

**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
June 4, 2001**

MEMBERS:

Sharon Beller	Lenore Dixon	Margaret LaFontaine	Joel Pace	Todd Thacker
Larry Besant	Patty Eldridge	*Velda Mabry	Darlene Ramey	Jonell Tobin
Thelma Bumgardner	Lana Fraley	*Rhonda Mackin	Belva Sammons	Madonna Weathers
Vincent Butler	Rosemary Hinton	Zach McClurg	Dallas Sammons	Michael Hopper
Gene Caudill	*David Jessie	Pam Moore	Tim Smith	Kenneth White
Joy Cecil	Linda Kegley	Carole Morella	Stephanie Stewart	Rick Williams

***Denotes member was absent**

Guests:

Roger Barker, Director of Human Resources
Rhonda Crisp, new member
Willis Taylor, new member

Chair Weathers called the meeting to order at 1:15 p.m. A quorum was present.

MOTION:

To approve the May meeting minutes with the following corrections: Change 'of' to 'for' on the Chair's report, 'we' to 'web' under #1 of the Ad-Hoc Staff Regent Election recommendation, and 'member' to members on page 2, paragraph 2.

Proposed: Rep. Hinton

Seconded: Rep. LaFontaine

Called for vote:

Passed

CHAIR'S REPORT

– Chair Weathers asked Human Resources Director to address the concerns regarding members of the Job Re-Classification Review Committee having to provide their own copies of review requests and Personnel Policies not being posted on the university web site. Mr. Barker said that all of the polices are now correct and forms can be printed on-line.

Mr. Barker stated that the Job Re-Classification Review Committee is working beautifully. In regard to the cost of making copies of review request was a problem because he did not have any money in his budget and suggest that this be a strategic initiative. It was felt that since Human Resources is the support office for the committee, there should be money in the budget to make copies of the requests. Currently Rep. Hopper who is a member of the committee is paying for the copies out of his office's budget. Rep. Besant felt this could become an issue when the new copy system that will be associated with the "One Card" system goes into effect. Chair Weathers suggested someone address the "One-Card" system with the Staff Congress. The "One-Card" system will begin with the SOAR program on June 9th. Mr. Barker addressed the confusion of "probationary" status to qualify for merit pay. Employees must be off probation 3 months during the calendar year to qualify for merit pay. New employees will have to work 9 months in order to qualify for merit pay. New personnel roster and budget are available for viewing in the library. The merit pay distribution spreadsheet will be sent to supervisors after the Board of Regents meeting on Monday. When asked if anyone received salary increased through equity money, Mr. Barker stated that no money was given for equity. However, some salary increases were given through re-organization.

Rep. Hopper had been asked to look into the reasons why five Academic Department Specialist II positions were down graded to ADS I and 3 ADS I positions were upgraded to ADS II. A formula was developed in 1997 based on the ratio of students majors, minors, number of academic programs, and faculty in a department. Previous upgrades had been based on quantity of work rather than quality of work. Mr. Barker was not aware of this procedure and does not administer the program. This procedure is not the same procedure that is used for the university classification system. Mr. Barker told the congress he could not do anything about this.

VICE-CHAIR'S REPORT - No report.

SECRETARY'S REPORT – No report.

Committee Reports

Credentials and Elections Committee

– Chair Hopper reported there were no glitches in the election, but the voter turnout was low. He expressed gratitude to Larry Stephenson in helping set the machines and working with the election. He suggested Staff Congress send a 'Thank You' letter to Mr. Stephenson. SC Chair Weathers thanked all of the members who helped with the election by work the polls, etc. Chair Hopper informed the congress there was a vacancy in the Technical/Paraprofessional category.

Standing Appointments Sub-Committee – No Report. On behalf of the Staff Congress, Chair Weathers expressed appreciation to Chair Hinton for having served as chair of the Standing Appointment Sub-Committee.

Fiscal Affairs Committee – No report.

Personnel Policies and Benefits Committee – Chair Pace deferred to co-chair Besant for report. Co-chair Besant made the recommendation that merit pay opportunity is extended to all employees who have completed probation prior to January 31 of the year. Chair Pace who will be leaving the staff Congress, expressed his thanks to the congress for the learning experiences he had received as chair of the committee.

Regent's Report – No report

OLD BUSINESS - Chair Weathers will try to get Ron Morrison from the Faculty Senate to explain the COSFL paper to the Staff Congress at the August meeting before the congress takes action on the request.

Discussion took place regarding retirement benefits. The general consensus of the Staff Congress is that Human Resources need to do better job of counseling employees regarding their retirement benefits. Chair Weathers will discuss this with Human Resources and suggest retirement seminars be set up for employees.

NEW BUSINESS

Motion: That eligibility for merit pay be extended to all employees who have completed probation by January 2002 (2001-02 fiscal year).

Called for Vote: **Proposed:** **Personnel Policies and Benefits Committee** **Seconded: Rep. Caudill**
Passed

Rep. B. Sammons express a concern regarding the understanding of CHA insurance billing statements and suggested someone come to the congress to explain the billing statements.

Staff Congress officers for the 2001-2002 will be elected at the July 2nd meeting. Members are to be thinking about nominations for officers.

ANNOUNCEMENTS:

The intramural office will be organizing "University Games"

MOTION: Adjournment
Called For Vote: **Proposed: Rep. Cecil** **Seconded: Rep. LaFontaine**
Passed. Meeting adjourned at 1:59 p.m.
Minutes by: Dallas F. Sammons, Secretary

STAFF CONGRESS AGENDA
Monday July 2, 2001
Riggle Room - 1 p.m.

- I Call to Order
- II Welcome/Guest
- III Approval of the Minutes
- IV Chair's Report
- V Vice Chair's Report
- VI Secretary's Report
- VII Committee Reports
 - Credentials and Elections
 - Standing Appointments Sub-Committee
 - Fiscal Affairs
 - Personnel Policies and Benefits
- VIII Old Business
- IX New Business
 - Election of officers
- X Discussion
- XI Announcements
 - Meeting dates 2000-2001 - All meetings are Mondays at 1:00 pm in the Riggle Room
 - August 6