

Murray State University Staff Congress
Draft Minutes for February 13, 2008
Curris Center: Mississippi Room

PRESENT: Cathy Bazar, Terry Burgess, Michael Busby, Kim Griffio, Marion Hale, Orville Herndon, Wade Herndon, Lana Jennings, Tresa Jones, Jane Page, Debbie Plummer, Rhonda Rogers, Phil Schooley, and Steve Thomas. Guests: Jim Carter, Vice President for Institutional Advancement; Dr. Don Robertson, Vice President for Student Affairs and Retention; Catherine Sivills, Assistant Vice President for Communications; Becky Watts, Deputy to the President; Gina Winchester, Staff Regent, and Holly Wise, Murray Ledger and Times.

CALL TO ORDER: President Terry Burgess called the meeting to order at 1:33 p.m.

REPORTS FROM SPECIAL GUESTS:

Jim Carter, Vice President for Institutional Advancement, said that some of MSU's choirs and ensembles recently performed in Frankfort and have been invited to play at the Governor's breakfast next year. He introduced Catherine Sivills, the new Assistant Vice President for Communications. Ms. Sivills welcomed suggestions for increasing enrollment.

Dr. Don Robertson, Vice President for Student Affairs and Retention, said that 178 students are registered to participate in interviews for the Presidential Scholarships to be conducted on Saturday, February 16. The number of admitted students has increased by 298 from last year.

Athletic Director Allen Ward presented an update on the NCAA Recertification process. The university community and public may submit comments regarding the recertification by visiting www.goracers.com.

APPROVAL OF MINUTES: Michael Busby noted a correction to the January minutes. On page 2, under Standing Committee Reports, Personnel Policies Benefits committee, the second sentence should be written as follows: "The Personnel Policies and Benefits Committee recommends that Human Resources develop and implement a revised skills assessment evaluation for potential office staff."

Lana Jennings noted a correction on page 3 under University Wide Committees, Faculty and Staff Insurance and Benefits Committee. In the first sentence, the word "her" should be "him."

Debbie Plummer made a motion to approve the minutes as corrected and amended. Lana Jennings seconded, and the motion carried.

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

STANDING COMMITTEE REPORTS:

Executive Committee Report: President Terry Burgess reported that the Executive Committee met with committee chairs in January to set goals for the remainder of year.

Personnel Policies/Benefits Committee: No report.

Credentials and Elections Committee: Committee Chair Orville Herndon presented a tentative schedule for Staff Congress Elections. The elections will be held on April 25.

Staff Recognition Committee: Chair Rhonda Rogers said that the committee met with Tom Denton, Vice President of Finance and Administrative Services, regarding cleaning arrangements after the Staff Recognition Luncheon. He is going to look into the situation and meet with the Staff Recognition Committee at a later date for further discussion.

Staff Special Events Committee: Terry Burgess said that Chair Christian Cruce is out-of-town on a recruiting trip. She will distribute details for the next staff meal, scheduled for March, when they are available. She is working to make arrangements for a spring semester staff group outing.

Communications Committee: Chair Lana Jennings reported that the Staff Congress newsletter arrived in mailboxes today. The newsletter schedule will be revised to include the Staff Congress Elections schedule and Staff Excellence Award nominations.

Working Conditions Committee: No report.

AD-HOC COMMITTEES:

Salary and Benefits Equity Research Committee: Debbie Plummer said that she received an email from Joyce Gordon of Human Resources regarding the bids for the salary equity study. A contract has not yet been awarded. Specifics cannot be discussed until a contract has been awarded.

Parking and Transportation Group: Phil Schooley noted that Becky Watts, Deputy to the President, said that the Murray & Calloway Transit Authority has submitted two routes for campus shuttles. The routes may have to be altered and a fee charged due to changes in funding. Bids will be received for a parking lot which is tentatively scheduled to be ready for fall. Rhonda Rogers asked about lighting near the Blackburn Science Building for night safety. Phil suggested that Rhonda email Becky Watts regarding the lighting near Blackburn.

AD-HOC COMMITTEES:

Staff Congress Foundation Book Scholarship Committee: Kim Griffo distributed a draft of the scholarship. The committee will meet with Marie Jones, the first MSU Staff Regent and the scholarship's namesake, to discuss the declaration and guidelines. The committee tentatively plans to be able to award two scholarships for the upcoming fall semester.

Staff Excellence Award Changes Committee: Debbie Plummer distributed draft copies of the revised Staff Excellence Award nomination form. Revisions were suggested. The revised form will be presented at the March Staff Congress meeting for final approval.

Report from Special Guest:

Becky Watts, Deputy to the President, reported that President Dunn is working very hard to prevent programs and services from being affected by the state required 3 percent budget giveback. University representatives are discussing the effect of potential budget cuts with the governor's administration. She discussed the budget situation.

Faculty Regent Jay Morgan has begun a discussion with the Murray and Calloway County school districts to attempt to synchronize the university and public school breaks.

Cathy Bazar thanked Becky for including a staff member, Kim Griffo, on the Human Resources Director Search Committee.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: Terry Burgess reported that the committee met February 8. Kim Griffo was assigned as a staff member to the Human Resources Director search committee.

Regarding the motion to develop an interim positions policy and motion to revise the skills assessments, the committee decided that an ad hoc committee should be formed to discuss those items.

Orville Herndon made a motion to form an ad hoc committee to discuss the items and formulate recommendations to be sent directly to Joyce Gordon of Human Resources and Tom Denton of Finance and Administrative Services without first being approved by the University Faculty and Staff Insurance and Benefits Committee. Michael Busby seconded. President Terry Burgess asked for discussion. There was none. The motion carried.

Terry said that individuals with Wage Works 2007 plan year money remaining can access those funds until March 15, 2008, by paying cash for items and then submitting those receipts to Wage Works for reimbursement.

Intercollegiate Athletic Council: No report.

Naming Campus Facilities Committee: No report.

Judicial Board: No report.

Sick Leave Appeals Committee: No report.

Staff Regent Report: Staff Regent Gina Winchester reported that the joint Finance and Building and Grounds Committees met on January 22. All but two of the Board of Regent members attended the meeting. They heard reports on the current budget situation and facilities management, but no action was taken. On February 7, Gina, along with Jay Morgan and Jeff Taylor, attended a reception in Frankfort for the Kentucky General Assembly hosted by Murray State University. In addition, on February 12 Gina attended the West Kentucky Thank You Night in Frankfort along with Drs. Randy & Ronda Dunn, Jim Carter, and Catherine Sivills.

Gina has been in contact with Staff Regents at other Kentucky state universities whose Staff Congress bodies have sent resolutions to the governor regarding the proposed budget cuts. Some of the Faculty Senates at other state universities are working on a presentation to be made to the governor and legislature regarding the proposed budget cuts. SGA representatives from several Kentucky state universities are planning to visit the governor and state legislature. Gina urged Staff Congress to join the other universities in drafting a resolution quickly to present to the legislature. She also encouraged individuals to contact their representatives.

The Board of Regents Policy Revisions Committee will meet February 19, at 9:00 a.m., in the President's Conference room. The next Board of Regents meeting is scheduled for February 29. She will distribute the agenda when it becomes available.

OLD BUSINESS:

Terry Burgess said that he has received a copy of the final version of the Tobacco-Free Campus Resolution from the Smoke-Free Resolution Committee. Debbie Plummer made a motion to approve the Tobacco-Free Campus Resolution and submit it to President Randy Dunn. Cathy Bazar seconded. Terry asked if there was any discussion. There was none. The motion carried.

NEW BUSINESS:

Terry Burgess said that the Executive Committee would like to re-form the ad hoc committee to re-evaluate the Staff Congress Bylaws for any needed updates and revisions. Debbie Plummer made a motion to form an adhoc committee to re-evaluate the Staff Congress Bylaws. Tressa Jones seconded the motion, and the motion carried. Terry Burgess appointed Orville Herndon to chair the committee. Debbie Plummer, Marion Hale, and Phil Schooley volunteered to serve on the committee. Terry Burgess will serve as the ex-officio.

Terry distributed a copy of a resolution drafted by the University of Kentucky Staff Senate President. The resolution, which addresses the proposed state budget cuts and will be submitted to the governor, is being considered by other public Kentucky university staff representative bodies. Orville Herndon made a motion that Staff Congress give the Staff Congress Executive Committee the authority to review the resolution, make any changes, and submit it to Dr. Dunn for his input, and then submit it to the governor and state legislature. Michael Busby seconded. Marion Hale amended the motion to include Staff Regent Gina Winchester as ex-officio. Orville Herndon seconded. Terry Burgess asked if there was any discussion. There was none. The motion carried.

Adjournment: Marion Hale made a motion to adjourn. Debbie Plummer seconded, and the motion carried. The meeting was adjourned at 3:20.