McMurry University Staff Council  
November 2, 2006  
Meeting Minutes

The Staff Council for McMurry University met on Thursday November 2, 2006, in Cooke Room 112. Members present were: Jeanie Bone, Brenda Breeden, Mark Odom, Denis Gartner, David Williams Melanie Long, and Rachel Atkins.

Meeting began at 2:05. Motion by Mark and second by Denis that the October 26 minutes be approved. Approval passed.

STAFF HANDBOOK

Another draft of the handbook had been distributed by e-mail and we proceeded to review pages 1-59. Aside from some typos and word corrections, other points included:

- No corrections could be made or words changed when the source of the paragraph came directly from the Department of Labor or Texas Workforce Commission.
- Page 7 & 8 clarifications on new procedure in the hiring of students between Career & Counseling Service and Human Resource
- Page 26 Poor sentence and correct information needed under Retirement Plan-Scope and Contribution and no ‘Procedure’ shows
- Page 34 Question over sick time accrual needs clarification
- Page 41 A re-write needs to be made on the Tuition Exchange Program and updated information under Staff ID and Workout Time on page 42
- Page 44 Needs a re-write of #5 or strike the last 6 words
- Page 48 ‘Your appropriate Cabinet member’ needs to replace Vice-President in step 3
- Page 49 Needs the new safety policy inserted

These points and all typos noted will be addressed with the consultant by Jeanie and Brenda and our next meeting will be called after the next revision is made. Each committee member is asked to continue to review the remaining pages of the document, e-mail to all Staff Council Members what you find that needs to be updated, changed, or omitted--giving page number and paragraph and suggested correction.

Meeting adjourned at 3:20

Minutes approved/corrected at the _____________________ meeting.

Submitted by _________________________________ Secretary ________________ Date

Filing approval by ________________________________ Chair _________________ Date