



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

**PRESENT:** James Barnett, Shanna Burgess, Jessica Evans, Debbie Griffin, Orville Herndon, Dana Howard, Laura Lohr, Ann Matheny, Debbie Plummer, Brian Purcell, Sheri Riddle, Ashley Rogers, Tressa Ross, Kenny Sanford, Rhonda Timmons, Tim Williams, Dwaine Willoughby, Joseph Wilson, Chad Wortham, John Young, and Staff Regent Phil Schooley.

**Guests:** Dr. Katherine Farmer, Faculty Senate Vice-Chair; Dr. Renee Fister, Senior Presidential Advisor for Strategic Initiatives; Ben Stinnett, Interim Director of Retention Services; Brittney Stinnett, Wellness Center Fitness Coordinator; Dr. Tim Todd, Interim Provost and Vice-President for Academic Affairs; Gerald Washington, United Way; and Gina Winchester, Executive Director, Regional Stewardship and Outreach.

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

**REPORTS FROM SPECIAL GUESTS:**

**Dr. Renee Fister, Senior Presidential Advisor for Strategic Initiatives:** Dr. Renee Fister said that Strategic Plan updates will be provided to vice-presidents. The Strategic Initiatives Plan and the facilitator list are available on quick links on the MSU home page. She said that many staff perform tasks as part of their job descriptions that are also part of the Strategic Initiatives Plan.

**Dr. Tim Todd, Interim Provost and Vice-President for Academic Affairs:** Dr. Todd said that retired MSU Professor Dr. Gil Mathis is conducting the economic impact survey. Staff and faculty have been sent the economic survey to complete. Students will be surveyed later.

On October 22, members of the Kentucky Legislature Appropriations and Revenue Committee will tour the MSU campus prior to Appropriations and Revenue Committee's meeting that day. The campus visit was arranged by Jordan Smith, MSU Director of Governmental Relations. The Post-secondary Education and Secondary Education Committees will meet later that day. Dr. Davies is in Germany on university business. He will attend the meetings via pre-recorded video presentations.

The State of the University address will be held on November 9, from 2:30 to 4:30 p.m., in Wrather Auditorium. The President plans to answer questions after the presentation.

On October 23, Dr. Todd, will attend the monthly meeting of the Council of Academic Affairs Officers in Versailles.

The new MSU M.S. degree in Athletic Training will have its first reading at the Council of Academic Affairs Officers meeting. The program proposal will then be posted to the Academic Affairs website for feedback.

**Gina Winchester, Executive Director, Regional Stewardship and Outreach:** Gina Winchester spoke about Soup for the Soul, a non-profit organization which provides meals for those who need them. She encouraged staff to assist with the organization. Individuals interested in volunteering may contact Tina Wright, Volunteer Coordinator, at 270 293-8462.

Gina also spoke about the United Way campaign. She explained that distribution process has been streamlined and the some MSU employees serve on the United Way's board. She encouraged employees to contribute via payroll deduction.

Gina introduced Gerald Washington who works with the United Way.

**Gerald Washington, United Way:** Gerald Washington spoke of the organizations funded by the group. Mr. Washington read an excerpt from a letter of thanks written by a recipient of services from Needline. Prior the MSU football game on October 31, a fundraising barbecue competition will be held at the stadium. Students, staff, and faculty are invited to participate.

**Staff Regent Report:** Staff Regent Phil Schooley said the senior breakfast will be held at 8:00 a.m., on November 19. The next Board of Regents meeting is scheduled for December 11. Graduation will be held on December 12.

He encouraged staff to attend the Health Fair on October 28, 7:30 to 11:30 a.m. Know Your Rx representatives will be at the fair to answer questions. Know Your Rx representatives will be on-campus Wednesday afternoon and Thursday morning. Staff may also make an appointment with Human Resources to address health insurance questions.

Regarding budget issues, Jessica Evans said the Staff Congress and Faculty Senate officers have collaborated to develop recommendations for the University Budget Advisory Committee. She presented copies of the recommendations agreed upon by the Faculty Senate and Staff Congress Officers for approval at today's Staff Congress meeting. A vote was taken, and the motion carried. Laura Lohr added that this document has been in development for a long time and represents a great collaborative effort by Staff Congress and Faculty Senate. Staff interested in viewing the recommendations may contact Staff Congress members.

Jessica Evans said the Faculty Senate Finance Committee developed a recommendation for tiered raises and a cost of living increase. If the recommendation is approved at the full Faculty Senate October 27, it will be sent to Dr. Davies, along with the supporting data and reports used to develop the recommendation.

**APPROVAL OF SEPTEMBER MEETING MINUTES:** John Young noted a correction in the Executive Committee Report, paragraph 3, line 1: "Dr. Joe Bella" should be spelled "Dr. Joe DeBella."

John Young made a motion to approve the September meeting minutes as corrected. Shanna Burgess seconded, and the motion carried.

**APPROVAL OF SEPTEMBER TREASURER'S REPORT:** Treasurer Jessica Evans presented the September Treasurer's Report. Orville Herndon made a motion to approve the September Treasurer's Report as presented. Debbie Plummer seconded, and the motion carried.

#### **STANDING COMMITTEE REPORTS:**

**Executive Committee:** Staff Congress President Laura Lohr said she attended the Faculty and Staff Leadership Committee meeting earlier in October. Staff may contact her with comments to present to Dr. Davies at those meetings. She also met with the Staff Congress Textbook Scholarship Committee and the Staff Congress Communications Committee. The chairs of those committees will report later in today's Staff Congress meetings.

Laura said she served on the Strategic Initiatives Plan Committee and is a member of the Provost Search Committee. She was recently informed that the University-wide Sick Leaves Appeal Committee requires two members from Staff Congress. Jerry O'Bryan serves as the hourly staff member of the committee. Tressa Ross has been appointed as the professional staff member of the committee.

Laura reminded staff to attend the Health Fair on October 28. She encourages staff to participate in the implementation of the Strategic Plan.

Phil Schooley added that employees who are members of the Sick Leave Bank and wish to continue in the bank must donate one sick day this year because the Sick Leave Bank is low on days. Employees must have six sick days earned in order to donate a day to the bank. Staff and faculty may contact Human Resources for additional information.

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

**Staff Recognition Committee:** Rhonda Timmons presented the report on behalf of Committee Chair Ashley Rogers who was unable to attend today's Staff Congress meeting. The Staff Recognition Committee met on September 28. The committee has revised the Way to Go Award which had presented by Staff Congress in the past. Nomination forms for the new "Above and Beyond Award" will be available on line, with paper copies available in high-traffic areas for parents and students, and can be submitted year-round. Award recipients will receive an award certificate at a Staff Congress meeting and be featured on the Staff Congress Facebook page. The Staff Recognition Committee will encourage "Above and Beyond Award" nominators to submit appropriate nominations to the Staff Excellence Award committee.

For the Staff Recognition Luncheon, the committee will prepare signs for the vendor fair tables and direct traffic for the vendor fair. The committee would also like to arrange to have the staff headshots taken prior to the luncheon. The 2016 Staff Recognition Luncheon is scheduled for August 2.

**Staff Special Events Committee:** Committee Chair Shanna Burgess distributed a sheet for staff to volunteer to help at the Children's Christmas Party which will be held on December 5. She explained the arrangements for the party such as a Santa and a balloon artist. Shanna asked Congress members to bring bags of individually wrapped candy to the November Staff Congress meeting. The candy will be added to the goody bags for the children. Shanna will also pick up candy from staff offices, if needed.

The Staff Reception will be held on December 10.

**Communications Committee:** Committee Chair Dana Howard reported on the recent Communications Committee meeting. Ideas generated at the meeting include creating a Google document for Congress members to list questions and topics sent to them by their

constituents. Topics would be those that affect employees at large and may require a guest speaker to address them at a Staff Congress meeting. Other issues which affect individuals rather than the campus community would be forwarded to the appropriate departments.

A brief video of meeting highlights could be posted to the Staff Congress Facebook page. Dana reminded Congress members to forward the Staff Congress meeting synopsis to their distribution lists.

At today's Staff Congress meeting, discussion followed concerning how to communicate with staff who don't use computers as part of their jobs. The Communications Committee will ask Dave Burdette and Kathy Friebel if meeting highlights may be posted in the time clock areas.

Dana asked staff to promote the Facebook like contest that Staff Congress will be having during the Staff Appreciation football game and at the December staff receptions.

Laura Lohr thanked the Staff Congress committees for their work.

**Working Conditions Committee:** No report.

**Staff Congress Foundation Book Scholarship Committee:** Textbook Scholarship Committee Chair Jessica Evans reported that the Scholarship Committee met on October 8 to award the fall textbook scholarships. Susan D'Angelo is the staff recipient. Rachel Ross is the dependent recipient. Jessica will send letters to those who did not receive the scholarship, encouraging them to re-apply in the future.

Letters have been sent to vendors inviting them to donate items for the textbook silent auction fundraiser to be held at the December staff reception.

Debbie Plummer said the CFSB Center will allow Staff Congress to work at concessions to raise money for the textbook scholarship fund. Rhonda Timmons suggested emailing a Doodle Poll to Staff Congress members to choose the game dates they are available to work at concessions.

Robyn Pizzo has suggested printing pictures of children with Santa at the Children's Christmas Party and asking for a donation to the textbook scholarship. Digital copies would be sent to families as has been done in the past.

Staff Congress President Laura Lohr introduced guests Brittney Stinnett, Wellness Center Fitness Coordinator, and Ben Stinnett, Interim Director of Retention Services, who were visiting today's Staff Congress meeting.

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

**UNIVERSITY-WIDE COMMITTEES:**

**Faculty and Staff Insurance and Benefits Committee:** Faculty and Staff Insurance and Benefits Committee Chair John Young said the committee met on October 16 and will meet on November 13. Human Resources has been conducting forums regarding insurance and benefits. Open Enrollment will be held October 23 to November 6. John encouraged staff to attend the Health Fair. Representatives from Anthem, Delta Dental, and Allstate will be at the fair to answer questions. Flu shots will be available for employees, spouses, and retirees.

Staff may contact members of the Faculty and Staff Insurance and Benefits Committee with comments and suggestions concerning insurance and benefits. John Young, James Barnett, Jami Carroll, Jessica Evans, Orville Herndon, Debbie Plummer, Sheri Riddle, and Stephanie Totty are the staff representatives on the Insurance and Benefits Committee.

**Intercollegiate Athletic Council:** No report.

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

**Judicial Board:** Tressa Ross reported that the committee has met, but the details cannot be discussed.

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

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

**Dual Employment Committee:** Debbie Plummer distributed copies of the proposal the Dual Employment Committee sent to

Dr. Davies. The Dual Employment Committee Chair Dr. Whaley is waiting for Dr. Davies' response to the proposal. The committee would like to present the proposal to the Board of Regents at its December meeting. Discussion followed. Some Staff Congress members said that the wording should be consistent with tuition waiver requirements and use "spouse" rather than "partner." Laura Lohr suggested that Dr. Whaley address Staff Congress concerning the proposal.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

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