



## Staff Congress

**Draft Minutes for October 18, 2017**  
**304 North Applied Science Building**

**Present:** Re’Nita Avery-Meriwether, James Barnett, Jami Carroll, Duane Dycus, Jessica Evans, Jeff Gentry, Debbie Griffith, Parker Griffith, Marion Hale, Orville Herndon, Mary-Elaine Horn, Laura Lohr, Leanna Linn McClure, Jerry O’Bryan, Debbie Plummer, Michele Sanders, David Wilson, John Young, and Staff Regent Phil Schooley.

**Guests:** Dr. Robert Davies, President; Jackie Dudley, Vice-President, Finance and Administrative Services; Dr. Katherine Farmer, Faculty Regent; Dr. Renee Fister, Chief of Staff; Joyce Gordon, Director, Human Resources; Dr. Adrienne King, Vice-President, University Advancement; Dr. Don Robertson, Vice-President, Student Affairs.

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

### **REPORTS FROM SPECIAL GUESTS:**

**Dr. Robert Davies, President:** Dr. Davies said that Governor Bevin’s proposed pension changes will be presented to the legislature in special session. The deadline for the RFP for campus Health Services providers has been extended. Regarding summer office hours, Dr. Davies said he wants to serve students and be efficient. Because no significant savings have been realized by having summer hours, the plan is to maintain the fall and spring office hours through the summer. While some offices have later hours (with supervisor approval) to meet the needs of students, the main summer schedule will be 8:00 a.m. - 4:30 p.m. He answered questions.

**Dr. Renee Fister, Chief of Staff:** Dr. Fister thanked staff for all they do. Strategic Plan information is due November 1. A re-assessment of the plan will be conducted. To increase efficiency, the plan has been reduced from 63 initiatives to 25.

**Dr. Don Robertson, Vice-President, Student Affairs:** Dr. Robertson encouraged employees to support music students by attending some of the many recitals scheduled during the next few weeks.

**Dr. Adrienne King, Vice-President, University Advancement:** Dr. King listed some of the events scheduled during Homecoming. The full schedule is available at <http://murraystate.edu/homecoming> . She discussed the upcoming Racerthon giving opportunity.

**Joyce Gordon, Director, Human Resources:** Joyce Gordon encouraged staff to attend the Health Fair on October 19. The theme is Explore your Numbers. Human Resources staff and representatives from Anthem, Know your Rx, and others will be at the fair to answer questions. She reported on the number of employees having completed open enrollment. She encouraged employees to participate in wellness opportunities to positively influence health insurance costs. She answered questions.

Mary-Elaine Horn asked if ITV insurance sessions will be held for extended campuses. Joyce said that because participation in information sessions has decreased significantly, an ITV session has not been scheduled, but the information slides are available online.

**Staff Regent Report:** Staff Regent Phil Schooley reported that the response rate to date for the Staff Survey is 47%. He asked Staff Congress members to encourage co-workers to complete the survey. He will present a report on the survey results in January. He encouraged staff to attend the building dedications scheduled during Homecoming. The Board of Regents will meet on December 8. He said that Orville Herndon has emailed Staff Congress members with information concerning the proposed pension revision.

**University-wide Faculty and Staff Insurance and Benefits Committee:** John Young said the committee will meet on October 20. Items discussed at the previous Faculty and Staff Insurance and Benefits Committee meeting were reported earlier in today’s Staff Congress meeting.

**Credentials and Elections Committee:** Credentials and Elections Committee Chair Orville Herndon presented the proposed election schedule for the Spring 2018 Staff Regent Election. The elected Staff Regent’s term will begin on July 1, 2018. He made a motion to approve the proposed election schedule. The motion was seconded, and the motion carried.

Orville said the committee has received a current employees list from Human Resources and will contact eligible staff to invite them to fill vacancies on Staff Congress.

**SEPTEMBER MEETING MINUTES:** Parker Griffith made a motion to approve the September Minutes as presented. Jeff Gentry seconded, and the motion carried.

**SEPTEMBER TREASURER’S REPORT:** Treasurer Laura Lohr presented the September Treasurer’s Report. Laura said she and Jessica Evans have submitted the forms to have the check written to transfer the flower fund balance to the textbook scholarship fund. She

stressed the need to raise funds for the scholarship. Robyn Pizzo won't be available to print the fundraising pictures at the children's Christmas party this year. She asked that anyone with a printer who is available to print pictures at the party as a fundraiser for the textbook scholarship, please contact her. Marion Hale made a motion to approve the September Treasure's Report. James Barnett seconded, and the motion carried.

**STANDING COMMITTEE REPORTS:**

**Executive Committee:** John Young said that the topics discussed at the Faculty and Staff Leadership Council meetings with Dr. Davies on September 26 and October 17 included health services, budget, and summer office hours. Reports of those items were given earlier in today's Staff Congress meeting. The Faculty and Staff Council will meet with Dr. Davies on December 5.

**Staff Recognition Committee:** Chair Laura Lohr encouraged staff to nominate deserving staff for the Staff Appreciation Award.

**Staff Special Events Committee:** Chair Jessica Evans said the children's Christmas party is scheduled for December 2. She distributed a sign-up sheet to volunteer to help at the party. Help will be needed on November 28, at 3:00 p.m. to fill over 300 bags with candy and small party favors for the children's Christmas party. She asked Congress members to bring bags of individually wrapped candy to the next Staff Congress meeting.

The Staff Reception will be held on December 7, from 2:00 to 4:00 p.m. Staff Congress members are asked to serve as door greeters at the reception. She asked if Staff Congress would like to arrange door prizes for the event. The group consensus was to have door prizes of donated items.

John Young said that the usual location for the children's party, the Curris Center Dance Lounge, is now a student lounge and is no longer available for use by non-student groups. Staff Congress member and Director of Student Life Re'Nita Avery-Meriwether said that she will discuss with Jessica the location for the children's Christmas party.

**Communications Committee:** Laura Lohr reported that she posts items such as information about the Health Fair to the Staff Congress Facebook page. Items to post can be sent to her.

**Working Conditions Committee:** No report.

**Staff Congress Foundation Text Book Scholarship Committee:** Text Book Scholarship Committee Chair Robyn Pizzo is out of the country. John Young said the deadline for spring textbook scholarship applications is February 1.

**Personnel Policies and Benefits Committee:** No report.

**UNIVERSITY-WIDE COMMITTEES:**

**Intercollegiate Athletic Council:** No report.

**Naming Campus Facilities Committee:** No report.

**Judicial Board:** Leanna Linn McClure said that the Judicial Board will meet for training on October 20.

**Sick Leave Appeals Committee:** No report.

**International Studies Advisory Committee:** No report.

**Budget Advisory Committee:** Jessica Evans said the Budget Advisory Committee will have its first meeting of the fall semester on October 19.

**Shared Governance Committee:** Laura Lohr said the Shared Governance Committee has drafted a survey to be sent to staff, faculty, and students during the spring semester. The survey, which is part of SACS accreditation requirements, will show the achievements and areas for improvement concerning shared governance at the university.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:** None.

**ADJOURNMENT:** Debbie Plummer made a motion to adjourn. Jeff Gentry seconded, and the motion carried.