The first meeting of the Staff Council for McMurry University met on Wednesday, June 15, 2005, in Library room 101. Newly elected members present were: Jeanie Bone, Carolyn Calvert, Vanessa Roberts, David Williams, Brenda Breeden, Denis Gartner, Freddie Famble and Terry Nixon. (Kaye Dowell did not attend the meeting since she will be leaving McMurry in July). Joe Specht was also present at the meeting.

As set forth in the Staff Council By-laws, the committee must first elect a chairperson and a secretary to serve for one year.

Jeanie Bone opened the meeting at 2:00 p.m. by asking for nominations for the position of Chairperson of the Staff Council. Terry Nixon nominated Jeanie Bone, who declined due to already committed obligations for this coming year. Terry then nominated Freddie Famble. Jeanie nominated Vanessa Roberts. Freddie Famble was elected to the position by a vote of four to three.

Nominations were then taken for the position of Secretary of the Staff Council. David Williams nominated Terry Nixon by acclamation. The motion carried and Terry Nixon was elected to the position.

Joe Specht was asked to speak as to the purpose of the Staff Council. Joe reported that he was asked by Dr. John Russell, President of McMurry, in June of 2004, to lead a designated group of 13 McMurry Staff and Administrative employees in a charge to help form a staff/administrative advisory council “to fully embrace the sense of Family at McMurry and to insure that all constituencies have a forum to address issues of importance to them, I would like to explore the concept of a McMurry University Staff/Administrative Advisory Council.”

Beginning in the fall of 2004, the planning group had several meetings in order to formulate a set of by-laws for the staff council. The by-laws of a previously active staff council, as well as by-laws of a similar committee from Hardin-Simmons University, were reviewed in establishing the new Staff Council By-laws. Some of the current McMurry staff employees who served on the previous Staff Council were asked to attend one of the meetings to give their input on procedures of how some of the past issues were dealt with. Once the procedures of the establishment and operation of the council were agreed upon, the by-laws were drawn up in October 2004. The McMurry computer services department set up an e-mail address on the contacts list to include all McMurry staff and administration employees. A copy of the by-laws was then sent to all McMurry staff/administration employees for the opportunity to submit ideas for changes or additions. These by-laws were approved first by vote of the staff/administration, and then by President Russell, in February 2005. (A copy of the approved Staff Council By-laws is attached to these minutes.) In April 2005, the planning group then administered the process for the election of the nine members to serve on the Staff Council beginning in June 2005. The three that received the most votes would serve a three-year term, the next three would serve a two-year term, and the next three would serve a one-year term. There was a run-off election between five people for one of the two-year terms and for the three one-year terms. The results were as follows: Three-year terms – Jeanie Bone, Brenda Breeden, and Denis Gartner.
Two-year terms – Freddie Famble, David Williams, and Terry Nixon.
One-year terms – Carolyn Calvert, Kaye Dowell, and Vanessa Roberts. Joe
continued by reporting that with the resignation of Kaye Dowell from her position at McMurry effective in July 2005, the committee would need to fill her one-year position on the Staff Council. He also made the following suggestions that the Staff Council might consider:

- To request that the Chairperson attend all McMurry budget meetings.
- To suggest the need for one (staff/administration) employee handbook and list only the differences separately in the one book.
- To work on a sick leave pool between administration and staff employees.

Chair Famble asked the council, “What do we see this committee as”? Some comments included: “a group acting in a professional manner”, “deciding what issues are most important and acting on them carefully”, and “not as a group of complainers, making demands”.

Chair Famble asked for possible topics of concern to McM staff. (The term “staff” referred to in the staff council meetings refers to all McMurry staff employees as well as all administrative employees below the cabinet level, as stated in the by-laws.) Several topics were introduced with no formal discussion.

There was discussion on the process by which the staff council is to receive issues brought forth for consideration. Chair Famble suggested setting up a “Staff Council” e-mail address in the contacts list for those who use computer to submit issues and to have paper forms in council members’ offices to be filled out by those who want to submit a handwritten submission. All of the requests and suggestions will need to be signed prior to submission to the staff council. The submission form could also be set up as an e-mail attachment and sent to all McM staff. Chair Famble asked Brenda Breeden to format a possible form and he asked the council members to submit items that might need included on the form to Brenda.

Chair Famble brought up the issue of selecting a replacement for Kaye Dowell’s one-year term. Jeanie Bone suggested replacing her with another person from the Advancement department. Jeanie nominated Debbie Ford by acclamation. All approved. Chair Famble will ask Debbie to serve the term.

Chair Famble suggested meeting monthly for a while and set the next meeting for Wednesday, July 13, 2005 at 2:00 p.m. (location to be determined). The meeting was adjourned at 3:40 p.m.

These minutes approved at the July 13, 2005 meeting.

Chair Freddie Famble

[Signature]