

Murray State University Staff Congress  
Draft Minutes for November 19, 2014  
304 North Applied Science Building

**PRESENT:** James Barnett, Shanna Burgess, Jami Carroll, Debbie Griffin, Marion Hale, Orville Herndon, Dana Howard, Timothy Jaeger, Laura Lohr, Ann Matheny, Robert Long-Mendez, Evan O'Neal, Chuck Plummer, Debbie Plummer, Brian Purcell, Sheri Riddle, Tressa Ross, Rhonda Timmons, Tim Williams, Dwaine Willoughby, Chad Wortham, John Young, and Staff Regent Phil Schooley.

**Guests:** David Burdette, Interim Director, Facilities Management; Dr. Bob Davies, President; Jackie Dudley, Vice-President of Finance and Administrative Services; Michael Dunnivant, Director, Building & Grounds Maintenance, Facilities Management; Kathy Farmer, Assistant Professor, University Libraries.

**CALL TO ORDER:** President Laura Lohr called the meeting to order. She congratulated Tressa Ross whose daughter was elected MSU Homecoming Queen.

**REPORTS FROM SPECIAL GUESTS:**

**Dr. Davies, President:** Dr. Davies spoke about items to be presented to the Board of Regents at its December 4 meeting such as the proposed one percent pay increase, the tobacco/smoke-free policy document, and the university's inclement weather policy. He thanked John Young and the university-wide Faculty and Staff Insurance and Benefits Committee for their work in researching the tobacco/smoke-free policy options and their implications. Dr. Davies and Jackie Dudley answered questions concerning the proposed pay increase

Dr. Davies said he appreciates staff input and participation in the strategic planning process. He wished everyone a happy Thanksgiving and complimented them for the work they do.

**Jackie Dudley, Vice-President of Finance and Administrative Services:** Jackie Dudley said that open enrollment finished well. She complimented the IT department for designing open enrollment as a very user-friendly process. She thanked everyone for accepting the change from paper to online enrollment. She answered questions, then introduced David Burdette and Michael Dunnivant.

**David Burdette, Interim Director, Facilities Management:** David Burdette said Facilities Management is a service organization. He complimented the Facilities Management employees for their work.

**Michael Dunnivant, Director, Building & Grounds Maintenance, Facilities Management:** Mr. Dunnivant said Facilities Management is glad to be working with Mr. Burdette. Facilities Management is working toward improvements and looking at ways to be more customer-friendly. He and David Burdette answered questions.

Laura Lohr said students are complimentary of Facilities Management staff and their responses to student requests.

**Staff Regent Report:** Staff Regent Phil Schooley reminded staff that the Board of Regents meeting has been changed from December 5 to December 4, which makes it a special-called meeting. The meeting will be streamed live via a link on the MSU home page. The link will be posted on December 4. He will distribute the agenda when he receives it.

Staff Congress President Laura Lohr thanked Phil for his work.

Phil reported on the on the Staff Survey and asked that those who have not responded do so before it closes.

**APPROVAL OF OCTOBER MEETING MINUTES:** Brian Purcell made a motion to approve the October meeting minutes as corrected. James Barnett seconded, and the motion carried.

**APPROVAL OF OCTOBER TREASURER'S REPORT:** Treasurer Sheri Riddle elaborated on the October Treasurer's report. Expenses included newsletter copies and posters for the textbook scholarship fundraiser. Tressa Ross made a motion to approve the October Treasurer's Report as presented. Orville Herndon seconded, and the motion carried.

Tim Williams said he has placed a box in the University post office to collect items for the Santa Project sponsored by the Calloway County Schools Resource Center and Youth Services Center and the Calloway County Sheriff's Office.

**STANDING COMMITTEE REPORTS:**

**Executive Committee:** No report.

**Credentials and Elections Committee:** Committee Chair Tressa Ross said Information Systems has been contacted to set-up the online Staff Regent Election scheduled for March 10-12, 2015. The candidate filing deadline is February 23, 2015. More information will follow.

**Staff Recognition Committee:** No report.

**Staff Special Events Committee:** Committee Chair Shanna Burgess was unable to attend today's Staff Congress meeting in person, and listened to the meeting via Collaborate. Laura Lohr said candy is being collected for the Children's Christmas Party gift bags. Congress members are asked to volunteer to help at the party. Door prizes and volunteers are needed for the Staff Holiday Reception scheduled for December 11. The Special Events Committee will meet again the week of December 1. Laura thanked the committee members for their work in planning the events.

**Communications Committee:** Committee Chair Dana Howard reported that a Staff Congress Facebook page has been created to post announcements, updates, and other Staff Congress information such as photos and brief biographies of Staff Congress members. Notices of upcoming Staff Congress meetings will be submitted to *Roundabout*. Following the monthly Staff Congress meetings, the committee will distribute a synopsis of topics discussed at each meeting. The summary will not replace the meeting minutes, but will serve as an immediate method of communicating with constituents the items discussed. The Communications Committee has contacted Human Resources to request the names of new staff as they are hired in order to inform them of Staff Congress and its purpose. In addition, the committee is working to develop an orientation for new Staff Congress members to explain their duties and provide them with information to assist in performing those duties. Some of this information will be added to the Staff Congress website. The newsletter is being updated to an online version, with a printed version of the newsletter to be made available to employees whose jobs do not involve daily computer usage. Suggestions for the newsletter can be sent to [msu.staffcongress@murraystate.edu](mailto:msu.staffcongress@murraystate.edu).

Discussion followed concerning the newsletter. Suggestions included mailing staff a postcard which would refer staff to the online newsletter.

**Working Conditions Committee:** No report.

**Staff Congress Foundation Book Scholarship Committee:** On behalf of the Book Scholarship Committee Chair Jessica Evans, who was unable to attend today's Staff Congress meeting, Congress President Laura Lohr thanked those who assisted with the scholarship fundraisers at the football games.

**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 and Benefits Committee has forwarded to Dr. Davies the committee's report on the tobacco/smoke-free campus policy. The committee's next meeting is scheduled for January 16. The committee will begin looking at options to maintain or reduce health insurance costs.

**Intercollegiate Athletic Council:** Sheri Riddle reported on today's meeting of the Intercollegiate Athletic Council. Although the IAC and Athletic Director Allen Ward are confident that MSU courses taken by student athletes are legitimate, Mr. Ward has requested that the Intercollegiate Athletic Council review the courses taken by MSU student athletes to verify those courses are legitimate. The university IAC is working with university legal counsel John Rall to develop a policy concerning amorous relationships between coaches and students. Sheri also reported on the interviews of outgoing student athletes.

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

**Judicial Board:** No report.

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

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

**Dual Employment Committee:** Laura Lohr presented a report on behalf of Debbie Plummer who had to leave the meeting early. The Dual Employment Committee will meet once more and prepare a draft report.

Laura distributed copies of the November Update from the President's Commission on Diversity and Inclusion.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**ADJOURNMENT:** John Young made a motion to adjourn. James Barnett seconded, and the motion carried. The meeting was adjourned.