

Staff Congress.....At a Glance

OCTOBER 1, 2012



Chair Report: Aaron Gay

- ◆ Chair Gay reported on the President’s Leadership Council meeting held on September 19th. Jeffrey Liles presented unofficial enrollment data that indicated overall enrollment was down but First-Time Freshmen enrollment was up for fall 2012. Official enrollment numbers will not be released until closer to the end of the semester, as November 1st is the official CPE reporting date.
- ◆ The Staff Congress Executive Council met on September 28th. Currently, the Staff Issues Committee and Faculty Senate are partnering on an Ombudsman request. A report will be compiled and presented to the President within the next two weeks. (See Staff Issues Committee Report for more details.)
- ◆ Representative Clarissa Purnell developed a newsletter for constituents and we would like them to provide feedback on the newsletter. We would like to include topics of interest to the constituents and we would like to determine if the newsletter is beneficial. Please use the Staff Concerns form or contact your representative with feedback.
- ◆ The “Staff Concerns” tab on the webpage is being utilized by constituents and some items submitted have been resolved. (See Staff Issues Committee Report for more details.)
- ◆ Professional Development Day held on September 27th had 12 employees attending the morning session and 7 employees attending the afternoon session. We would like to encourage all constituents to attend sessions, if possible, since we are partnering with Human Resources to pay for the professional development sessions. There are over 120 options for professional development sessions offered by UK. Constituents need to inform us of which sessions they would like to see offered in spring 2013. We will attempt to offer late afternoon sessions to accommodate faculty and other staff members. Feedback is essential when scheduling to accommodate employees.

Vice-Chair Report: Shannon Harr

- ◆ Vice Chair Harr reported he is still working on the Staff Congress website and is considering going to a Portal website which will be more user-friendly and available to all staff members.

OLD BUSINESS

- ⇒ There was no old business to address at this meeting.

NEW BUSINESS

- ⇒ Rep. Michelle Hutchinson has constituents who would like picnic tables placed under trees across campus. It was suggested she email Mike Walters with the request by Staff Regent Thacker.
- ⇒ A Motion was made and passed to draft a Resolution in support of the Ombudsman position co-sponsored by Faculty Senate.

UPCOMING EVENTS

Open House	October 6th, November 3rd
Dedication of Dr. Earl J. Bentley Student-Athlete Learning Lab	October 6th
Professional Development Sessions	Oct. 15th, 1:00—4:30
Resolving Workplace Conflict (ADUC 301)	Oct. 16th, 8:30—noon
Basics of Diversity (ADUC 301)	Oct. 20th
Diversity Day	Oct. 25-27
Homecoming	
Staff Congress Meeting (1:00 p.m.) ***(ADUC 301)***	November 5th
Contact your representative with any issues/concerns.	
Election Day (NO OFFICE HOURS)	November 6th

ITEMS OF INTEREST

- ◆ To submit a confidential, anonymous staff concern, please click here:
[STAFF CONCERNS FORM](#)
- * To opt out of receiving Staff Congress communication, please email your representative
- ◆ Online Open Enrollment 10/22—11/09!!

COMMITTEE REPORTS

Benefits & Compensation Committee: Committee Chair Joel Pace

>Two issues were submitted to the Benefits & Compensation committee via the Staff Concerns form. One issue concerned the amount of vacation days that can be carried forward and an answer was provided to the person submitting the question with the help of Human Resources (the person left their name and contact information on the form). The second issue was an anonymous submittal that inquired about staff salary equity. No contact information was provided.

Credentials & Elections Committee: Committee Chair Lora Pace

*The Elections and Credentials Committee is still seeking a candidate for the Service/Maintenance category to serve on Staff Congress. If anyone has a nomination or a Service/Maintenance employee would like to serve on Staff Congress, please submit name and contact information to Lora Pace.

Green Committee: Committee Chair Benji Bryant

>The Green Committee has no report at this time. A meeting will be scheduled sometime during the month of October.

Committee members should watch for a meeting invitation.

Staff Issues Committee: Committee Chair Kenna Allen

*Staff Issues received a total of five concerns submitted via the confidential, anonymous Staff Concerns tab. Two concerns were handled by the Benefits & Compensation Committee and the remaining three were anonymous with no contact information provided on the form. One concern was discussed during the Executive Committee meeting and it was decided it should be read to the group. The concern read as follows:

MOREHEAD STATE
UNIVERSITY
STAFF CONGRESS



In order to create a stronger bond within the staff, to promote cooperation among the administration, faculty, students, and staff at Morehead State University, we, the staff of this university, do establish a representative body to be known as the Staff Congress.

We're on the web!
Staff Congress

**President Andrews
Four Personal Goals for
this year:**

- * Increase private fundraising as part of a comprehensive campaign
- * Conduct a comprehensive employee benefits review and recommend adjustments as appropriate
- * Increase stakeholder communication and advocacy with faculty & staff, members of the community & region, governor, and members of the general assembly
- * Fill key leadership positions

As reported by Staff Regent Todd Thacker during his Staff Regent Report

COMMITTEE REPORTS, CONTINUED

**Staff Issues Committee:
Committee Chair Kenna Allen,
cont.**

I am very concerned with the toxic atmosphere some members of the administration are letting prevail in units on campus. Personal vendettas and communist attitudes regarding the rights and privileges of employees are prevalent and adding to the air of unrest on campus. If some type of check and balance measure is not put into place, I fear what type of working environment will prevail at MSU. The working environment is nowhere near what it was, say six years ago. All staff members that I associate with say the same thing and are actively looking for other employment. It is a shame that one or two people in positions of authority are driving out a competent workforce at this institution.

Rep. Allen said the person with this concern did not supply contact information, so she has no way of contacting them to further discuss their concerns; however, when people use the Staff Concerns form, the more detail they give in regards to their concern, members of the Staff Issues Committee and Executive Council can work towards resolving their issue/concern. Morale is a problem at MSU and has been discussed in previous sessions; however if specific problems are not detailed, the issues cannot be resolved or a plan proposed to alleviate the situation. *Rep. Allen, Chair Gay, Vice-Chair Harr, and Dr. Ann Rathbun of Faculty Senate have been meeting to discuss the proposal of the need for an Ombudsman at MSU. The Ombudsman would be a liaison for faculty and staff to discuss issues/problems and diffuse situations that occur in the workplace. The group is currently preparing a report that will be presented to President Andrews in the next two weeks, or as schedules permit.

Staff Regent Report: Todd Thacker
>Staff Regent Thacker attended the Board of Regents meeting on September 20th and reported the following actions:

- 1) Personnel actions were ratified (three faculty members awarded tenure)
- 2) Approved PAc 27, 29 & 35
- 3) Faculty workload approved
- 4) Faculty evaluation plans approved
- 5) Approval of two new bachelor's degrees: BA in Strategic Communication and a BA in Convergent Media
- 6) Approval for Downing Hall & Waterfield Hall to be razed
- 7) Former students raised \$25,000+ to rename the Student-Athlete Learning Lab to the Dr. Earl J. Bentley Student-Athlete Learning Lab (currently Eagle Center)
- 8) Enrollment figures for fall 2012 were reviewed
- 9) Extended vacation for President Andrews from 15 days to 20 days per year

Human Resources Report: Mr. Phil Gniot, Human Resources Director

*Mr. Gniot and Mike Walters will be meeting this week to discuss benefits for 2013. HR is planning to keep the same health and dental plans. Life insurance will incur no new changes. Mr. Gniot has a proposal for Mike Walters that he will give more information about at the next meeting, or when he has approval/disapproval from Mr. Walters.
* There will be a positive online benefit enrollment this year through **DATATEL**. **Everyone must re-enroll.** HR needs updated information such as names of beneficiaries, dependents, etc.
*Mr. Gniot indicated there is a currently a joint faculty/staff evaluation being conducted regarding salary ranges. Mr. Gniot hopes to get the data to the Cabinet in time for the beginning of the budget process.

Cabinet Report: Mr. Mike Walters

>Mr. Walters was not present at the Staff Congress meeting and no report was submitted.

Special Report: Gaylena Cline, Payroll Manager

*Ms. Cline, Payroll Manager, addressed Staff Congress regarding the graduate tuition waiver cap (see Publication 970). Any employer providing tuition waiver benefits over the amount of \$5250 must show the excess amount on the employee's W-2 form. Payroll receives information regarding graduate tuition waivers from Enrollment Services. Federal, State, Social Security, and KERS taxes will be withheld once the waiver information is supplied to Payroll. Ms. Cline anticipates receiving the information from Enrollment Services this week and estimates the taxes can be withheld from the October 15, October 30, November 15, November 30, and December 15 paychecks for those employees affected by the tuition waiver cap. The only exception to the \$5250 tuition cap occurs when an employee must have the classes to maintain their skill level as required by their job description (see Publication 15B for specific criteria). The information must be given to Payroll by the employee's supervisor.

**ONLINE POSITIVE OPEN ENROLLMENT
OCTOBER 22—NOVEMBER 9**

This year Human Resources will be going to an online benefit enrollment system. The online system will be interactive with Colleague. **EVERY EMPLOYEE WILL HAVE TO ENROLL.** Once employees login to the system, they will make selections to enroll in health insurance, dental plans, life insurance, etc. This system of enrollment was chosen as a way to update employee information such as dependents and beneficiary information.

Human Resources has an Open Enrollment meeting schedule included on the second page of their October 2012 newsletter. The meeting schedule will allow for Open Enrollment Meetings, as well as time for Open Lab time (click the link below to access the schedule). Watch your MSU email for more information!

Human Resources Newsletter
October 2012
Open Enrollment Meeting Schedule