Murray State University Staff Congress Draft Minutes for December 12, 2012 304 North Applied Science Building

PRESENT: Shanna Burgess, Christian Cruce, Tami Dandeneau, Marion Hale, Amber Harris, Orville Herndon, Dana Howard, Lana Jennings, Laura Lohr-Dziekonski, Ann Matheny, Jerry O'Bryan, Kerry Pinkston, Chuck Plummer, Debbie Plummer, Sheri Riddle, Tressa Ross, Billy R. Russell, Stephanie Totty, Daniel Williams, Tim Williams, Lisa Willis, Gina Winchester, Janeen Winters, and John Young. Guests: Dr. Joshua Jacobs, Chief of Staff; Dr. Don Robertson, Vice-President for Student Affairs; and Phil Schooley, Staff Regent.

CALL TO ORDER: Staff Congress President John Young called the meeting to order.

REPORTS FROM SPECIAL GUESTS:

Dr. Don Robertson, Vice-President for Student Affairs: Dr. Don Robertson thanked Staff Congress for the Children's Christmas Party for children of faculty and staff. He reported that his office is working with students to guide them toward resources which will enable them to register for the spring semester. In January, his office will follow-up with students, and their parents, who have not registered for the spring semester. Dr. Robertson said that during the fall semester, consultants evaluated student campus housing. The results are being compiled and should be presented to the university during the spring semester. He noted that January 21 is Martin Luther King, Jr. Day. Dr. Robertson encouraged staff to participate in the activities and opportunities for community service scheduled for that day. He asked staff to encourage students to participate as well.

Dr. Josh Jacobs, Chief of Staff: Dr. Josh Jacobs thanked Staff Congress for the Staff Reception. He reminded staff of the Board of Regents meeting scheduled for December 14. The Budget Planning and Review Teams Progress Reports will be presented at that meeting. The next step for the BPR Teams is to formulate recommendations to present to the board. He thanked staff members for their participation on the teams and acknowledged the complexity of the work involved. Dr. Jacobs provided an update on the Provost search. He reported on the Council for Advancement and Support of Education Awards recently received by the University Communications Office. He reminded staff to shut down and unplug appliances before leaving for the break. Dr. Jacobs thanked staff for their work during the fall semester and answered questions.

Staff Regent Report: Staff Regent Phil Schooley reiterated that the Board of Regents will meet Friday, December 14. He has attended most of the Budget Planning and Review Team meetings. Phil complimented staff for their work on the teams. He reminded staff of the CTLT 12 Gadgets event scheduled for December 17. Sheri Riddle of CTLT elaborated on the event. He welcomes questions and emails.

APPROVAL OF NOVEMBER MINUTES: Terri Benton emailed a correction to the November minutes: Under Old Business, second paragraph, second sentence, she noted that her title was incorrectly listed as Associate Director of Food Services and the T-Room. Her correct title is Associate Director of Dining Services. Laura Lohr-Dziekonski made a motion to approve the November minutes as corrected. Daniel Williams seconded, and the motion carried.

APPROVAL OF NOVEMBER TREASURER'S REPORT: Treasurer Debbie Plummer presented the November Treasurer's Report. Gina Winchester made a motion to approve the November Treasurer's Report as presented. Laura Lohr-Dziekonski seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

<u>Executive Committee</u>: John Young said the Staff Congress Executive Committee and Faculty and Staff Leadership Committee which meets with Dr. Dunn have not met since the November Staff Congress meeting.

Credentials and Elections Committee: No report.

Staff Recognition Committee: No report.

Staff Special Events Committee:

<u>Children's Christmas Party</u>: Staff Congress members applauded and complimented Shanna Burgess and the Staff Special Events Committee for their work with the Children's Christmas Party and the Staff Holiday Reception. Shanna reported on the Children's Christmas Party. She noted that the clown scheduled to attend the party was sick and unable to attend the event. Children's party goody bags will be sent to Breathitt Veterinary Center for children of employees at the center.

<u>Staff Holiday Reception</u>: Shanna said attendance at the Staff Holiday Reception was estimated at 375. The door prize names have been drawn. Staff Congress President John Young asked if "thank you" notes were sent to the theatre students who assisted with the face painting and the craft table at the Children's Christmas Party. Shanna replied that "thank you" notes have been sent to those students. Discussion and suggestions for the children's party and staff reception followed. Shanna encouraged staff to email additional comments and suggestions for the events.

<u>Communications Committee</u>: Laura Lohr-Dziekonski said the next Staff Congress newsletter will be prepared and distributed during the spring semester. It will include the textbook scholarship winners and information about the upcoming Staff Congress election.

Later in the meeting, Laura asked for feedback on the first electronic version of the Staff Congress newsletter. She also asked for comments on the December event flyers which were paper mailed to department heads for distribution within departments. Congress members said the distribution methods were effective.

Working Conditions Committee: Jerry O'Bryan said he plans to schedule a Working Conditions Committee meeting in January. He will send an email with the meeting date at the beginning of the spring semester.

<u>Staff Congress Foundation Book Scholarship Committee</u>: Debbie Plummer reported on the status of contacting the fall textbook scholarship recipients. One of the recipients has responded to the committee and the other has not. She noted that her committee may consider adding a requirement that in order to have scholarship funds credited to their accounts, recipients must respond to the committee. The scholarship committee tentatively plans to meet in January. The deadline for spring textbook scholarship applications is February 1. She plans to have the scholarship listed in the *Roundabout* e-newsletter in January.

Personnel Policies and Benefits Committee: No report.

UNIVERSITY-WIDE COMMITTEES:

<u>Faculty and Staff Insurance and Benefits Committee</u>: Orville Herndon reported that the Faculty and Staff Insurance and Benefits Committee meeting scheduled for December has been moved to January.

Intercollegiate Athletic Council: No report.

Naming Campus Facilities: No report.

Judicial Board: No report.

Sick Leave Appeals Committee: John Young said he received an email from Tom Hoffacker, Director of Human Resources, that a Sick Leave appeal will be presented to the Sick Leave Appeals Committee. John explained that his term as an hourly employee on the Sick Leave Appeals Committee expired in March 2011, and no appeals have been presented to the committee since then. He asked for a volunteer to fill the vacant hourly employee position on the Sick Leaves Appeal Committee. Jerry O'Bryan volunteered.

<u>International Studies Advisory Committee</u>: John Young reported that he has detailed information from the November International Studies Advisory Committee meeting that interested persons may be view. The committee will meet again in February 2013.

<u>Budget Planning and Review Teams</u>: John Young noted that Dr. Josh Jacobs and Staff Regent Phil Schooley reported on the Budget Planning and Review Teams earlier in today's meeting. John asked if anyone had additional input to report. There was none.

John Young asked Gina Winchester to elaborate on the service projects scheduled for Martin Luther King, Jr. Day. Gina read a list of events and service opportunities. She said this will be the first time in two years that the semester will have started before Martin Luther King, Jr. Day which means that some students will be on campus that day and have the opportunity to participate in the events.

OLD BUSINESS:

Staff Survey: Phil Schooley said the Staff Survey closes on December 14. So far, 512 staff have responded which is almost 50% of staff.

Statement of Support for Dr. Dunn: John Young said that at the November Staff Congress meeting, members voted to approve a motion to draft a resolution in support of Dr. Dunn. Congress members reported on the comments received from their constituents during the past few weeks concerning such a resolution. The suggestion was made that Staff Congress send to the Board of Regents a memo reminding the board members of the January 2012 letter from Staff Congress in support of Dr. Dunn. Discussion followed. Gina Winchester suggested that the Congress ask Staff Regent Phil Schooley to remind the Board of Regents that Staff Congress presented a letter of support to the board in January 2012 and continues to support Dr. Dunn. The Congress may later reconsider whether to draft a new letter of support to present to the board at its March meeting. Discussion followed. Orville Herndon made a motion that Staff Regent Phil Schooley remind the Board of Regents at its December meeting of the January 2012 letter of support from Staff Congress and that Staff Congress continues to support Dr. Dunn. Lisa Willis seconded the motion. Congress President John Young asked if there was any discussion. There was none. The motion carried.

NEW BUSINESS: None.

ADJOURNMENT: Orville Herndon made a motion to adjourn. Lisa Willis seconded, and the motion carried. The meeting was adjourned.