

**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
August 6, 2012**

MEMBERS:

Kenna Allen	Craig Dennis	Michelle Hutchinson	Tina McWain	Lora Pace
Shelia Barber	Julie Ferguson*	Yvette Kell	Brooke Mills	Clarissa Purnell
Regina Beach*	Aaron Gay	Margaret LaFontaine	Kerry Murphy	Barbara Willoughby
Benji Bryant	Shannon Harr	Amanda Lewis	Scott Niles	
Rhonda Crisp	Paul Hitchcock	Patty Little	Matthew Nutter	
Jason Dailey	Joe Hunsucker	Paige McDaniel	Joel Pace	

*Denotes member was absent.

Guests:	Phil Gniot, HR Director; and Todd Thacker, Staff Regent
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Chair Gay called the meeting to order at 12:55 p.m.

Motion:	To approve the minutes from the July 2012 meeting	
	Proposed: Rep. Hutchinson	Seconded: Rep. Dennis
Called for Vote:	Motion passed.	

Chair's Report	<p>Chair Gay reported that he and the Vice-Chair and the Secretary had met. They are proposing four goals for Staff Congress for this year, but this is going to be a very interactive year and he would like everyone's input. Please submit other ideas for goals to the Chair by Friday. The goals the officers are proposing are as follows:</p> <ol style="list-style-type: none"> 1. Develop and implement Professional Development opportunities for staff members throughout the current year. 2. Work with HR to update university policies to ensure that continuity exists throughout all the policies. 3. Continue to provide occasions for staff members to participate in campus activities (i.e. Move-In Day, Breakfast for Athletes, and Graduation Day). 4. Enhance the voice of the staff community on campus. <p>Rep. Niles will serve as Parliamentarian for this year.</p>
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Vice-Chair's Report	<p>Vice-Chair Harr reported that he is getting used to the web and is going to clean-up old information that has been archived. The agenda and minutes were added.</p> <p>There will be a Professional Development Day on August 14. This is mostly</p>
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	<p>for faculty, but there are some sessions for staff also, such as one on Identity Theft, facilitated by Janet Ratliff. Please share this information with constituents. This is sponsored by the Center for Leadership and Professional Development.</p> <p>Vice-Chair Harr and Rep. Paige McDaniel met with the University of Kentucky Department of Professional Development. They are more than willing to provide professional development opportunities for our staff, at a cost. He is working on securing funds with HR and the Center for Leadership and Professional Development. Staff Congress does not have a large enough budget to support this initiative. These programs would be pertinent to all employees: faculty & staff. There will be a cap of 25 people per session because the programs are very interactive. The total cost will be \$4500.00.</p>
Secretary's Report	Secretary Crisp reported the supply balance is \$2912.60 after the purchase of name plates for the new members.

The meeting was suspended for the university photographer to take pictures of the Congress and officers.

Committee Reports

Benefits & Compensation	No report.
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Credentials & Elections	Rep. L. Pace reported that mass email with an interest form, had been sent to solicit people to fill positions on the University Standing and Advisory Committees. There were 32 submissions from staff interested in serving on a committee. The Credentials and Elections committee met at noon today and she will present the committee's nominations and call for a vote during new business.
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Green Committee	No report.
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Staff Issues	No report.
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Regent's Report: Staff Regent Thacker reported that he met with President Andrews today. They met for about an hour and went over some past issues. The Board of Regents will have a special workshop on August 23. Wayne Martin was appointed to the Board to fill a vacancy.

Human Resources Report: No report.

Cabinet Report: No report.

Old Business: None

New Business: Rep. L. Pace explained that the committee tried to place as many people as possible on the Standing committees, but because 32 people showed interest, there were not enough positions for everyone to be able to serve. Recommendations are as follows:

Campus Environment Team: Tina McWain, Laura Rucker

Employee Benefits: Amanda Brashear

Intercollegiate Athletics: Phillip James

Job Classification Review: Deborah Ross, Jessica Thompson, (Service Maintenance Vacancy)

Library: Carla Aagaard

Planning: Shannon Harr, Michelle Hutchinson

Scholarship Appeals & Advisory: Kristi Gullett

Service: Susan Maxey, Janie Porter, (Service Maintenance Vacancy), (Skilled Crafts Vacancy)

Student Disciplinary: Jami Hornbuckle

Student Life: Bill Boerner

Student Media Board: Mica Collins, Mike Esposito, Kellie Pettye

Wellness: Lonnie Morris, Tina Stafford

Motion:	To approve nominations for University Standing & Advisory Committees	
	Proposed: Rep. Dennis	Seconded: Rep. Bryant
Called for Vote:	Passed	

Rep. L. Pace said the committee will contact those appointed. The deadline is August 15. Rep. Mills and Staff Regent Thacker have been asked for recommendations to help fill the Service Maintenance vacancies.

Rep. Purnell and other staff members have a concern about Graduate Tuition waivers. The concern lies in that November 1 is the last date to drop a course and the report of who is taking graduate courses using tuition waivers cannot be run until after that date. This only leaves a few pay days before the end of the year for the taxes to be withheld causing large amounts of money to be withheld from their checks, instead of smaller amounts being held out for a longer period of time. Anyone exceeding the \$5,250 tax-free usage cap is going to have this problem. No one has been notified that they have reached the cap. Rep. J. Pace suggested we look at the policy and how it is implemented.

Phil Gniot will check on this and email the information to Vice-Chair Harr, who will disseminate the information. Also, Chair Gay and Vice-Chair Harr will discuss this matter with Donna King, Director of Financial Aid, and report their findings back to the Congress next month.

Announcements:

- Tuesday, August 14, is a day-long PD sponsored by the Center for Leadership and Professional Development. Be looking for more information regarding these PD events.
- Convocation is August 15.

- Move-In Day is August 17. Rep. LaFontaine reported that about 50% of the time slots are filled. There are mostly afternoon slots available now. Volunteer Hub is being utilized this year to register volunteers. Anyone can volunteer including the community. Participants must have an account on Volunteer Hub to register to help. 1600 new students will be moving in on the 17th. 700 students will move in the first three hours.
- Rep. L. Pace announced that academic departments will be open until 5:30 p.m. during Business Days. Please let her know if your office will be offering extended hours on Friday, or will be open on Saturday or Sunday, so she can put it on the calendar. The Ice Cream Social will be at the Laughlin area this year. She also provided each member with a Fall 2012 Opening Weekend Activities handout, and announced that there will be a volunteer opportunity on August 20 from 7:40 a.m. to 4 p.m. Volunteers are needed to be at checkpoints across campus to direct new students to buildings, etc. Email Rep. L. Pace to volunteer.
- Walk-In SOAR, Friday, August 10.
- Eagle Planners are available from Rep. L. Pace. Email requests to her.
- Staff Regent Thacker announced that Physical Plant is doing mechanical work in some buildings to install working heat/air controls and lighting motion sensors. Work on East Mignon has been completed, which included new brick and windows, and West Mignon will be off-line this year for the same type of improvement. There will be a new green space/plaza near Alumni Tower, which will be completed by the end of September. Twenty parking spaces will be eliminated because of this work. Gilley Apartments will be coming down soon to make space for an intramural soccer field.
- Rep. Hitchcock announced that the Morehead Arts & Eats festival will be on Saturday, September 15. Booths are available to groups. 50% of the money will go to Christian Social Services and Rowan County Christmas and the other 50% will be kept by the groups. Family Weekend is the same weekend as this festival.

The meeting broke to allow Committees to meet to elect a Chair and Vice-Chair. They are as follows:

Compensation & Benefits: Rep. J. Pace, Chair: Rep. Dailey, Vice-Chair

Credentials & Elections: Rep. L. Pace, Chair: Rep. Niles, Vice-Chair

Staff Issues: Rep. Allen, Chair: Rep. McDaniel, Vice-Chair

Motion:	To go back into New Business	
	Proposed: Rep. J. Pace	Seconded: Rep. Dennis
Called for Vote:	Passed	

New Business:

There was discussion about whether the Green Committee should be an Ad-Hoc Committee of Staff Congress or a University Standing and Advisory Committee. Faculty Senate rejected a proposal to make it a Standing Committee last year. Since faculty, community members, and students serve on the committee also, it really needs to be a Standing Committee.

Motion:	If the Green Committee continues as a special called committee of Staff Congress, it will end on January 1, 2013.	
	Proposed: Rep. J. Pace	Seconded: Rep. Allen
Called for Vote:	Passed	

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

Minutes submitted by: Rhonda Crisp, Secretary