



**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
February 1, 2016**



MEMBERS:

Sheila Barber	Mike Esposito	Sabra Lowe*	Scott Niles	Krista Utterback
Jerel Benton	Richard Fletcher	Jill McBride	Lora Pace	Barbara Willoughby*
Benji Bryant*	Joe Hunsucker	Paige McDaniel*	Janie Porter*	
Mica Collins	Travis Jolley	Amy Moore	Clarissa Purnell	
Louise Cooper	Margaret LaFontaine	Kerry Murphy	Gwen Sloas	
Craig Dennis*	Patty Little*	Holly Niehoff	Jessica Thompson	

*Denotes member was absent.

Guests:	Harold Nally, Director HR and Paula Black, HR Generalist.
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Vice-Chair Niles called the meeting to order at 1:03 p.m.

Motion:	To approve the minutes from the January 11, 2015 meeting.	
	Proposed: Rep. LaFontaine	Seconded: Rep. Esposito
Called for Vote:	Motion passed.	

Chair's Report	Vice-Chair Niles reported for Chair Dennis who was unable to be attend the meeting. Vice-Chair Niles stated Chair Dennis had attempted to invite VP Patrick and President Andrews to the meeting, but both declined as they were going to be in Frankfort meeting with Governor Bevin. VP Patrick stated in her email to Chair Dennis that is was too early to speculate on the situation and the process would be transparent. As soon as there is something to report it will be passed along to personnel.
Vice-Chair's Report	Vice-Chair Niles reported the portal site was up to date. There was a Staff Salute submitted by Theresa Davis for Dan Connell. The Staff Salute read: <i>Dan is very hardworking and represents MSU for various committees with CPE and other organizations. He always accepts willingly and happily whatever is asked of him. He never says no I can't do that. He is very dedicated at work and in the community.</i>
Secretary's Report	Secretary Purnell reported the supply balance for November was \$2640.11. There was a \$61.51 expenditure for today's refreshments.

Committee Reports

Benefits & Compensation	<p>Committee Chair Benton reported the B&C committee has a standing appointment to meet each month with Mr. Nally and other HR representatives to keep an open line of communication. The committee met last week and the cost split/insurance comparison will be presented by Mr. Nally during his report. PG-44 regarding compensation was also a topic of discussion and it was determined no one knows exactly how the compensation calculation process works. Supervisors do not have an understanding of how it works or how the wages are calculated to explain to their employees. The Sibson consultants are coming to campus soon and the committee will be included in that meeting.</p>
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Credentials & Elections	<p>Committee Chair Pace reported the second reading of the By-Laws for Representation changes will be read during Old Business, after which representatives will vote. If the changes are accepted, the committee will report in the March meeting how the election process will work for the upcoming election in April. Committee Chair Pace also reminded representatives about the attendance policy. There is one representative that will be contacted due to missing the maximum number of meetings.</p>
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Sustainability Committee	<p>Representative Niehoff informed representatives of Recycle mania will be held February 7 – April 15 and encouraged all staff to participate in recycling items from their office. There will be an Earth Day Film Festival on April 16th at 11:00 a.m. at the Morehead Conference Center in conjunction with the Kentucky Proud Expo. There will be a contest between young film makers with different age categories and the films will last from 30 seconds to 3 minutes. All information may be found on the EarthWise website. MSU is also looking into participating in Bee Campus, USA. This program is much like the Tree Campus, USA designation that MSU applied for and received last year. It is a program that will provide a habitat for (and educate the campus community about) bees.</p>
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Staff Issues	<p>Committee Chair McDaniel was unable to attend and Representative McBride gave the committee report. Representative McBride reported concerns were submitted since the last Staff Congress meeting. Concerns were as follows:</p> <p style="padding-left: 40px;">CONCERN: Good Afternoon, I work in the Education Services Building. For the last several days, usually around 4 or 4:30 p.m., a strong odor of cigarette smoke invades my office. I am located on the first floor in the back of the building, near the jail. I'm not sure who is smoking - or where - but it's extremely disruptive to me. I have severe allergies and COPD; this smoke has led to increased use of my rescue inhaler during these time periods.</p>
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Since the Education Services Building is connected by a sally-port to the jail, this concern has been addressed in the past (by Eddie Frazier) with Wes Coldiron; Mr. Coldiron has been very responsive and indicated that he had addressed the situation with his staff.

I'm not sure what policies are in place for smoking in/around this building since part is owned by MSU and part is occupied by the jail. Is smoking allowed around the building? Or - since this is part of MSU - is this also a tobacco-free area? If this area is a tobacco-free area, could additional signs be placed? I would appreciate some relief from this situation. Thank you. Jennifer Cady

RESPONSE from James Frazier (Director of Risk & Compliance): Mr. Frazier checked the outside of the building and notice the signage was missing. At a different time, he smelled smoke and checked the sally port door and found the seal to be loose and less than ideal. He has put in a work order to have the new signs placed and submitted a work order for Facilities to apply weather stripping and seal up the sally port door.

CONCERN: With MSU encouraging faculty and staff to lose weight and have healthier life styles, I would like Staff Congress to see if Human Resources could work with the Rec. Center to offer faculty and staff two free group fitness classes a week. Faculty and staff use to be able to take unlimited group fitness classes and we lost this benefit once the new rec. center opened. I feel like this would help encourage faculty and staff members to use the rec. center more, plus it would give them additional resources to achieve a healthier life style.

RESPONSE (Harold Nally, Director HR): Thank you for your email. I will be glad to engage the Rec. Center with this proposal and report back as soon as possible.

COMMITTEE CHAIR McDANIEL will also invite the new Recreation and Wellness Director to the March meeting to address Staff Congress.

CONCERN: The compensation plan designed to bring faculty and staff salaries to market has led to some negative implications for a number of faculty and staff who are near retirement. KTRS will not recognize any compensation increases received by salary and staff if they decide to retire. A number of people have filed for retirement only to learn about the issue after the fact. How many MSU faculty and staff members are close enough to retirement to be impacted by this situation? Has MSU notified employees with 25-26 years of service aware of the situation? And, what is being done on their behalf to fix the situation since people come first at MSU?

RESPONSE (Harold Nally, Director HR): Mr. Nally reported this concern came in a few days prior to the meeting and he was

	<p>working with Jane Fitzpatrick to craft an appropriate answer. Mr. Nally read a passage from the Teachers Retirement 2011 Legal Edition regarding this issue. This issue is a legislative issue and must be handled by the legislature. Mr. Nally stated both MSU HR and KTRS is aware of the situation.</p> <p>NOTE: All submitted Staff Concerns may be seen in their entirety, along with the corresponding response, on the Staff Congress Portal site. Login to the Portal site, go to Employee Services, select Staff Congress, and then choose the Past Staff Concerns button. There will be a listing by month and year of the Staff Concerns from which you may choose to review.</p>
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Regent's Report: Staff Regent Harr was unable to attend the meeting, but did send notice the BOR will meet later this month and a report would be submitted during the March meeting. Staff Regent Harr encouraged all staff to either email or contact him by phone with any questions/concerns they may have.

Human Resources Report: Harold Nally presented the cost split and benefit comparison HR compiled on Morehead State University, Murray, Eastern, Western, and Northern universities. The comparison was done between these universities as they are most like MSU and are on the same calendar year as MSU, thus the information was not available until January 2016. The comparison looked at total premium costs for both single and family, annual deductible, co-insurance, dental, vision, HRA, HSA, and Flexible Spending. Overall, MSU is not out of alignment with the other institutions. Some institutions were self-insured and this is something that MSU may consider going forward. Universities must be self-insured in order to participate in the RX Coalition. MSU was the only university with an HRA. Wellness programs were all over the board and no comparison could be conducted on that aspect. HR will post this comparison for the campus community.

Cabinet Report: VP Patrick was not present and no report was submitted.

Old Business:

Motion:	To accept the changes in the representation model as presented to Staff Congress.	
	Propose to Vote: Rep. Esposito	
Called for Vote:	Passed	

Motion:	To remove from table a resolution brought forth to revise UAR 319.02	
	Proposed: Rep. Esposito	
Called for Vote:	Passed	

Motion:	To accept revisions to UAR 319.02 as submitted by Rep. Esposito after meeting with Human Resources to adjust wording.	
	Proposed: Rep. Esposito	Seconded: Rep. Pace
Called for Vote:	Passed	

New Business: None.

Announcements:

- Tuesday, February 9: Resume Lab (2:00 – 4:00 p.m., Combs)
- Tuesday, February 16: New Employee Orientation
Tuesday, February 16: Resume Blitz (1:00 – 2:00 p.m., Claypool Young)
- Wednesday, February 17: PD—Presenting Effectively Part 1 (8:30 a.m., Rader 112)
Wednesday, February 17: PD—Seek First to Understand (1:00 p.m., Rader 112)
- Saturday, February 20: Open House (9:00 a.m.)
- Tuesday, February 23: PD—Search Committee Advisory Session (2:00 p.m. location TBA)
- Wednesday, February 24: Career Fair 101 (3:00 – 4:00 p.m., Career Center)
- Tuesday, March 1: New Employee Orientation (9:00 a.m., 307 Howell McDowell)
Tuesday, March 1: Career Fair (10:00 – 1:00 p.m.) Laughlin Health Building
- Monday, March 7: Next STAFF CONGRESS meeting (Riggle Room, ADUC) 1:00 p.m.

Motion:	To adjourn	
	Proposed: Rep. Esposito	Seconded: Rep. LaFontaine
Called for Vote:	Passed	

Minutes submitted by: Clarissa Purnell, Secretary