



MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
January 12, 2015



MEMBERS:

| | | | | |
|---------------|-----------------------|----------------------|----------------------|-----------------------|
| Sheila Barber | Mike Esposito | Margaret LaFontaine | Kerry Murphy | Gabria Sexton* |
| Jerel Benton | Richard Fletcher | Patty Little* | Scott Niles | Ernie Tackett* |
| Benji Bryant | Shannon Harr | Jill McBride | Lora Pace | Corey Wheeler |
| Mica Collins | Karla Hughes* | Paige McDaniel | Ray Perry | Barbara Willoughby |
| Louise Cooper | Joe Hunsucker | Brooke Mills | Janie Porter* | Donnie Willoughby |
| Craig Dennis | Travis Jolley* | Amy Moore | Clarissa Purnell | |

*Denotes member was absent.

| | |
|----------------|---|
| Guests: | Todd Thacker, Staff Regent and Beth Patrick, Chief Financial Officer/VP |
|----------------|---|

Chair Dennis called the meeting to order at 12:53 p.m.

| | | |
|-------------------------|--|-----------------------------|
| Motion: | To approve the minutes from the December 2014 meeting. | |
| | Proposed: Rep. Esposito | Seconded: Rep. Perry |
| Called for Vote: | Motion passed. | |

| | |
|-----------------------|---|
| Chair's Report | <p>Chair Dennis reported he did not have a lot to cover during his report. The President's Leadership Council would be meeting next month and he would provide a more thorough report at that time. There have been several searches conducted for key positions on campus. Chair Dennis asked Rep. Fletcher to discuss the search for the Human Resource Director. Rep. Fletcher indicated a candidate has been chosen, Harold Nally, and he would be starting either February 1 or February 15 (the two start dates at the University due to payroll dates). The committee had conducted eight phone interviews and narrowed the field of candidates to two. Mr. Nally was by far the best candidate for the position. He was also in the final two when Phil Gniot was chosen for the position the last time it was open. Chair Dennis indicated he and Shannon Harr had met with Phil prior to winter break and Phil liked both candidates for the HR position. Rep. Fletcher stated out of the eight candidates who were interviewed via phone, five had experience in higher education. Rep. Fletcher informed representatives the pool of candidates was a great pool to choose from for this position. Chair Dennis asked Rep. Pace to discuss the Associate VP for Student Success position. Rep. Pace indicated the first candidate would be on campus January 15th. There will be open forums which staff and faculty may attend in order to meet the candidates, so watch for more</p> |
|-----------------------|---|

| | |
|----------------------------|--|
| | information. A candidate was also chosen for the Director of Financial Aid position—Denise Trusty. Ms. Trusty comes from the KCTCS system. |
| Vice-Chair's Report | Vice-Chair Niles reported the Portal site has been updated. A separate tab will be added to the website for the Staff Salutes (past and present). Staff Salutes do not come in as regularly as Staff Concerns, so this tab will be updated quarterly with all Staff Salutes submitted. Vice-Chair Niles indicated he had contacted all staff representatives on standing committees. He received feedback from quite a few, but wants to wait to give a full report when all have responded to his inquiry regarding if the committees have been meeting on a regular basis. |
| Secretary's Report | Secretary Purnell reported the supply balance is \$2,744.35. Expenditures include: \$23.77 to Aramark for December refreshments; \$400 to Trophy Works for plaques for the Staff Congress office in Allie Young; and \$51.50 to Printing for Staff Congress office signage in Allie Young. |

Committee Reports

| | |
|------------------------------------|---|
| Benefits & Compensation | Committee Chair Moore did not have a report. Committee Chair Moore did want to let everyone know if they have not received their new HRA card to contact Angie Thompson in Human Resources. All cards have been mailed out, so everyone should have received their cards. Rep. Harr said there was also an issue with how funds are being taken out of employee accounts if they have both an HRA and FSA account. The funds should be deducted from the FSA first and the HRA second. If this is not how your funds are being deducted, employees should contact Angie Thompson in HR. Rep. Collins reported that if anyone uses the Kroger pharmacy, they are experiencing issues recognizing the new cards. Rep. Esposito indicated he had claims during the black-out period he submitted manually for reimbursement and the claims were paid within two days of the submission date. |
|------------------------------------|---|

| | |
|------------------------------------|--|
| Credentials & Elections | Committee Chair Pace reported the C&E committee will begin working on the Staff Congress election soon. This year is a Staff Regent election year, so if you know anyone who would want to run or be interested in running for Staff Regent, let them know. The Staff Regent position is a three year term and Staff Regent Thacker will not be running for re-election. If anyone is interested and has questions, they may contact Rep. Pace or Staff Regent Thacker. Committee Chair Pace stated the constituent lists were compiled and have been sent to representatives. The lists were divided by areas and EEO categories. If anyone has any questions, please contact Committee Chair Pace. The expectation of having a constituent list is representatives will forward the newsletter and any other information to those on their constituent lists every month. Each time correspondence goes out to the constituent list, the representative should copy Chair Dennis on their correspondence. When representatives send out their first email to their constituent lists, they should put a blurb in the text that any of the recipients |
|------------------------------------|--|

| | |
|--|---|
| | <p>who want to be removed from the mailing should contact the sender of the email. If you are contacted by staff members stating they want to be removed from your mailing list, please remove their name from your constituent list.</p> |
|--|---|

| | |
|----------------------------|--|
| <p>Staff Issues</p> | <p>Committee Chair McDaniel informed Staff Congress she had one Staff Concern submitted. It read as follows:</p> <p><i>The wellpoint system has changed dramatically, and it is not self explanatory. We need a meeting, detail document, or something to be able to discuss this new setup and ask questions. If we must log in everyday just to input everything (which eats up time), it seems counter-productive- since we could use that online time to take a walk or do some cardio. It seems it has been made so complicated to deter participation for the incentives.</i></p> <p>Committee Chair McDaniel has contacted Human Resources regarding the concern, but they have not replied. VP Patrick stated she would follow-up with Human Resources about the Staff Concern, as well.</p> |
|----------------------------|--|

Regent's Report: Staff Regent Thacker told Staff Congress he went over the Board of Regents agenda at the last meeting and nothing had changed. He related the final Fall Enrollment report indicated fall 2014 FTE was down 2.7% and First-Time Freshmen enrollment was down 0.8%.

Human Resources Report: Human Resources did not have a representative present at the meeting and no report was submitted.

Cabinet Report: VP Patrick indicated the Cabinet had made an Action Agenda for 2014 and were in the process of determining where they were with the items on the 2014 Action Agenda. The Cabinet is also focusing on development of a list for 2015. Budget development will be the concentration for the next few months. The message conveyed at Convocation was there has been a lot of change over the last year or so and more change will be coming in the future—change is constant. The President is asking people to be supporting contributors in the changes that will be occurring at the University. There will be multiple projects beginning. The housing construction at the University Farm will be breaking ground the first of February; Alumni housing project will break ground around March 1st; Parking/Dining project construction will begin around April 1st. The new Director of Financial Aid (Denise Trusty) comes from KCTCS in Prestonsburg. Financial Aid has recently merged with Student Financial Services, which will hopefully improve customer service to the students. The new Director of Human Resources will begin in mid-February and Phil Gniot has been working a couple of days a week since his retirement in December to help keep the office on track until Mr. Nally assumes the director position. A portion of the parking lot behind Howell McDowell will be blocked off for six months and approximately 32 spaces will be temporarily displaced to provide a staging area for the West Campus Switch Gear Replacement project. A representative asked how many parking spaces would be permanently lost after the project was completed. VP Patrick indicated approximately 12 spaces would be permanently lost upon completion of the project. Another representative asked about the boulevard project. VP Patrick indicated the boulevard project has not been funded and will not happen this year; furthermore, the project will not commence until the lost parking spaces on the boulevard are replaced somewhere else on campus. A representative asked about the figure the President mentioned during convocation (excess of \$1 million) that was going to be eliminated from Academic Affairs--if programs were sunset, sunsetting programs would take approximately 2-3 years—where are the cuts in Academic Affairs going to come from to

make up that large amount of money? VP Patrick informed representatives the Deans and Provost have formulated a plan for the \$1.4 million reduction in Academic Affairs. The cut is not a new cut as the former Provost was unsuccessful in bringing the original cut to fruition. The reduction is also due to the fall enrollment deficit. A question was posed regarding the person who worked in Financial Aid with the scholarships—the person has left University employment and the concern is there would only be one employee to handle the scholarship program and the vacancy created would not be filled. VP Patrick stated no decision has been made regarding filling the vacant position.

Old Business: None.

New Business: Rep. Pace announced Staff Congress would be organizing a coat drive. There are students on campus who do not have a winter coat, so this would be a good time to clean out closets and donate any extra coats. Rep. Pace will partner with Rep. Esposito to work out details and will pass along more information as the project progresses. Rep. Pace told representatives she would like to find a location with low-visibility where students could come to pick out a coat. Goodwill and Christian Social Services can't keep coats in stock, so students do not have those resources available to them.

Rep. Harr announced he will meet with Michelle Hutchinson Wednesday, January 14th to discuss spring professional development. Professional development may be more targeted to specific areas during the spring semester. Rep. Harr will send an email with information to representatives after the meeting with Ms. Hutchinson.

Announcements:

- Travel Training (go to website or Portal for specific times/locations/sign up). Amy Baldwin is the new Travel Manager for the University. There is also a Travel Manual on the Portal employees can read. Having a Travel Manager at the University is positive for employees as they will not have to carry the burden of travel expenses on their personal credit cards. Ms. Baldwin will make all arrangements for airfare, hotel reservations, etc., and the only out-of-pocket expense to the employee will be for meals, which will be reimbursed per diem after the fact. If employees have accommodations that need to be made, they can relate those to Ms. Baldwin at the initiation of the travel process and she will try to meet the accommodations, if possible. So far, the feedback regarding the new travel system has been positive and there have been over 80 inputs for trips. If employees travel 3-4 times per year with students, they are now eligible to apply for a travel card. Travel will no longer be encumbered, but the expenses for travel should be posted within a month of the travel occurring.
- Monday, January 19: Martin Luther King, Jr. Holiday. No classes or office hours.
- Thursday, January 22: VALIC representatives on campus. See HR for details/questions.
- Saturday, January 31: OPEN HOUSE (11:00 a.m. start time, 12:15 p.m. Welcome, 12:30 p.m. Break-out Sessions)
- Monday, February 2: Next Staff Congress Meeting, 1:00 p.m. (Riggle Room-ADUC)
- Temporary parking lot is open in front of Recreation and Wellness Center. There is a 2-hour limit for patrons.

| | | |
|------------------|---------------------|-------------------------|
| Motion: | To adjourn | |
| | Proposed: Rep. Pace | Seconded: Rep. Esposito |
| Called for Vote: | Passed | |

Minutes submitted by: Clarissa Purnell, Secretary