Murray State University Staff Congress
Draft Minutes for August 21, 2013
304 North Applied Science Building

PRESENT: James Barnett, Shanna Burgess, Jessica Evans, Marion Hale, Orville Herndon, Dana Howard, Laura Lohr-Dziekonski, Ann Matheny, Margie Miller, Jerry O'Bryan, Evan O'Neal, Chuck Plummer, Debbie Plummer, Brian Purcell, Sheri Riddle, Ashley Rogers, Tressa Ross, Stephanie Totty, Daniel Williams, Tim Williams, Lisa Willis, Gina Winchester, Lisa Winchester, and John Young.

Guests: Dr. Renee Fister, Faculty Regent; Tom Hoffacker, Director, Human Resources; and Phil Schooley, Staff Regent.

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

REPORTS FROM SPECIAL GUESTS:
Tom Hoffacker, Director, Human Resources: Tom Hoffacker explained the upcoming open enrollment process for 2014 insurance. Enrollment forms will be sent to employees by email rather than by paper mail. The benefit guide will be available on-line. Questions and discussion followed regarding access to the enrollment forms and benefit guide for employees whose jobs do not involve computer usage. Staff Congress President John Young assigned the topic to the Working Conditions Committee. Jessica Evans noted that this may also be a topic for the University-wide Insurance and Benefits Committee.

Staff Regent Report: Staff Regent Phil Schooley said Dr. Miller regrets not being able to attend today's Staff Congress meeting due to visiting extended campuses today. Phil added that he, Faculty Regent Dr. Renee Fister, and Student Regent Jeremiah Johnson have previously accompanied Dr. Miller to visit extended campuses and to meet with the corresponding community leaders.

The presidential search committee will be on campus in September. The Board of Regents retreat is scheduled for September 5 and the board meeting is scheduled for September 6. Phil answered questions. Orville Herndon asked that Board of Regents members visit the campus throughout the year in addition to the quarterly board meetings. Dr. Renee Fister responded that she has arranged on-campus lecture sessions to be presented by various regents. Students, staff, and faculty may attend these lectures which will address the QEP by connecting learning and living. Additionally, a few years ago, Dr. Jay Morgan guided Board of Regents members on an unannounced tour of various campus work areas.

Faculty Regent Report: No report.

APPROVAL OF JULY MEETING MINUTES: Evan O'Neal noted that although he attended the July Staff Congress meeting, his name was omitted from the attendance list. Debbie Plummer made a motion to approve the July minutes as amended. James Barnett seconded, and the motion carried.

APPROVAL OF JULY TREASURER'S REPORT: Debbie Plummer presented the Year-End Treasurer's Report for 2012-2013 and the July Treasurer's Report. Laura Lohr-Dziekonski made a motion to approve the 2012-1013 Year-End Treasurer's Report and the July Treasurer's Report. Daniel Williams seconded, and the motion carried.

STANDING COMMITTEE REPORTS:
Executive Committee: John Young noted that he emailed the preliminary Staff Congress committee assignment list to Congress members. The committee chairs are the same as last year with one exception. Tressa Ross will replace Dana Howard as Staff Recognition Committee Chair. Dana will remain on the committee. Members may contact John with any questions about committee assignments.

Credentials and Elections Committee: Orville Herndon introduced Ashley Rogers and moved that she be appointed to complete Drew Perry's term on Staff Congress. Marion Hale second, and the motion carried. Orville said one vacancy remains in Staff Congress in the General/Facilities Management category.

Staff Recognition Committee: Dana Howard reported on the Staff Recognition Luncheon. She said that a wall banner with photos of the Staff Excellence Award recipients will be placed in the Curris Center.

John Young thanked Laura Lohr-Dziekonski for presenting the Staff Excellence Awards at the luncheon in his absence. Phil Schooley noted that only the three retirees who were present at the luncheon were listed in program. The Congress agreed that a request be made to list the names of all retirees in the printed programs for future Staff Recognition Luncheons.

Staff Special Events Committee: No report.

Communications Committee: Laura Lohr-Dziekonski said the Communications Committee will discuss a fall newsletter. More information will follow.

Working Conditions Committee: Jerry O'Bryan asked if the Congress committees will have vice-chairs. John Young replied that vice-chairs can be appointed at the individual committee meetings.

Staff Congress Foundation Book Scholarship Committee: Debbie Plummer said October 1 is the deadline for fall textbook scholarship applications. She asked Congress members to remind co-workers of the scholarship. The scholarship committee will meet to review the scholarship application form for any updates.

Personnel Policies and Benefits Committee: No report.

UNIVERSITY-WIDE COMMITTEES:
Faculty and Staff Insurance and Benefits Committee: John Young said the Faculty and Staff Insurance Committee will meet on August 23.

Intercollegiate Athletic Council: No report.

Naming Campus Facilities Committee: Gina Winchester reported that she has received an email from the Naming Campus Facilities Committee Chair informing her that six naming proposals are pending a vote of approval by the Board of Regents.

Judicial Board: No report.

Sick Leave Appeals Committee: No report.

International Studies Advisory Committee: No report.

OLD BUSINESS:
Ad Hoc Committee: Campus Appearance and Improvements Membership: John Young said that at the July Staff Congress meeting, a motion was passed to form an ad hoc committee for campus appearance and improvements. Dana Howard and Chuck Plummer have notified him of their interest in serving on the committee. He asked for additional volunteers. Daniel Williams and Laura Lohr-Dziekonski volunteered. John Young will serve as the ex-officio member and will set a meeting date for the committee

Debbie Plummer asked about the Grievance Committee listed on the committee assignment list. John Young said that committee is included in the Staff Congress Bylaws and is to meet if someone has a grievance.

John Young noted that the textbook scholarship committee has not been included in the Congress Bylaws. He asked if the committee should be added to the bylaws. Orville Herndon responded that the scholarship committee does need to be added to the Bylaws.

Orville noted that grievances are to be reported directly to Human Resources rather than to Staff Congress. John instructed Congress members to disregard the appointments to the Grievance Committee as listed on the committee appointments list.

NEW BUSINESS:
Jessica Evans asked where the Staff Congress newsletter mailing list is generated. Phil Schooley replied that he can email all staff if needed.

ADJOURNMENT: Daniel Williams made a motion to adjourn. Brian Purcell seconded, and the motion carried. The meeting was adjourned at 2:59 p.m.