetings are open and encouraged Staff Congress members to inform co-

workers that they are welcome to attend the meetings.

**Staff Recognition Committee:** Sheri Riddle was unable to attend today's meeting. Christian Cruce distributed a sign-up sheet for Staff Congress members to help with the Staff Recognition Luncheon scheduled for August 4.

Gina Winchester explained what types of assistance are needed for the luncheon. She said that Dr. Dunn and Alan Stout will be addressing staff at the event.

**Staff Special Events Committee:** Cathy Bazar is out of the country and therefore unable to attend today's meeting. Christian reported on the committee's responsibilities and current projects: the fundraising event and the rebate meals.

**Communications Committee:** Lana Jennings explained that the article deadline for the next Staff Congress newsletter is August 6, with a planned mailing date of August 17. The *Roundabout* deadline has been moved to the Monday afternoon prior to each Thursday distribution of the university news email.

**Working Conditions Committee:** Terry Burgess was unable to attend today's meeting. Jerry O'Bryan explained the committee's purpose. He reported that the university has purchased golf carts and is training employees on their use. He explained some of the requirements of operating the golf carts.

#### **AD-HOC COMMITTEES:**

**Salary and Benefits Equity Research Committee:** Debbie Plummer explained the committee's responsibilities.

**Staff Congress Foundation Book Scholarship Committee:** Christian Cruce described some of the qualifications of scholarship applicants as well as the committee's fundraising efforts.

**Staff Congress Bylaws Review Committee:** Orville Herndon asked Staff Congress members to notify him or other committee members of any typing errors or other items requiring attention in the revised Constitution and Bylaws.

**Staff Congress Handbook Review Committee:** Michael Busby said that the last review of the staff handbook was completed in 2001. Human Resources compiled the previous handbook with input from staff. The current revision is being undertaken by the Staff Congress Handbook Review Committee. Any proposed revisions will be presented to the Board of Regents for approval.

#### **UNIVERSITY-WIDE COMMITTEES:**

**Faculty and Staff Insurance and Benefits Committee:** Orville Herndon reported that the committee presented several proposals to the administration. The next meeting will occur at the beginning of the fall semester. The committee does not meet during the summer, due to many faculty being off-campus during that time. Open enrollment for 2010 insurance will be held during the fall semester. He noted that Staff Congress Personnel Policies and Benefits Committee members serve as the staff representatives to the university-wide Faculty and Staff Insurance and Benefits Committee.

**Intercollegiate Athletic Council:** Michael Busby said that the NCAA requires universities to have an Intercollegiate Athletic Council. The committee is currently being re-structured. These committee meetings are closed.

**Naming Campus Facilities Committee:** Christian Cruce explained the purpose of this committee. These committee meetings are closed.

**Judicial Board:** Phil Schooley reported on the function of this committee.

**Sick Leave Appeals Committee:** Lana Jennings explained the purpose of this committee.

**Staff Regent Report:** Staff Regent ex-officio Gina Winchester reported that by law the MSU Board of Regents must meet within 30 days of new members being appointed to the board. Newly elected Staff Regent Phil Schooley said the next Board of Regents meeting will be held on July 27, at 3:00 p.m., in Pogue Library. The meeting is open to the public. Gina said that at the Staff Regent meeting with the Executive Committee, the staff survey was discussed. She said that the survey is ready to be prepared for distribution unless anyone has any suggested revisions. An online survey is currently

being developed. August 1 is the planned distribution date of the survey. Copies of the survey questions can be sent via email to Staff Congress members for review before it is prepared for campus-wide distribution. Requests for the questions may be sent to Gina Winchester or Phil Schooley.

**OLD BUSINESS:** None.

**NEW BUSINESS:** Christian Cruce asked Staff Congress members to indicate their Staff Congress committee preferences on the forms she distributed.

Vicki Anderson elaborated on an email she previously sent to Christian Cruce in which she noted that Arbonne is organizing a project to collect sunscreen to send to soldiers in Afghanistan. The deadline is July 15. Interested persons may contact Vicki via email.

Shari Wilkins announced that on August 20, at 6:00 p.m. in the Dance Lounge, a one-mile Run for the Racers will begin to raise proceeds for a book scholarship and the backpack program. She provided details. She also noted that the AIDS quilt opening will be in December.

Christian collected the completed committee preference forms.

**Adjournment:** Orville made a motion to adjourn. The motion was seconded, and the motion carried. The meeting was adjourned at 2:33 p.m.