

**PRESENT:** James Barnett, Shanna Burgess, Jami Carroll, Jessica Evans, Debbie Griffin, Marion Hale, Orville Herndon, Dana Howard, Timothy Jaeger, Laura Lohr, Ann Matheny, Jerry O'Bryan, Evan O'Neal, Debbie Plummer, Brian Purcell, Sheri Riddle, Ashley Rogers, Maria Rosa, Tressa Ross, Logan Stout, Rhonda Timmons, Stephanie Totty, Tim Williams, John Young, and Staff Regent Phil Schooley.

**Guests:** Charley Allen, Director, Web Management; Dr. Bob Davies, President; Joyce Gordon, Director, Human Resources; Dr. Marty Jacobs, Faculty Regent; Dr. Don Robertson, Vice-President, Student Affairs; Catherine Sivills, Assistant Vice-President for University Communications; Chris Wooldridge, District Director, Small Business Development Center.

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

**REPORTS FROM SPECIAL GUESTS:**

**Dr. Davies, President:** Dr. Davies wished everyone a Merry Christmas and said he looks forward to a successful 2015. He said the Board of Regents took action on becoming a tobacco-free campus. Dr. Davies will be meeting on December 18 with the tobacco-free task force to begin developing the tobacco-free policy which will be presented to the Board of Regents for approval. He asked Staff Congress members whether they prefer the tobacco-free policy to be implemented at the beginning of an academic year or a calendar year. The group's consensus was to activate the policy at the start of an academic year.

Dr. Davies explained the one percent pay increase for the 2014-2015 fiscal year which was approved by Board of Regents at its December 4, 2014 meeting. The increase will be based on employment factors as of April and July 2014. It is scheduled to be issued in January 2015, and pro-rated for pay periods from the first part of the 2014-2015 fiscal year up to the date it is issued. The remainder of the 2014-2015 increase amount will be issued as part of subsequent pay periods for the current fiscal year. The Office of Accounting and Financial Services can answer questions about the pay increase. He answered questions.

Laura thanked Dr. Davies for attending the Children's Christmas Party and the Staff Reception, and for hosting the reception at Oakhurst. She also thanked him for attending Staff Congress meetings. Dr. Davies thanked Staff Congress members for their work.

**Dr. Don Robertson, Vice-President, Student Affairs:** Dr. Robertson thanked Staff Congress for the Children's Christmas party and Staff Reception. His office is now working on student retention for those students who have not registered for the spring semester. January 19, 2015 is the day of service and activities in observance of Martin Luther King, Jr. Day. He wished everyone a Merry Christmas.

**Joyce Gordon, Director, Human Resources:** Joyce Gordon said she had been unable to attend the previous two Staff Congress meetings due to other commitments. She sent regards from Vice-President for Finance and Administrative Services Jackie Dudley who was unable to attend today's Staff Congress meeting. Ms. Gordon spoke about the university's inclement weather policy and asked Staff Congress to assist in promoting that information to employees. Now that open enrollment has closed, Human Resources staff are filing the information with the vendors. Ms. Gordon gave a summary of information presented at the recent sessions led by Human Resources regarding the 30-hour rule for health insurance. More in-depth information will be presented at sessions to be scheduled for the spring semester. She answered questions.

Dana Howard thanked Human Resources staff for all their work with the insurance changes. She also thanked the university administration for accepting the percentage of increase in insurance coverage fees. Staff Congress members echoed Dana's comments.

**Dr. Marty Jacobs, Faculty Regent:** Laura Lohr welcomed Faculty Regent Dr. Marty Jacobs to the meeting. Dr. Jacobs thanked Staff Congress for the invitation to the meeting. Joyce Gordon said that Dr. Jacobs brings insight from his experience as a past chair of the university-wide Faculty and Staff Insurance and Benefits Committee.

**Charley Allen, Web Manager, and Catherine Sivills, Assistant Vice-President for University Communications:** Charley Allen, Web Manager, and Catherine Sivills, Assistant Vice-President for University Communications, presented a preview of the Omni Update web content management system which is scheduled to go live for MSU web pages in January. This new system adapts webpages to fit various mobile devices, maintaining the integrity of the content for the viewer. The system has other user-friendly features for website visitors and for web agents responsible for updating their departmental webpages. Trainings for web agents will begin in the spring semester. Charley and Catherine answered questions. Staff can also email or call Charley or Catherine with questions.

**Staff Regent Report:** Staff Regent Phil Schooley said the Board of Regents will meet on February 27, 2015. He has emailed his report on the December 4 meeting to his distribution list. The Staff Survey is now closed, with approximately a 52% response rate.

**APPROVAL OF NOVEMBER MEETING MINUTES:** John Young made a motion to approve the November meeting minutes as presented. Orville Herndon seconded, and the motion carried.

**APPROVAL OF NOVEMBER TREASURER'S REPORT:** Treasurer Sheri Riddle elaborated on the November Treasurer's report. Deposits included donations to the book scholarship fund. Expenses included the use of a university vehicle by Staff Congress members who attended the Breathitt Veterinary Center Staff Recognition Luncheon.

Debbie Plummer made a motion to approve the November Treasurer's Report as presented. Orville Herndon seconded, and the motion carried.

### **STANDING COMMITTEE REPORTS:**

**Executive Committee:** Laura Lohr said she has attended several of the Strategic Planning Committee meetings. She will be glad to forward any information from staff to those committees. The Staff Congress Executive Committee met with John Roark, the Director of Sponsored Programs. He plans to speak at the January 2015 Staff Congress meeting about offering seminars to train staff in grant writing.

**Credentials and Elections Committee:** No report.

**Staff Recognition Committee:** Ashley Rogers said a reminder to nominate staff for the Staff Excellence Award has been published in *Roundabout*.

**Staff Special Events Committee:** Committee Chair Shanna Burgess thanked everyone for helping with the Children's Christmas Party and the Staff Reception. She was very appreciative of Kerry Pinkston who set up everything needed for the children's party. She thanked Orville for taking the pictures of the children with Santa. Shanna will send thank you notes on behalf of Staff Congress to Kerry Pinkston, Tane Alexander (the clown) and Mike Faiht (Santa Claus). Approximately 175 people attended the children's party. The remaining children's goody bags will be sent to the Breathitt Veterinary Center. After discussion, Staff Congress members agreed to donate the remaining unopened bags of candy to Need Line.

Shanna reported that approximately 300 people attended the Staff Holiday Reception. She thanked Orville for preparing the slideshow of pictures from the children's party which was shown during the staff reception. A thank you note will be sent to Camme Cain who created the centerpieces for the reception.

Staff Congress President Laura Lohr said she has received many positive comments on the reception. She thanked Shanna and the Special Events Committee members for their work.

**Communications Committee:** Committee Chair Dana Howard referred staff to her report in the November 19, 2014 Staff Congress minutes for a listing of the updates to Staff Congress communications developed by the Communications Committee.

She thanked Communications Committee Co-Chair Evan O'Neal for his assistance developing the Staff Congress Facebook page. In the spring semester, the Communications Committee will begin taking photos of Staff Congress members to post on the Staff Congress Facebook page. More discussion concerning the newsletter will follow.

**Working Conditions Committee:** No report.

**Staff Congress Foundation Book Scholarship Committee:** Committee Chair Jessica Evans reported that \$117.42 was raised for the Staff Congress Foundation Book Scholarship through the fundraising activities at the homecoming and faculty and staff appreciation football games. Applications for the spring textbook scholarship are due February 1. She asked Congress members to encourage staff to apply for the scholarship. Those who applied and did not receive the scholarship may re-apply for the spring award. Jessica noted that Dana Howard recommended revising the scholarship guidelines to address textbook rental. After some discussion, the Congress members agreed to use the current guidelines for the spring applications. The Scholarship Committee will begin gathering information to be used in developing revised guidelines which address textbook rental.

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

**UNIVERSITY-WIDE COMMITTEES:**

**Faculty and Staff Insurance and Benefits Committee:** John Young said the next meeting of the university-wide Faculty and Staff Insurance and Benefits Committee will be held on January 16. Topics to be addressed in 2015 by the committee include the following: employee childcare; the possible expansion of university Health Services to include spouses of employees; the development of operating bylaws for the Faculty and Staff Insurance and Benefits Committee; and anticipated changes to health insurance coverage for 2016. 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](#).

**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:** Debbie Plummer said the final meeting of the Dual Employment Committee has not yet been scheduled.

**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.