



**Draft Minutes for January 21, 2015
304 North Applied Science Building**

PRESENT: James Barnett, Shanna Burgess, Jamie Carroll, Debbie Griffin, Marion Hale, Orville Herndon, Dana Howard, Laura Lohr, Ann Matheny, Jerry O'Bryan, Evan O'Neal, Chuck Plummer, Debbie Plummer, Sheri Riddle, Tressa Ross, Logan Stout, Stephanie Totty, Chad Wortham, John Young, and Staff Regent Phil Schooley.

Guests: Jackie Dudley, Vice-President of Finance and Administrative Services; Joyce Gordon, Director, Human Resources; Dr. Marty Jacobs, Faculty Regent; Dr. John Roark, Director, Office of Sponsored Programs.

CALL TO ORDER: Staff Congress President Laura Lohr called the meeting to order.

REPORTS FROM SPECIAL GUESTS:

Jackie Dudley, Vice-President of Finance and Administrative Services: No report.

Joyce Gordon, Director, Human Resources: Joyce Gordon said the university-wide Faculty and Staff Insurance and Benefits Committee met with the insurance consultants on January 20 to learn about the changes coming to health insurance in 2016. The committee and university administration welcome and appreciate input from staff and faculty concerning the changes.

Dr. John Roark, Director, Office of Sponsored Programs: Dr. John Roark explained that the Office of Sponsored Programs offers grant proposal development workshops which address the grant writing process from begin to end, including how to find grant opportunities. He said grants exist which would be of interest to staff and he would like to offer the grant proposal development workshops to staff. Dr. Roark asked Staff Congress members to inform their constituents of the sessions. He would like to promote the workshops in Staff Congress' communications with employees. Workshops are scheduled for March 4 and May 24, at noon, in room 304 Applied Science North.

Staff Regent Report: Staff Regent Phil Schooley said the Board of Regents will meet on February 27. He is working with Beth Sloan in Technology Support and Consulting Services to prepare the Staff Survey results for presentation at the February Board of Regents meeting. He encouraged staff to attend the tobacco-free policy town hall meeting scheduled for this afternoon and the February 2 Strategic Initiatives town hall meeting to be held at 3:00 p.m., in the Curris Center Theatre.

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

APPROVAL OF DECEMBER TREASURER'S REPORT: Treasurer Sheri Riddle elaborated on the December Treasurer's report which included copy expenses for the flyers announcing the children's Christmas party and the staff reception. James Barnett made a motion to approve the December Treasurer's Report as presented. Dana Howard seconded, and the motion carried.

Dr. Marty Jacobs, Faculty Regent: Dr. Jacobs encouraged staff to attend the town hall meeting this afternoon regarding the tobacco-free policy. The policy is scheduled to be presented to the Board of Regents at its February meeting.

STANDING COMMITTEE REPORTS:

Executive Committee: Laura Lohr said she hoped everyone had a good holiday. She thanked Dana Howard and Evan O'Neal for posting announcements on the Staff Congress Facebook page. She encouraged Congress members to promote the Facebook page to staff.

Credentials and Elections Committee: Committee Chair Tressa Ross listed dates for the upcoming Staff Regent and Staff Congress Elections. The Staff Regent Election will be held on March 10-12, 2015. Candidacy intent forms are scheduled to be delivered to staff on February 9. The candidacy filing deadline is February 23. The Staff Regent Election information will also be available on the Staff Congress Facebook page.

Tressa presented the timeline for the Staff Congress Election. Candidacy intent forms will be mailed to staff in March. Candidacy intent forms can be filed March 23 through April 6. The election is scheduled for April 21-23. She thanked Orville Herndon, past Chair and current Vice-chair of the Credentials and Elections Committee, for his assistance with the election preparations.

Orville Herndon made a motion to adopt the election calendar as presented. Marion Hale seconded, and the motion carried.

Staff Recognition Committee: No report.

Staff Special Events Committee: No report.

Communications Committee: No report.

Working Conditions Committee: No report.

Staff Congress Foundation Book Scholarship Committee: Committee Vice-chair Debbie Plummer said the Book Scholarship Committee will meet on February 11 to review the scholarship applications received.

Personnel Policies and Benefits Committee: No report.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: John Young reported on the January 16 meeting of the university-wide Faculty and Staff Insurance and Benefits Committee. The committee is going to develop either bylaws or procedure guidelines for its operations. The committee has forward to Jackie Dudley, Vice-President of Finance and Administrative Services, its proposal for Health Services to provide its services to adult dependents of university employees. A proposal to offer childcare to employees has been forwarded to Jackie Dudley and Dr. Bob Davies. As noted by Human Resources Director Joyce Gordon earlier in the Staff Congress meeting, the committee and administration are working to determine the university's response to health insurance changes for 2016. The committee will meet again on February 13. Staff may contact the following staff members of the Faculty and Staff and Insurance and Benefits Committee with concerns and suggestions: [John Young](#), [James Barnett](#), [Jami Carroll](#), [Orville Herndon](#), [Debbie Plummer](#), [Sheri Riddle](#), and [Stephanie Totty](#).

Laura Lohr thanked the committee members for their work. She added that staff are encouraged to respond to the survey they will be receiving regarding expanding the Health Services benefit to dependents of employees.

Intercollegiate Athletic Council: No report.

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: No report.

OLD BUSINESS: None.

NEW BUSINESS: Jerry O'Bryan said clarification will be needed concerning the tobacco policy to avoid variations in policy enforcement. He said that varying procedures currently exist in the enforcement of other non-tobacco university polices. Discussion followed. Laura Lohr noted that Staff Congress members can keep their constituents informed as the policy is developed and implemented.

ADJOURNMENT: James Barnett made a motion to adjourn. Orville Herndon seconded, and the motion carried. The meeting was adjourned.