

**MOREHEAD STATE UNIVERSITY**

**STAFF CONGRESS MINUTES**

**May 2, 2011**

**MEMBERS:**

|              |               |                     |                  |                    |
|--------------|---------------|---------------------|------------------|--------------------|
| Becki Alfrey | Kelly Griggs  | Margaret LaFontaine | Rebecca McGinnis | Scott Niles        |
| Ed Beam*     | Shannon Harr  | Patty Little        | Tina McWain      | Matthew Nutter     |
| Rhonda Crisp | Joe Hunsucker | Rhonda Mackin*      | Brooke Mills*    | Joel Pace          |
| Craig Dennis | Kevin Koett   | Jill McBride        | Amy Moore*       | Lora Pace          |
|              |               | Paige McDaniel      |                  | Barbara Willoughby |

\*Denotes member was absent.

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| Guests: | P. Gniot, Director of Human Resources, M. Walters, Vice President of Administration & Fiscal Services, T. White, Staff Regent |
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Chair McGinnis called the meeting to order at 1:09 p.m. and there was a quorum present.

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| <b>Motion:</b>             | To approve the minutes from the April 2011 meeting.  |
|                            | <b>Proposed:</b> S. Harr <b>Seconded:</b> S. Niles   |
| <b>Called for Vote:</b>    | Motion passed.   |
| <b>Chair's Report</b>      | <p>R. McGinnis reported that the Executive Council met on April 29<sup>th</sup> and discussed election results. There was also discussion about the Green Committee and the fact that many of the Earth Day events had to be rescheduled due to the extensive amount of rain. Also discussed were the evaluation results from PD Day. Other election items will be brought forward in new business. R. McGinnis stated that she had not met with Mike Walters.</p> <p>R. McGinnis also reported on the April 27<sup>th</sup> President's Leadership Council meeting, stating that J. Liles gave an enrollment update and the new MSU Roadmap document was presented. Information sharing included some concerns related to the online SC Election voting login issues.</p> |
| <b>Vice-Chair's Report</b> | C. Dennis stated that the SC website is up to date and that he will be working with A. Nutter to make the website look better.   |
| <b>Secretary's Report</b>  | J. McBride reported that there was a balance of \$2,204.70 supplies.   |

## Committee Reports

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| <b>Credentials &amp; Elections</b>       | <p>K. Koett reported on the recent SC election stating that 220 people voted and the results were as follows:</p> <p>Ex./Managerial – L. Pace<br/>         Prof. /Non-faculty – S. Harr, B. Bryant, M. LaFontaine, J. Ferguson<br/>         Sec./Clerical – M. Hutchinson, B. Willoughby<br/>         Serv./Maint. – J. Alfrey<br/>         Tech./Para – B. Mills<br/>         Area 1 – J. Dailey<br/>         Area 2 – K. Allen Walter</p> <p>The election leaves SC with 5 open positions. The committee recommended that positions be filled with K. Koett, serving as committee representative, R. McGinnis, &amp; C. Dennis, since so many of the committee members were running for re-election.</p> <p>K. Koett asked for SC members to provide feedback on election. K. Koett reported that zero absentee ballots were cast and that all the voting problems that were brought to his attention were resolved.</p> <p>L. Pace asked about the possibility of sending out flyers next year to better inform staff of the election. K. Koett stated that SC members should be communicating SC information with their constituents and informing them of upcoming elections as well as other information that comes from SC meetings.</p> <p>There was some discussion on the Electronic Communications UAR with clarification given by M. Walters. He stated that once the UAR is approved, it will only allow for mass emails to come from the President’s Office with communication being reserved for emergency or extremely important communications.</p> |
| <b>Staff Issues</b>                      | <p>S. Harr reported that the committee met to discuss PD day and the PD day survey results and he stated that the results were mostly positive.</p> <p>R. McGinnis asked that SC members be thinking about topics and possible dates for fall PD day.</p>  |
| <b>Personnel Policies &amp; Benefits</b> | <p>A. Moore was not in attendance. No report.</p>  |
| <b>Green Committee:</b>                  | <p>T. McWain reported on the Earth Day, stating that the theme for the week was water. She said that several events had to be cancelled and they plan to reschedule as many as possible. T. McWain thanked R. McGinnis, P. McDaniel and B. Mills for their help with the Earth Day events.</p>   |

**Regent's Report:** T. White reported on the BOR retreat which was on April 21. He stated that the retreat was successful with the group talking about ways to be more effective, organize goals and what needs to be accomplished. The second half of the day was spent on the Master Plan. The President outlined what the future campus might look like. A work session is planned for May 5 and items for discussion include a review of the Diversity Plan, the recent retreat, and the budget.

**Human Resources Report:** P. Gniot reminded members that May 11 is the Staff Appreciation Picnic. Menu and set-up is same as last year's event. He also reported that the Summer Hours proposal is up for consideration at the Cabinet level. If approved, 40 hours staff can work 4-10s and have every Friday off, while 37.5 hour staff work hours would be broken into week 1 and week 2. Week 1 would be 8 hour days, with week 2 having three 9s and one 8, with a day off in week 2. (Every other Friday or Monday off), and would run June 6-July 30. This proposal doesn't save the University money but does provide a more flexible summer schedule and allows for an extended weekend. Any time off would need to be approved by an employee's supervisor. K. Koett asked if this proposal will be mandatory. P. Gniot stated that departments or units would be able opt out. Also, he stated that there is a possibility that employees would also be able to either opt in or opt out, pending Cabinet approval.

**Cabinet Report:** M. Walters reported that the Cabinet is working extensively on the budget. He stated that the recent Presidential forums presented an overview of the budget workings. He also stated that the budget would be going to the BOR for approval in June.

**Old Business:** R. McGinnis mentioned the MSU Diversity Plan as it was discussed in the recent Presidential Forms. There is an updated draft available for review. Questions and or comments can be submitted online via the President's Leadership Council website. R. McGinnis asked for Commencement volunteers to assist as ushers for the two ceremonies on May 14. R. McGinnis stated that the "Are We Making Progress" survey results have been posted to the President's Leadership Council website.

**New Business:** C. Dennis presented information on the MSU Roadmap to Success. This document outlines the steps students need to do prior to SOAR and all the way through to graduation.

R. McGinnis mentioned the New Member Training that will be scheduled for June 6<sup>th</sup> before the SC Luncheon. The session will outline what is expected of new SC members. She solicited suggestions of what to include from current SC members.

K. Koett asked to call for a vote to allow Executive Council to fill the last 5 vacant member positions. A vote was called. All members approved.

J. McBride asked about spending year-end money. Majority agreed to give extra money back to the University.

**Announcements:**

- Next Meeting – June 6, 2011
- New Member Training – June 6, 2011 at 10:00 a.m.
- SC Luncheon – June 6, 2011 at 11:30 a.m., Commonwealth Room
- Finals Week – May 9-13, 2011
- Commencement- May 15, 2011- 2 ceremonies.

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| Motion:          | To adjourn.                            |                     |
|                  | Proposed: M. LaFontaine                | Seconded: P. Little |
| Called for Vote: | Passed. Meeting adjourned at 2.25 p.m. |                     |