The Staff Council for McMurry met on October 17th, in Cooke 112 at 2pm. Members present were: Keely Acklin, Mark Odom, Terry Young, James Greer, Jeanie Bone, Brenda Breeden, Rachel Atkins and Denis Gartner.

Purpose of the meeting:

- to approve/ correct minutes from 8/1/2007:
  - Minutes approved as written. Jeanie Bone made the motion to approve and Denis Gartner seconded the motion.
- to discuss Safety manual:
  - The Safety Manual Committee (Lisa Williams, Vanessa Roberts, Bill Libby and Beverly Lenoir) are looking at the manual section by section. The insurance company will have to approve it.
- to discuss a staff members questions concerning the Time off request sheets for vacation and sick leave:
  - Staff member was questioning the necessity for the forms as Supervisor has to sign bi-weekly time sheets with vacation, time-off, and sick leave recorded. The supervisor would have already given permission for time off.
  - Barbara Havard will be sending out an email to staff further explaining the forms. In the past some staff and administrators have incorrectly recorded their vacation/time off hours and when leaving the University have been reimbursed for unused leave that they did not actually have. The additional paperwork is to help keep accurate record of time off/ sick leave.
  - Sick leave requests may be turned in AFTER the appointment or illness, as the exact time used will be known.
  - Brenda Breeden shared the availability of various forms in Word and Excel formats on the T: drive in the folder University Forms.
- Additional Business:
  - Jeanie Bone discussed the Organizational Climate Survey for staff, admin. Faculty which is due by October 26th. The survey is anonymous and our chance to voice our opinion as to the state of the campus.
  - Jeanie Bone also talked about the Capitol Campaign luncheons and the possibility of 2 days of vacation if 100% of each individual group participates by the end of their group meeting.

Dennis Gartner moved to adjourn the meeting and James Greer seconded.
Meeting adjourned at 2:55pm.