

MURRAY STATE UNIVERSITY *Staff Congress*

Draft Minutes for September 9, 2009

Curriss Center, Mississippi Room

Present: Vicki Anderson, Cathy Bazar, Terri Benton, Michael Busby, Christian Cruce, Laura Dziekonski, Wade Herndon, Orville Herndon, Cheryl Hicks, Lana Jennings, Tommy Kimbro, Shelia Lamb, Norma Sue Miller, Jerry O'Bryan, Jane Page, Chuck Plummer, Debbie Plummer, Sheri Riddle, Shari Wilkins, Gina Winchester, Janeen Winters, and John Young. Speaking Guests: Dr. Don Robertson, Vice President for Student Affairs; Mr. Josh Jacobs, Chief of Staff; Mr. Jim Carter, Vice President for Institutional Advancement; Carmen Garland, Special Assistant to the Vice President; and Phil Schooley, Staff Regent.

President Christian Cruce, with a quorum of 22 members present, called the meeting to order at 1:32 p.m.

Reports from Special Guests

Dr. Don Robertson, Vice President for Student Affairs, assured the group that the university is making plans to address incidences of swine flu. He thanked everyone for help with a smooth opening of the fall semester, including the move of the Recruitment Office to Curriss Center. The Admissions Office will also move to Curriss Center. Dates to note are the Family Weekend dates of September 26 – 27 and Homecoming on Saturday, October 10.

Mr. Josh Jacobs, Chief of Staff, offered research for questions we might raise. He noted that the Racer Shuttle buses are running in partnership with the Murray Calloway Transit Authority with four routes – two on campus and two off campus. Rides are free with MSU ID. As we don't yet have a completed contract, widespread advertising has not begun. The hub is at Curriss Center, and they run Monday through Saturday. Stops on campus are marked by stakes with colored tops to match the route color code. Poles and signage will follow. Murray Calloway Transit has funding for shelters with three potential locations planned on campus, probably Curriss Center, Winslow, and Faculty Hall.

Catherine Sivills, Assistant VP for Institutional Advancement, announced that the Alumni Association will offer a new website which will be up by Homecoming. A makeover for the MSU website is in progress as well. A hired content management company together with committee members from across campus will complete their work on the MSU website by November. A Hold Thy Banner High capital campaign for the students of MSU will kick off soon with some money to be used for scholarships. We are continuing to implement the branding change and removal of ivy logo (not ivy décor). Some Facilities Management buses have the ivy log and will be repainted. Vendors and local businesses will be given the new logo for use and replacement of former logos.

Carmen Garland, Special Assistant to the Vice President, announced that she and Tim Todd are chairing the United Way drive this year with a \$10,000 goal set. Ninety-eight and two tenths percent (98.2%) of United Way money given stays in the county. Pledge cards will be distributed in September. Although we are not seeking competition between faculty and staff for contribution amounts, MSU staff usually give at greater percentage rate than faculty, and Carmen hopes to continue that trend. There will be a 'White Out' basketball game in February as a United Way fundraiser.

August 2009 Meeting Minutes revisions included the following:

1. Under Tom Hoffacker's report: Mercer Consulting will begin their work regarding ~~health insurance~~ 'the hourly employee comparison study'.
2. Under Staff Recognition Committee: Rolling silverware in the napkin was 'suggested as a timesaver for next year.' A request was ~~make~~ 'made' for larger glasses or water pitchers on the tables 'next year.'
3. Under Staff Congress Bylaws Review: Only Orville Herndon, Debbie Plummer, and Marion Hale remain on this committee following ~~Terry's resignation~~ 'Phil's becoming Staff Regent.'

A motion was made and seconded to accept the August minutes as revised.

The August 2009 Treasurer's Report was also approved. Treasurer Debbie Plummer noted that a BTR will be submitted to reimburse money spent for the scholarship fundraiser.

Standing Committee Reports

Executive Committee, Christian Cruce- The Executive Committee has met. Christian noted that a chair and vice chair for the Working Conditions Committee are needed. Lists of committee assignments were available for pick-up at the back of the room. Staff Congress minutes and reports will be loaded on BlackBoard for member access. A list for filling in contact information of Staff Congress members was circulated. Although the listing included requests for personal email and phone numbers, Christian assured the group that this information would not be made public.

Personnel Policies/Benefits Committee, Michael Busby

An amendment has been written to change the MSU holiday schedule adding two days each to the Christmas and Spring Break holidays, realizing that some personnel will not be able to take advantage of these days. This amendment comes from Staff Congress only. It is not in conjunction with SGA or Faculty Senate.

Credentials and Elections Committee, Orville Herndon

S.G. Carthell was introduced and approved as a new member. He replaces Terry Burgess resulting in a full Staff Congress.

Staff Recognition Committee, Sheri Riddle

We have received some nominations for the Way To Go awards in all categories except Secretarial/Clerical.

Marie Jones Textbook Scholarship Fundraiser Drawing

Staff Special Events Committee Chair Cathy Bazar announced that 984 tickets were sold raising \$960 plus a \$150 separate donation. This will allow for two scholarship awards. Debbie Plummer was the biggest seller with a total of 246 tickets sold. The Darts Contest will be held at The Big Apple Café on Tuesday, September 22, from 5-6:00 pm with dart-throwing to begin at 5:30. A borrowed dart board and darts will be used to allow the contest to be located at the back of restaurant. Guests introduced to participate in the drawing of winning tickets were Marie Jones in whose honor the scholarship was started as the 1994 to 1997 Staff Regent; Dr. Renee Fister, Faculty in the Department of Mathematics and Statistics; and Lori Mitchum, Staff Regent from 1997 to 2006. Also present were Staff Congress member Gina Winchester, Staff Regent from 2006 to 2009, and our current Staff Regent Phil Schooley. In the first round of drawing, Ashley Armstrong was drawn by Marie Jones, Nosha Niloff by Phil Schooley, and Deborah Ferguson by Renee Fister. Back up tickets drawn were Phyllis Dunn by Jones, Layne Hardison by Schooley, and Jodi Hanneman by Fister. Work will now begin to identify additional fundraisers and to place the Marie Jones Textbook Scholarship Application on the Staff Congress website.

Communications Committee, Lana Jennings

The next deadline for newsletter articles is September 17 with a proposed mailing date of September 28. The following articles are to be included in this September newsletter: The President's Perspective article from Christian Cruce, Phil Schooley's Regent report to be submitted after the September 25 Board meeting, the October 17 Heart Walk, Prize Winners in the Marie Jones Textbook Scholarship Fundraiser, and a reminder to submit nominations for the Way to Go Awards.

Working Conditions Committee - no report

Ad-Hoc Committees

Salary and Benefits Equity Research Committee, Debbie Plummer

A meeting for any and all Staff Congress members will be held on September 17 at 11:00 in Curris Center with the consultants who will do our non-exempt compensation study. Bring your questions or send them to Debbie Plummer if cannot attend.

Staff Congress Foundation Book Scholarship Committee, Kim Griffo – no report

Staff Congress Bylaws Review, Orville Herndon – no report

Staff Congress Handbook Review Committee, Mike Busby – no report

University-wide Committees

Faculty and Staff Insurance and Benefits Committee

The committee meets at 8:00 this Friday to review insurance vendors.

Intercollegiate Athletic Council, Michael Busby – no report

Naming Campus Facilities Committee, Christian Cruce

Proposals will be going before the Board on September 25.

Judicial Board, Phil Schooley – no report

Sick Leave Appeals Committee, Lana Jennings – no report

Staff Regent Report- Phil Schooley

The Governor's conference will be held at Bowling Green this Friday, September 11.

The Board of Regents meeting on September 25 will again include the open forum after lunch. Individuals wishing to participate will sign up before the afternoon meeting. Board meetings will continue to be streamed.

Old Business

Committee assignments listed should be checked for changes.

There are currently no volunteers for the Staff Congress team for the October 17 Heart walk, so Christian will join Shawn Smee's team of MSU Staffers

New Business

Christian asked Committees to set meetings within the next month.

Jerry O'Bryan agreed to chair the Working Conditions Committee with Chuck Plummer agreeing to serve as co-chair.

Jerry notes that one of the new motorized carts is available in motor pool as a loaner. To use the cart, the staff member must reserve it and be eligible to drive. Fleet vehicles will have sanitary wipes to help combat flu outbreak.

The Jesse D. Jones Clock Tower dedication is set for September 16, at 3:00 pm, with invitations being sent to a short list of faculty, legislators, architects, etc. All are welcome to attend, however.

Adjourn at 2:28 pm

NEXT MEETING: Wednesday, October 14, 2009 – 1:30 PM – Curris Center, - Mississippi Room Streamed!