McMurry University Staff Council  
January 25, 2007  
Meeting Minutes

The Staff Council for McMurry University met on Thursday January 25, in Library Classroom 101. Members present were: Jeanie Bone, Brenda Breeden, Denis Gartner, David Williams, Melanie Long, Rachel Atkins, Terry Nixon, and Mark Odom.

Meeting began at 2:05 with the approval of the November and December meeting minutes. Mark made the motion to approve and Denis second and approval passed unanimously.

First question concerned a conversation about doing background checks for new hires. We know that references are normally checked. Also, would drug testing be something we should be doing? If we attain all this information, we need to have a policy in place to deal with the results. This discussion led to other questions:

- What kind of questions can you ask in an interview?
- Are applications for employment up to date?
- Should there be a disclaimer added to the application that applicants may be subject to a background check and a signature needed to show that they are okay with that.

Decision was for Jeanie to ask Dr. Russell about the need of this and what a policy might be to process the results of the information attained.

Handbook: Still needed, Appendix on Safety
Training will be needed for employers or department Chairs who hire so they will know the handbook is to be implemented and used as a standard.

Questions from one who had read the manual were brought to discussion by Brenda:
1. Bereavement Leave: Just time off to make up later, not counted against sick or vacation days
2. Dress and Personal Appearance: Part of a dress code policy, ‘inappropriate’ needs more definition
3. Benefit and Service: Add sports Grille and Campus Cafeteria
4. Carryover of Vacation Days: Better explanation if it is possible that some days may get forfeited

Page 128 Flow Chart will have changes, put all PT and FT officers into one box of Officers
Page 129 Needs Director of Research and Planning, Institutional Reporting Office
Page 21, 36, 99 all have divided words that need to be joined. Jeanie asked that we all review the manual and e-mail her of any others so she can get it corrected.

Staff Meeting Campus-Wide
- Hold new elections
- Explain Handbook and answer questions
- Turn in your old handbooks?
- Decide if everyone will be issued a new handbook or if only each department will have a hard copy for reference and check-out options and then have it available on-line (our T-drive) for others to print if they want. Also the print shop could have a draft to print it for anyone.

City Smoking ordinance negates our need of signs. But policy does need to be placed in the Council Fire along with the handbook. Maybe a sign or two around the gym will be needed.

Next Meeting to plan April Meeting will be called in March

Adjournment 3:23

Minutes approved/corrected at the _____________________ meeting.
Submitted by _________________________________ Secretary ________________ Date
Filing approval by ________________________________ Chair ________________ Date