



**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
March 2, 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:	Mr. Harold Nally (HR), Todd Thacker (Staff Regent), LaDonna Purcell (Director Procurement Services)
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Chair Dennis called the meeting to order at 12:54 p.m.

Motion:	To approve the minutes from the February 2015 meeting.	
	Proposed: Rep. Esposito	Seconded: Rep. Bryant
Called for Vote:	Motion passed.	

Chair's Report	Chair Dennis reported he was unable to attend the President's Leadership Council in February so he deferred to Vice-Chair Niles to report.
Vice-Chair's Report	<p>Vice-Chair Niles reported there were four items discussed at the PLC in February: 1) Open House attendance was up slightly from last year; 2) Academic Affairs Self-Study tentative plan has been posted to the Portal for staff and faculty to review. It was reiterated that the document on the Portal is a draft/living document and there is a formalized appeals process in place. The appeal process must come from the departmental level. There is a forum today from 4:10 p.m. – 5:30 p.m. in the Riggle Room (ADUC) and a forum in Reed Hall on Wednesday, March 4th from 1:50 p.m. – 3:10 p.m. The Self-Study document has the potential to be changed; 3) PAC 22 and PAC 26 were published along with charts and rationale for each change. The PACs are in the PLC Portal if anyone wishes to review; 4) There was an update to the Managed Travel Program. Since LaDonna Purcell is at the meeting, I will defer an update on the Managed Travel Program to her at this time.</p> <p>Ms. Purcell updated Staff Congress on the Managed Travel Program. Ms. Purcell indicated the biggest change was the new Travel Coordinator, Amanda</p>

	<p>Jewell. Ms. Jewell will be learning the processes in place, so please be patient. Ms. Jewell was a University employee before taking the position. Ms. Purcell shared the following data with Staff Congress: Since January 1, 2015, the Managed Travel Program has booked 240 hotel rooms, 977 rental with Enterprise during 2014 and 172 rentals with Enterprise since January 1, 2015. Managed Travel has booked 59 flights since January 1, with the most common flights being from Lexington to Washington (18 flights) and Dallas to Lexington (12 flights). Shuttles booked were 16 while conference registrations booked were 122, 39 of which were in January and 83 in February. Procurement Services has issued 51 travel purchasing cards. There have been 760 trips booked through the Managed Travel Program since January 1 and MSU has received a flight discount contract with AAA that piggy-backs off of UK bookings that show significant savings for the University.</p> <p>Vice-Chair Niles reported there was a Staff Salute submitted to thank all employees who came in during the snow shutdown to make it safe for students on campus. Vice-Chair Niles indicated he would like to get a group photo of the personnel who came in during the snow days to post on the web with the salute. The Portal is also up-to-date.</p>
Secretary's Report	Secretary Purnell reported the supply balance is \$2,648.94. Staff Congress has encumbered \$67.09 for March refreshments.

Committee Reports

Benefits & Compensation	Committee Chair Moore had no report.
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Credentials & Elections	<p>Committee Chair Pace gave an update on the Staff Congress elections. The online nomination form is finished and when staff submits a name for election, the nomination form will be forwarded to Lora and Scott Niles. The nomination will then be verified with the individual and the person's EEO category will be checked against the position they wish to be elected to during the voting process. By 3/9 the mass email will go out announcing the election process; 3/31 will be the deadline to receive nominations. A sample ballot will be sent out to staff on 4/6 and if more than two staff members run for Staff Regent, the Staff Regent Forum will be on 4/13 from 10:00 a.m. – 12:00 p.m. in the Riggle Room (ADUC). The online election process will run from 8:00 a.m. on 4/20 through 11:59 p.m. on 4/21. There will be a list generated and sent to representatives whose term will expire. This will serve as a notification if they wish to run in this year's election.</p>
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Staff Issues	Committee Chair McDaniel reported there was one concern submitted regarding parking behind the library. Service vehicles are parking behind the library and the person submitting the concern wanted to know why the service vehicles could not park behind the Rice Building. After checking
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	<p>into the situation, it was confirmed four vehicles that were parking behind the library belong to IT, four vehicles belong to ROTC program, one vehicle belongs to the Caudill Health Clinic physician, and one vehicle belongs to the Caudill Health Clinic counselor. IT cannot give up their spots because of the frequency in moving equipment to other locations on campus as they are now housed in Ginger Hall. An email was sent to ROTC and the Health Clinic counselor asking if they would relinquish their parking spots, but neither has responded as of today.</p> <p>This past Friday there were three concerns submitted regarding the need for daycare at MSU. These concerns have been forwarded to Beth Patrick.</p> <p>A staff member was concerned about the EEO category changing that was mentioned in the newsletter when the employee was not told about the change. The staff member found this to be concerning.</p> <p>Chair Dennis indicated the Executive Committee is working to schedule a meeting with Harold Nally to address issues, such as communication.</p>
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Regent's Report: Staff Regent Thacker reported there was a BOR work session on 2/26. Staff Regent Thacker indicated Vice-Chair Niles covered most of the topics, including the Self-Study and PACs. There was also a report from Athletics concerning how money is budgeted at MSU compared with other OVC schools. There will be a BOR meeting in June.

Human Resources Report: Harold Nally, the new Director of Human Resources, reported on the Anthem cyber-attack. Mr. Nally passed out several hand-outs to representative with Q&A, what to do/not do, phishing email alerts, etc. Mr. Nally indicated credit reports will be free for the next 24 months to those Anthem customers who were impacted by the cyber-attack. Members who were impacted will receive a letter via the US Postal service confirming they were among those impacted by the breach. For those members not impacted, they should go to the Anthem website. The information that was accessed during the breach was id numbers, date of birth, social security number, addresses, and phone numbers. Data not breached were health information or diagnoses. Anthem has suggested that passwords not compromised be changed anyway by members. Mr. Nally is hoping to meet with Anthem representatives this Thursday to further discuss the breach and how MSU employees have been affected by the cyber-attack. Anthem has told Mr. Nally they are conducting an intensive, extensive forensic IT study and have called in the FBI. The cyber-attack occurred the last few days of January, 2015. Mr. Nally wanted to stress if employees receive an email that appears to be from Anthem regarding compromised information, do not click on the email as it is fraudulent. Anthem will only be contacting those adversely affected by the breach via postal mail.

Cabinet Report: VP Patrick was unable to attend the meeting. No report was submitted.

Old Business: Representative Esposito reported on the student coat drive. To date, 12 students have dropped by to pick out a coat, sweater, hat or gloves. The drive has been successful. Representative Esposito said there would need to be a decision made as to what should be done with the coats when spring arrives—store somewhere for next year or donate to a local charity?

Representative Bryant also informed representatives if constituents have resident-hall items they wish to donate such as towels, sheets, etc., they could contact Alicia in Student Life for a drop-off location.

Representative Harr reported there were 7 registered for Personal Decision Making session, 9 registered for the Personality Difficulties, there will be a professional development opportunity scheduled only for Facilities Personnel on 4/8, and the Generations in the Workplace has 4 registered while Resolving Conflict has 7 registered. Michelle Hutchinson will be sending Outlook reminders to those registered and the participants will have to respond if they cannot attend their registered session. Representatives need to encourage more staff to attend the sessions. This is a joint collaboration between Staff Congress and Human Resources to supply staff with professional development opportunities on campus.

New Business: None.

Announcements:

- Tuesday, March 3: Career Fair (ADUC) 10:00 a.m. – 1:00 p.m.
- Saturday, March 7: MSU Open House
- Thursday, April 2-Friday, April 3: SOAR
- Monday, April 6: Next Staff Congress Meeting, Riggle Room (ADUC) 1:00 p.m.

Motion:	To adjourn	
	Proposed: Rep. Jolly	Seconded: No second needed per Chair Dennis
Called for Vote:	Passed	

Minutes submitted by: Clarissa Purnell, Secretary