Murray State University Staff Congress Draft Minutes for January 18, 2012 304 North Applied Science Building

PRESENT: Shanna Burgess, Susan D'Angelo, Tami Dandeneau, Laura Lohr Dziekonski, Liz Fain, Marion Hale, Orville Herndon, Wade Herndon, Lana Jennings, Jerry O'Bryan, Chuck Plummer, Debbie Plummer, Tressa Ross, Billy R. Russell, Rebecca Wilder, Tim Williams, Lisa Willis, Gina Winchester, and John Young. Guests: Dr. Josh Jacobs, Chief of Staff; Marie Jones, MSU's first Staff Regent; Olivia Medovich, MSU *News*; Dr. Don Robertson, Vice-President for Student Affairs; and Phil Schooley, Staff Regent.

CALL TO ORDER: Staff Congress President Gina Winchester called the meeting to order at 1:35 p.m.

REPORTS FROM SPECIAL GUESTS:

Gina Winchester introduced Marie Jones, who served as the university's first Staff Regent. The textbook scholarship was named in her honor. Mrs. Jones drew three names from those who donated to the scholarship fund to participate in the skills contest to win the tin of various donated items. The following names were drawn: Leon Duobinis-Gray, Lana Jennings, and Linda Myhill. Lana declined. The next name drawn was Gerry Harris.

Marie Jones complimented Staff Congress members for their work representing their co-workers. She wished the Racers success at tonight's basketball game.

Gina welcomed Olivia Medovich, reporter from the MSU News.

<u>Dr. Josh Jacobs, Chief of Staff</u>: Josh welcomed staff back from break and thanked them for their part in the successful start to the spring semester. He discussed the proposed budget cuts to higher education and answered related questions.

University representatives will be meeting with the mayor of Murray to discuss the city's proposal to require all students to purchase city stickers. Discussion and questions followed.

The Presidential Lecture will be held on Monday, February 13, at 7:30 p.m., in Lovett Auditorium. Presentations will be made by James Carville and Mary Matalin. Digital and printed posters for the event are available upon request by emailing Josh.

<u>Dr. Don Robertson, Vice-President for Student Affairs</u>: Dr. Don Robertson welcomed everyone back from break. Student Affairs is contacting students on academic probation to determine what services are needed to help them complete their degrees. College heads and other departments are also following up with students. New Dining Services Director Paula Amols joined the university on January 9. She hoped to attend today's Staff Congress meeting but was unable to do so due to touring all campus dining carts and facilities. She will attend the February meeting.

Dr. Robertson listed some deadlines and other important upcoming dates for the university community.

The university is in the final stages of hiring a Director of Student Retention, the position formerly held by Carmen Garland, now retired.

Staff Regent Report: Staff Regent Phil Schooley presented copies of the Staff Survey Summary. Specific comments from the survey will be given to appropriate Staff Congress committee chairs. The survey results will be posted to the Staff Congress webpage. Copies of the survey results will be presented to the Board of Regents at its March meeting. Staff may contact Phil with questions and comments.

APPROVAL OF DECEMBER MINUTES: Laura Dziekonski made a motion to approve the December minutes as presented. Debbie Plummer seconded, and the motion carried.

DECEMBER TREASURER'S REPORT: Laura Dziekonski presented the December Treasurer's Report. Tim Williams made a motion to approve the December Treasurer's Report. Debbie Plummer seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee: Gina Winchester reported the Executive Committee met on January 9. The main topic of that meeting was to review the staff surveys. The committee decided to write a letter on behalf of Staff Congress in support of Dr. Dunn to present to the Board of Regents based on the results of survey. She distributed draft copies of the letter which asks the board to take the survey results and the Staff Congress letter of support into consideration when conducting Dr. Dunn's evaluation. The proposed correspondence will include a letter submitted to the Board of Regents in 2007, by Staff Congress President Terry

Burgess on behalf of Staff Congress, in support of Dr. Dunn. Gina asked Congress members to read over the letter and notify her of any comments. The Congress will vote on the letter at its February meeting. Pending a passing vote, the letter will be presented to the Board of Regents along with the Staff Survey at the board's March meeting. Orville Herndon noted that a second reading of the letter is not required, allowing a vote to be taken at today's meeting. After discussion, Congress members agreed to wait until February to vote on the letter in order to provide those unable to attend today's meeting the opportunity to read and comment on the letter.

Gina said the Faculty and Staff Leadership Council Meeting dates listed on today's Staff Congress meeting agenda are tentative pending Dr. Dunn's schedule. As agendas for the council meetings are developed, Gina will ask various Congress committee chairs to attend the meetings according to items on the agendas.

At its January 9 meeting, the Staff Congress Executive Committee discussed submitting items to *Roundabout* or including in Staff Congress newsletters a section addressing some of the questions submitted by staff in the Staff Survey comments sections.

A request was made to ensure that the Congress committee roster be included on the Staff Congress webpage in addition to the Staff Congress membership listing currently on the web page.

<u>Personnel Policies and Benefits Committee</u>: No report. Committee Chair Stephanie Totty was unable to attend today's Staff Congress meeting. She informed Gina Winchester that the University–Wide Personnel Policies and Benefits Committee will meet Friday, January 20, at 8:30 a.m., in 304 North Applied Science.

<u>Credentials and Elections Committee</u>: Orville Herndon distributed copies of the revised timelines for the 2012 Staff Regent and Staff Congress elections. Orville elaborated on the revisions to the timelines. He discussed the legal opinion given by John Rall, University Counsel, concerning online voting—which involves ensuring that everyone has the opportunity to cast a private vote. Orville Herndon made a motion to approve the timelines with the changes. Laura Dziekonski seconded. President Gina Winchester asked for discussion. There was none. The motion carried.

Staff Recognition Committee: No report.

Staff Special Events Committee: No report.

<u>Communications Committee</u>: Laura Dziekonski said the Communications Committee would like to mail a newsletter during the first week of February.

Gina Winchester noted that in addition to newsletters, the Communications Committee will be preparing and mailing Staff Congress Candidacy Intent Forms, Staff Regent Candidacy Intent Forms, sample ballots for both elections, and Staff Recognition Award nomination forms. Because of the number of upcoming mailings, Gina asked the Communications Committee to consider revising the number and timing of the newsletter mailings and to determine a mailing schedule for the various items.

<u>Working Conditions Committee</u>: Jerry O'Bryan reported that some items have been brought to his attention. He has spoken with the individuals involved and ensured that proper procedures have been followed.

Gina Winchester said that during a Staff Congress meeting in the fall, someone had asked about having Jeff Steen, Assistant Director of Emergency Management, speak to Staff Congress. She asked if Congress members are still interested in asking Mr. Steen to speak at a meeting. The consensus was to invite him to address a Staff Congress meeting.

<u>Staff Congress Foundation Book Scholarship Committee</u>: Debbie Plummer said she will contact the three persons whose names were drawn earlier in today's Staff Congress meeting to ask if they will be available to participate in the skills contest. She reported on the amounts donated through the recent fundraising activities. The Textbook Scholarship Committee will meet with Staff Congress President Gina Winchester and Staff Regent Phil Schooley to determine a date for the skills contest.

Laura Dziekonski added that the scholarship announcement and deadline have been posted on Racer Net and Roundabout.

AD-HOC COMMITTEES

Staff Congress Handbook Review Committee: Committee Chair Christian Cruce was unable to attend today's Staff Congress meeting. Prior to today's meeting, she informed Gina Winchester that the Handbook Review Committee has met and is discussing the format to be used for the revised Staff Handbook. Gina added that she met with Provost Jay Morgan and SACS

consultants. The SACS evaluators will look for uniformity among the university's manuals and handbooks. In addition, Human Resources is working to ensure uniformity between Board of Regents policies and handbooks for faculty, staff, and students.

Dr. Josh Jacobs added that the university is moving to eliminate redundancies in order to avoid inconsistencies that can develop when a policy is revised and other copies of that policy are not updated. The various university handbooks will refer to the appropriate Board of Regents policies rather than reprinting them. A link to university policies is on the Human Resources website. The deadline for handbook revisions is May 1 to allow time to prepare for the June Board of Regents meeting.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: No report.

Intercollegiate Athletic Council: No report.

Naming Campus Facilities: No report.

Judicial Board: No report.

International Studies Advisory Committee: No report. Gina Winchester said the committee will meet on February 8.

Sick Leave Appeals Committee: No report.

OLD BUSINESS:

Staff Congress Banner: Laura Dziekonski asked members to send photos of staff to herself or to Gina Winchester.

NEW BUSINESS:

Bylaw Revisions: Orville Herndon distributed copies of proposed revisions to Staff Congress Bylaws Article 1—Representatives, Section 2—Election Process; Article II--Staff Regent, Section 2—Election Process; and Article IV—Meetings, Section 1—Time, and elaborated on the proposed changes. He welcomed comments and discussion. The revisions will be voted on at the February Staff Congress meeting. Orville pointed out that the proposed Bylaw revisions have been presented to the Staff Congress President with the signatures of five Staff Congress members as required by the Staff Congress Bylaws and have therefore been duly filed.

ADJOURNMENT: John Young made a motion to adjourn. The motion was seconded, and the motion carried. The meeting was adjourned at 2:46 p.m.