



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



**MEMBERS:**

Darlene Allen	Richard Fletcher	Travis Jolley*	Jill McBride	Clarissa Purnell
Sheila Barber	Joe Fraley*	Margaret LaFontaine	Paige McDaniel	Alan Rucker
Benji Bryant	Andrea Fryman	Misty Lilley*	Kerry Murphy	Laura Rucker
Mica Collins*	Annette Hines*	Sabra Lowe*	Holly Niehoff*	Gwen Sloas*
Louise Cooper*	Joe Hunsucker	Jimmie Martin	Scott Niles	Jessica Thompson
Craig Dennis	Jarred Hunt	Susan Maxey	Lora Pace	Krista Utterback

\*Denotes member was absent.

<b>Guests:</b>	Shannon Harr, Staff Regent; Harold Nally, Director of Human Resources; Alan Rucker, Director of Housing
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Chair Niles called the meeting to order at 1:00 p.m.

<b>Motion:</b>	To approve the minutes from the July 2016 meeting	
	<b>Proposed:</b> Rep. LaFontaine	<b>Seconded:</b> Rep. Pace
<b>Called for Vote:</b>	Motion passed.	

<b>Guest Speaker: Alan Rucker, Director of Housing</b>	<p>Representative Rucker reminded Staff Congress members of the opportunity to assist as close to 1,300 students begin moving back to campus on August 10. He indicated that the residence halls are at close to 90% capacity. Students were given a new option this semester of paying \$100 for the ability to move in early to avoid the rush, and approximately 50 students have utilized the opportunity. Students planning to move on campus are being encouraged to go online to print their move-in packet which would include their car hang tag.</p> <p>Andrews Hall is still on schedule for an October 1, 2016 opening date. Students registered to live in this dorm will be temporarily housed in Cartmell Hall until construction is complete.</p> <p>Representative Rucker also noted that approximately 290 spots will be available in the new parking garage for move-in day. The new dining facility to be housed at the top of the new garage will not be open this semester.</p>
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<b>Chair's Report</b>	Chair Niles reminded Staff Congress members of the Fall 2016 opening schedule for next week and strongly encouraged everyone to attend Convocation on Wednesday, August 10, at 10:00 a.m. in Button Auditorium.
<b>Vice-Chair's Report</b>	Vice-Chair Purnell indicated that the portal is up to date. In an effort to assist the Credentials and Elections committee in determining which University Standing Committees are still relevant and meet regularly, Vice-Chair Purnell will be polling Standing Committee members in the coming weeks regarding their participation.
<b>Secretary's Report</b>	Secretary Thompson reported a supply balance of \$2,941.00. Future meetings for the 2016-2017 fiscal year will be held in Combs 413. Staff Congress group photo will be taken at the Sept. 12 meeting. Studio time has been scheduled with Tim Holbrook on Sept. 13 from 9:00 a.m. – Noon and on Sept. 14 from 2:00 – 4:00 p.m. New members will need to stop in the Alumni Center and have their photo taken for Staff Congress.

### Committee Reports

<b>Benefits &amp; Compensation</b>	Committee Chair Utterback has sent an invitation to members of the Benefits & Compensation committee to establish a meeting schedule. Staff Congress Representatives who are on this committee and did not receive such an invite, please see Committee Chair Utterback.
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<b>Credentials &amp; Elections</b>	<p>Committee Chair Pace informed the group that upon leaving the University, Jerel Benton left an opening for a representative from Area 3. Darlene Allen was chosen as his replacement, and Rep. Allen has agreed to serve out a one-year term.</p> <p>Constituent lists have been distributed to all Staff Congress Representatives. Members are asked to distribute the monthly newsletter to their constituent lists in a timely manner.</p>
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<b>Sustainability Committee</b>	Representative Niehoff was unable to attend and no report was submitted.
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<b>Staff Issues</b>	<p>Committee Chair McBride provided the following staff concerns that were submitted since the July 2016 meeting:</p> <p><b>**CONCERN (submitted 7/06/2016)**</b></p> <p>Could we get an update on where HR is in the process of reviewing our health insurance plans for next year.</p> <p><b>RESPONSE via email from Harold Nally, Director of Human Resources:</b></p>
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The Request For Proposal (RFP) process has just concluded. The plan is to begin soon to review the proposals with the aid of our consultant, Sibson. Once the review is completed we will begin to further examine the details with the aid of the Employee Benefits Committee and the Budget Office. Our idea is to have Sibson back on campus sometime during this process to meet with members of the Employee Benefits Committee and the Budget Office. Sibson was on campus this past February conducting informational sessions for the Employee Benefits Committee as well as members from the Budget Office.

**\*\*CONCERN (submitted 7/14/2016)\*\***

When enrolling in the sick leave bank, shouldn't an employee be notified that their enrollment was accepted and then also notified every year that they are still in the sick leave bank? How is an employee to know if they are really enrolled or not?

**RESPONSE via email from Harold Nally, Director of Human Resources:**

**Employees electing to participate in the sick leave bank receive an email from the Benefits Manager notifying them of their acceptance in the Sick Leave Bank (SLB) program. Employees that made application to the SLB should expect an email sometime in late February to mid- March as to their status in the program. Employees should also know that their membership continues from year-to-year with annual reduction in sick leave unit/unless the member submits a revocation form to discontinue membership**

**\*\*CONCERN (submitted 7/27/2016)\*\***

After an employee leaves the university, how long do they have access to their health reimbursement account? I thought you had a year to use it but another employee told me that the account is closed at the end of the month you leave. What's the policy? Thank you.

**RESPONSE via email from Harold Nally, Director of Human Resources:**

**Departing employees who leave employment on or after January 1st, 2016 forfeit the balance of their HRA account upon separation. Departed employees will have until the end of the month of their termination to spend the remaining balance in their HRA account. For example: If a departing employee leaves on May 18, that person would have until May 31 to use those funds.**

**For Flexible Spending Accounts (FSA) eligibility ceases on the date of termination. This would mean a departed employee cannot incur any new expenses after the date of their separation. However, former**

	<b>employees will have until March 31<sup>st</sup> of the following year to file any claims for expenses they incurred while they were employed.</b>
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**Regent's Report:** Staff Regent Harr stressed the importance of staff participation in the Presidential search committee forums beginning next week. The following public forum schedule is as follows:

- Monday, August 8, 4:30 p.m., Hazard Community & Technical College, 1 Community College Drive
- Tuesday, August 9, 4:30 p.m., MSU at Prestonsburg Campus, 6 Bert Combs Drive
- Monday, August 15, 4:30 p.m., Maysville Community & Technical College, 1755 US Hwy 68
- Tuesday, August 16, 4:30 p.m., MSU at Mt. Sterling Campus, 3400 Indian Mound Drive
- Friday, August 19, 4:30 p.m., MSU at Ashland Campus, 1400 College Drive
- Monday, August 22, 1 p.m., Button Auditorium (MSU Employees)
- Monday, August 22, 4:30 p.m., Morehead Conference Center, 111 E. 1st Street (Community)

For additional pertinent information regarding the Presidential search, please visit <http://www.moreheadstate.edu/presidentialsearch/>.

**Human Resources Report:** Harold Nally, Director of Human Resources, informed Staff Congress that approximately 380 employees have completed the required workplace harassment training. Employees are asked to complete the training by August 12, and faculty have until September 16. Human Resources plans to provide supervisors with a list of their employees who have yet to complete the training sometime during the week of August 8. MSU will be alternating between an annual requirement of the workplace harassment (2016) and sexual harassment (2017) training modules in an effort to keep employees current on non-harassment expectations.

Director Nally noted that approximately 200 employees will be impacted by the federally enacted Fair Labor Standards Act (FLSA) that would require employees making less than \$47,476 annually be moved to a non-exempt status. An HR representative will be present during the September 12 Staff Congress meeting to provide more in depth details on how this federal law will effect MSU employees, and what MSU plans to do to try to ease the financial burden cause by the “missed” pay period some employees would face during the transition.

**Cabinet Report:** VP Patrick was unable to attend and no report was submitted.

**Old Business:** No old business

**New Business:** In years past, Staff Congress has had a member serve as a Professional Development liaison with the Office of Human resources. This volunteer would work closely with Dr. Janet McCoy, Director Center for Leadership & Professional Development, and a Human Resources representative to bring pertinent professional development opportunities to the campus community. Chair Niles asked Staff Congress members to consider volunteering to serve in this capacity and let a member of the Executive Council know if you are interested.

**Announcements:**

- Tuesday, August 9: Professional Development Day, 10:00 a.m. Camden-Carroll Library.
- Wednesday, August 10: Freshman move in begins.
- Wednesday, August 10: Convocation 10:00 a.m. Button Auditorium.

- Thursday, August 11: Freshman move in continues. Fall class scheduling in academic departments.
- Friday, August 12: Fall class scheduling in academic departments continues.
- Friday, August 12: Fidelity representative, Mike Fisher, will be on campus. Call (859) 240-0939 to schedule an appointment.
- Sunday, August 14: Street dance and ice cream social, 6:00 p.m. ADUC Commons.
- Monday, August 15: Fall 2016 classes begin.
- Saturday, August 30: Music Jazz Faculty Recital 7:30 p.m. Baird Music Hall.
- Monday, September 12: Next STAFF CONGRESS meeting Combs Building 413 1:00 p.m. We will be taking our 2016-2017 group photo during this meeting.
- Staff/Faculty are encouraged to participate in intramurals by joining an existing team or starting a new team.
- Don't forget to check [www.msueagles.com](http://www.msueagles.com) for upcoming MSU athletic events.

<b>Motion:</b>	To adjourn	
	<b>Proposed:</b> Vice-Chair Purnell	<b>Seconded:</b> Rep. McBride
<b>Called for Vote:</b>	Passed	

Chair Niles adjourned the meeting at 1:42 p.m.

Minutes submitted by: Jessica Thompson, Secretary