

Murray State University Staff Congress  
Draft Minutes for July 12, 2006  
1:30 PM, Mississippi Room, Curris Center

**PRESENT:** Kelly Buffington, Terry Burgess, Michael Busby, Mark Galloway, Kim Griffo, Marion Hale, Orville Herndon, Lana Jennings, Jerry O'Bryan, Debbie Plummer, Sheri Riddle, Tracy Roberts, Phil Schooley, Misty Starks, Lisa Willis, and Staff Regent Gina Winchester. Guests: Corky Broughton, Jim Carter, Tim Miller, Don Robertson, and Kristin Taylor.

**CALL TO ORDER:** Staff Congress President Terry Burgess called the meeting to order.

**REPORTS FROM SPECIAL GUESTS:** Dr. Don Robertson, Vice-President for Student Affairs, reported that fall enrollment is up one percent from last year. Construction of Clark College is on schedule with an anticipated opening date of Fall 2007. Summer Orientation will be held the weekend of July 15-16 for approximately 350 incoming students. Faculty and Staff are invited to join the Summer Orientation participants for dinner on Saturday July 15, in Winslow. The final 2006 Summer Orientation will be held July 29-30. Anonymous student shoppers have reported positive experiences with MSU faculty and staff. The schedule for the August 19-22 Great Beginnings Program is being finalized. Dreams from My Father by Senator Barack Obama is being featured in this year's freshman reading program. The university is working to arrange a campus visit by Senator Obama. A part-time jobs fair featuring both on- and off-campus jobs will be held on August 31 from 1:00-4:00 at the Curris Center.

Jim Carter, Vice-President for Institutional Advancement, reported on the Explore Korea program. In addition, he has toured extended campus sites with Dr. Tim Miller and Dr. Randy Dunn. The tour was well-received by the campus and community members. They will also be visiting St. Louis, Lexington, and Nashville.

Dr. James "Corky" Broughton, Chairman of Wellness and Therapeutic Sciences, noted that he will again be teaching Health 189 this fall and spring. Participants do not attend a specific class time but instead receive individual consultation as needed through email. The average number of MSU faculty, staff, and their spouses enrolled in the course has been 177-187. In an effort to increase the enrollment to 200, Dr. Broughton asked staff to post in their offices the flyers he brought about the class. Persons enrolled in the class receive membership to the Wellness Center at no cost. The first 200 enrollees will be given a pedometer. Enrollment in the class does not count against the individual's annual tuition waiver allotment. Interested persons may call Kristi Jackson to sign-up for the class. The Health Fair Screenings have successfully detected health concerns that have subsequently been treated. In addition, employee participation in the Health Care and Wellness Center has resulted in lower insurance costs for the university.

Dr. Tim Miller, interim MSU President, noted the importance of staff to the university community. He welcomed staff to contact him with concerns. He can relay any concerns to Dr. Dunn.

**APPROVAL OF MINUTES:** A correction was noted for the Executive Committee Report in the June 14, 2006, Draft Minutes. The first sentence should read, "Lisa Willis said that she received an email from Dr. Randy Dunn notifying her that he will attend the Breathitt Staff Recognition Luncheon." Kelly Buffington made a motion to approve the minutes as corrected. Tracy Roberts seconded, and the motion carried.

**TREASURER'S REPORT:** Debbie Plummer presented the June Treasurer's Report and the Final Treasurer's Report for 2005-2006. She noted that the negative Services balance in the June Treasurer's Report will be positive when a Budget Transfer Request is processed. Lisa Willis noted that the year on the Final Treasurer's Report title should be changed from 2004-2005 to 2005-2006. She added that the Staff Congress purchasing card has been given to newly elected Staff Congress Treasurer Marion Hale. A new card will be issued in Marion's name. Lana Jennings made a motion to approve the Treasurer's Report as corrected. Marion Hale seconded, and the motion carried.

Flower Fund Explanation: Marion Hale distributed a handout explaining Flower Fund Policy Guidelines. Because Staff Congress money may not be used to purchase flowers or cards, Staff Congress members may contribute to the Flower Fund if desired.

Introduction of New Member: Orville Herndon welcomed new Staff Congress member Misty Starks from Public Safety who was elected in the General category. He listed remaining Staff Congress vacancies in the general and secretarial/clerical categories.

### **STANDING COMMITTEE REPORTS:**

Executive Committee Report: Terry Burgess reported that the New Executive Committee met on June 28. He distributed a handout listing expectations for the Executive Committee. The list of expectations is based on comments received from university staff during the Staff Regent Candidate Forums.

Parking Tag Pro-Rated Charge for Spring (AI# 0607-002): Terry reported that he has emailed the SGA and Faculty Senate presidents inquiring if they would like to work together with Staff Congress to consider submitting a proposal for pro-rating the fee for parking permits purchased by employees hired in mid-year. SGA President Scott Ellison has responded that SGA is interested in working with Staff Congress on this issue. Faculty Senate does not meet the summer months therefore, Terry has not yet received a reply from Faculty Senate. It was noted that this issue has previously been assigned to the Faculty and Staff Insurance and Benefits Committee.

Approval for Use of Funds for Executive Committee to Travel to Hopkinsville for Staff Appreciation Banquet on August 16, 2006 (AI# 0607-009): Terry Burgess requested that Staff Congress approve the use of funds for a university vehicle to be used by the Executive Committee to travel to and from the luncheon. Orville made a motion to authorize the Executive Committee to use a university vehicle any time as needed to travel to satellite campuses. Debbie Plummer seconded, and the motion carried.

Email and Meeting with Dr. Dunn: Terry Burgess noted that he emailed Dr. Dunn inviting him to the August 10 Staff Appreciation Luncheon as well as to attend Staff Congress meetings. He is unable to attend the luncheon due to a prior commitment. On August 4, the Executive Committee will meet with Dr. Dunn.

Committee Assignments and Sign-up Sheets: Terry distributed a form for Staff Congress members to indicate their committee preferences. Orville asked that the committee chairs describe the responsibilities of their committees today as they give reports.

Personnel Policies/Benefits Committee: No report.

Medical Spending Reimbursement Delay (AI# 0607-003): Kelly Buffington reported that some employees are experiencing delays in receiving medical spending reimbursements. The Faculty and Staff Insurance and Benefits Committee will meet towards the end of August.

Retirement (KTRS) Changes Seminars/Newsletters (AI# 0607-04): The 2008 changes for the KTRS method of retirement calculation will affect individuals approaching retirement. Terry Burgess requested that the Personnel Policies/Benefits Committee work with Human Resources to arrange information sessions for staff regarding this issue.

Credentials and Elections Committee: No report.

Staff Recognition Committee:

Staff Recognition Luncheon Update: Marion Hale reported that Vicki Geurin will be catering the Staff Recognition Luncheon to be held August 10. Rhonda Rogers has sent a letter to various businesses inviting them to host a vendor table at the Staff Recognition Luncheon. She expects responses within the week. July 21 is the deadline for staff to sign-up to attend the luncheon. Staff Congress will be recognized at luncheon. Marion distributed a sign-up

sheet for set-up and clean-up at the luncheon. Set-up begins 8:00 a.m. and lasts approximately 2 hours. Marion is waiting for a reply from Tom Denton's office regarding a speaker for the luncheon. Kelly Buffington suggested Staff Regent Gina Winchester speak at the luncheon.

Staff Special Events Committee: Mark Galloway said that the prizes and gift bag items for the children's Christmas party have been ordered. The next item for the committee is the planning of the menu for the Staff Christmas Reception. Mark has stepped down as chair of the Staff Special Events Committee as he is now Staff Congress Vice-President.

Debbie Plummer noted that last summer, Staff Congress purchased items on sale at the University Store to use as gifts and prizes for the Staff Christmas Reception and asked if Staff Congress will be doing that again this summer. Debbie made a motion to purchase items on sale at the University Store for use as gifts and door prizes at the Staff Christmas Reception. Orville Herndon seconded, and the motion carried.

Communications Committee:

Updated Website and Email Addresses: Terry Burgess said that he sent an email to Staff Congress members which includes the Staff Congress webpage address ([staffcongress@murraysate.edu](mailto:staffcongress@murraysate.edu)). He welcomes feedback regarding the website. He will add links on the webpage to the Staff Handbook and to Staff Congress members' email address.

Tracy Roberts suggested that when the webpage is ready, an email announcing the webpage should be sent to the university community.

Illuminate Demo: Prior to beginning the demonstration, Sherri Riddle noted that Dr. Dunn attended CTLT's Blitz. She thanked Gina Winchester for forwarding Dr. Dunn's email address to her so that she could invite him to the Blitz. Sherri then demonstrated how to connect to the Illuminate program via Racer Net.

Working Conditions Committee: No report.

**UNIVERSITY COMMITTEES:**

Faculty and Staff Insurance and Benefits Committee: No report.

Intercollegiate Athletic Council: No report.

Naming Campus Facilities Committee: No report.

Judicial Board: No report. At the June 14, 2006 Staff Congress meeting, Staff Congress Judicial Board Representative Renee Lax announced her resignation from Staff Congress and the Judicial Board due to her acceptance of off-campus employment. Staff Congress members interested in serving on the Judicial Board should indicate their interest on the Committee Assignment Preference sheets. The names will be sent to the university president who will appoint someone to the Judicial Board.

Sick Leave Appeals Committee: No report.

**STAFF REGENT REPORT**: Gina Winchester noted that Kenneth Shadowen, Sharon Green, and Pete Galloway are being considered for the Board of Regents position vacated by Don Sparks Board Regents. She listed upcoming meeting dates for the Board of Regents: September 29, December 1, February 23, and May 18.

Staff Survey about Issues (AI# 0607-005): As suggested by staff at the Staff Regent Candidate Forums, Gina is planning to distribute a survey to staff requesting that they list any issues and concerns they have. She will communicate the survey results to Staff Congress. Staff may contact Gina with any suggestions for the survey.

Terry Burgess added that at the June Staff Congress meeting, the possibility of surveying staff and faculty about insurance satisfaction was discussed. He suggested that questions about employee satisfaction regarding insurance be included in Gina's survey.

**OLD BUSINESS:**

Digital Camera Update: Terry Burgess reported that as approved by Staff Congress at the June 2006 Staff Congress meeting, he purchased a digital camera.

**NEW BUSINESS:**

Ordering of Nametags (AI# 0607-006): New Staff Congress members and anyone needing a replacement nametag should inform Terry Burgess by Monday, July 17, so that he can order the appropriate nametags. Mark Galloway made a motion to purchase nametags for new Staff Congress and current Staff Congress members who have lost their nametags. Marion Hale seconded, and the motion carried.

Salary Survey Ad-Hoc Committee (AI# 0607-007): Mark Galloway made a motion that an ad-hoc committee be formed to survey staff salaries at other universities. Marion seconded and the motion carried. After discussion regarding the survey, Debbie Plummer made a motion to change the focus of the ad-hoc committee so that the committee will instead ask how raises are determined at other institutions. Orville seconded, and the motion carried. Staff Congress members may indicate interest to serve on this ad-hoc committee on the Committee Assignment Preference Form. Other staff interested in serving on the committee may contact Terry Burgess.

Calendar and List of Staff Congress Members in New Employee Packets (AI# 06-07-008): Terry Burgess distributed a calendar of upcoming Staff Congress meetings and a list of Staff Congress members to be included in information packets given to new employees by Human Resources.

Approval of Changes to Staff Congress Constitution and Bylaws (AI# 06-07-001): Terry Burgess asked if Staff Congress would like to table the reading on proposed changes to the Bylaws and Constitution until a subsequent meeting.

Marion Hale made a motion to table the reading of changes to the Bylaws and Constitution until the August Staff Congress meeting with specific action to be taken at that time.

Spending Approval Request Form (AI# 0607-010): Terry Burgess introduced a form developed by himself and Marion Hale for Staff Congress members to complete as documentation for Staff Congress purchases.

Terry noted that August 1 is the deadline for submission of agenda items for the August 9, 2006, Staff Congress meeting.

**Adjourn:**

Orville Herndon made a motion to adjourn the meeting. Tracy Roberts seconded, and the motion carried. The meeting was adjourned at 3:06 p.m.