

Murray State University Staff Congress
Draft Minutes for May 16, 2012
304 North Applied Science Building

PRESENT: Cathy Bazar, Shanna Burgess, Tami Dandeneau, Laura Lohr Dziekonski, Liz Fain, Marion Hale, Orville Herndon, Dana Howard, Lana Jennings, Margie Miller, Jerry O'Bryan, Chuck Plummer, Debbie Plummer, Tressa Ross, Stephanie Totty, Rebecca Wilder, Tim Williams, Lisa Willis, Dwaine Willoughby, Gina Winchester, and John Young. Guests: Dr. Josh Jacobs, Chief of Staff; and Phil Schooley, Staff Regent.

CALL TO ORDER: Staff Congress President Gina Winchester called the meeting to order at 1:36 p.m.

REPORTS FROM SPECIAL GUESTS:

Dr. Josh Jacobs, Chief of Staff: Dr. Josh Jacobs reported on the successful ending of the spring semester and graduation ceremony. He listed upcoming summer programs to be held on campus, including the Governor's Scholars Program and the Commonwealth Honors Academy.

The Board of Regents' next meeting will be held on June 1. The university budget will be discussed at the meeting. He discussed the upcoming ground-breaking for the regional campus in Paducah which will enable MSU to offer third and fourth year courses to people in that region who have earned some college credit, but have not completed a degree. He answered questions.

Concerning the formation of a committee to offer suggestions of ways to reduce spending in response to the reduction in state appropriations, Josh said the Board of Regents must approve the formation of such a committee before appointments can be made.

He was asked if university employees are included in the group of state employees whose June 30 pay will be deferred to July 3. Josh replied that he is not aware of this decision affecting the university.

Catherine Sivills, Assistant Vice President for Communications: Dana Howard reported on behalf of Catherine Sivills. The University Communications Office is working on MSU branding and will continue with the "We are Racers" theme. The University Communications Office has been re-organized into four areas: web management, printing and publications, social media, and digital media services. The annual report for 2011 will be delivered to employees in the near future. Dana noted that the recent basketball season will be included in the 2012 annual report.

She answered questions. Debbie Plummer asked if submissions to Roundabout could receive a confirmation of receipt.

Gina Winchester added that Catherine Sivills has emailed her, asking to move her presentation to the August Staff Congress meeting.

Staff Regent Report: Staff Regent Phil Schooley distributed copies of his report and discussed the contents.

APPROVAL OF APRIL MINUTES: Debbie Plummer made a motion to approve the April minutes as presented. Lana Jennings seconded, and motion carried.

APPROVAL OF APRIL TREASURER'S REPORT: Laura Lohr-Dziekonski presented the April Treasurer's Report. She discussed the funding needed to cover expenditures for the remainder of the fiscal year. Debbie Plummer made a motion that Staff Congress request \$1,000 be added to the Staff Congress funds for the 2012-2013 fiscal year. Laura Lohr-Dziekonski seconded, and the motion carried.

John Young made a motion to approve the April Treasurer's Report as presented. Debbie Plummer seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee: Gina Winchester said the Faculty and Staff Leadership Council scheduled for May 17 has been cancelled because the newly elected Faculty Senate President will be out-of-town. The next meeting will be held when faculty return for the fall semester. Gina will meet with Dr. Dunn on May 17, and can present concerns to him at that time.

Personnel Policies and Benefits Committee: No report.

Credentials and Elections Committee: Orville Herndon reported on the Staff Congress elections held in April. The results were mailed to Staff Congress members. The number of staff who voted is 294. The Credentials and Elections Committee to discuss how to address the tie in the Secretarial/Clerical category. The committee recommends a run-off election be held online. Only those staff in the Secretarial/Clerical category will be permitted to vote in the run-off election. Debbie Plummer made a motion to hold a run-off election online in the Secretarial/Clerical category. The motion was seconded. Discussion followed. The motion carried.

Orville said that executive officers will be elected at the June Staff Congress meeting. He read the requirements for the executive officer positions. Nominations will be accepted at the June 20 meeting. Anyone wanting to have his name included on the ballot should contact Orville by noon on June 19.

Orville noted that as discussed at the March 14, 2012 Staff Congress meeting, members who have missed three consecutive meetings were contacted by Staff Congress Executive Committee. A motion will be made at the June Staff Congress meeting to remove from Staff Congress those members who have not responded to the Executive Committee. Staff Congress election candidates in the corresponding categories who received the highest number of votes after the winners will be contacted to invite them to fill any vacated positions.

Staff Recognition Committee: Dana Howard asked about mailing the Staff Excellence Award nomination form to faculty and staff. Discussion followed. A link to the nomination form has been included in *Roundabout*, on MSU Facebook and Twitter pages, and in two Staff Congress newsletters. Staff Regent Phil Schooley also included in his report that he distributes via email. After further discussion, the Congress decided to email the nomination form to Staff Congress members with the request to distribute the information to their co-workers.

Phil Schooley reported on the status of the request to increase the amount of the Staff Excellence Award to match that of the Faculty Excellence in Teaching Award.

Congress President Gina Winchester encouraged staff to submit nominations for the award. She reminded members that individuals can submit more than one nomination.

Dana added that the Staff Recognition Committee will meet to plan for the Staff Recognition Luncheon after the June Staff Congress meeting, once the new members are assigned to committees.

Staff Special Events Committee: No report.

Communications Committee: No report.

Working Conditions Committee: Jerry O'Bryan explained the changes to the draft comment/concern form distributed and discussed at the April Staff Congress meeting. Questions and discussion followed. Marion Hale suggested the form be reviewed by university legal counsel. The Congress agreed. Jerry added that the committee welcomes suggestions regarding the form.

Staff Congress Foundation Book Scholarship Committee: No report.

AD-HOC COMMITTEES

Staff Congress Handbook Review Committee: Christian Cruce is out-of-the-country and therefore unable to attend today's meeting. Gina reported that the revised handbook has been forwarded to Josh Jacobs to present to the Board of Regents at its June meeting. Gina Winchester made a motion to dissolve the Staff Congress Handbook Review Committee. Chuck Plummer seconded. Discussion followed. Orville Herndon made a motion to amend the previous motion to state the Staff Congress Handbook Review Committee be dissolved after the June 1 Board of Regents meeting. Gina restated the motion: Staff Congress will dissolve the Staff Congress Handbook Review Committee pending approval by the Board of Regents of the revised Staff Congress Handbook; then, the Staff Handbook is to be reviewed annually by the Staff Congress Personnel Policies and Benefits Committee. Chuck Plummer seconded the amended motion, and the motion carried.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: Stephanie Totty reported on the Faculty and Staff Insurance and Benefits Committee meeting held on May 11. She listed the items being discussed by the committee as possible changes to propose for the 2013 insurance. The committee's next meeting is scheduled for August 24, at 8:30 a.m.

Intercollegiate Athletic Council: Lana Jennings reported on the status of various buildings. She said the funds for the increase in the basketball coach's salary came from ticket sales. Lana noted that number of male and female athletes on university sports teams must match the percentage of male and female students attending the university.

Naming Campus Facilities: No report.

Judicial Board: Stephanie Totty reported that the Judicial Board heard an appeal at its May meeting, but she was unable to attend due to being out-of-town on university business.

Sick Leave Appeals Committee: No report.

International Studies Advisory Committee: No report. John Young said the next meeting is scheduled for September 12.

OLD BUSINESS: None.

NEW BUSINESS:

Gina Winchester suggested the Congress obtain a digital recorder for the secretary to use when preparing the minutes. Discussion followed. Gina will check with the Center for Teaching and Learning Technology about using Collaborate to record the Staff Congress meetings.

The question was asked about distributing the Staff Congress newsletter via email rather than by paper mail to save printing costs. Discussion followed.

ADJOURNMENT: Stephanie Totty made a motion to adjourn. John Young seconded, and the motion carried. The meeting was adjourned at 3:05 p.m.