

**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
December 3, 2012**

**MEMBERS:**

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

\*Denotes member was absent.

<b>Guests:</b>	Phil Gniot, HR Director; Todd Thacker, Staff Regent; and Beth Patrick, Chief Financial Officer/VP; Bill Redwine, Assistant VP Auxiliary Services; and Steve Richmond, Director IT Applications Services
----------------	---

Chair Gay called the meeting to order at 1:00 p.m.

Mr. Bill Redwine gave a presentation about the University Technology Plan. The President sent an email about this plan with a link to the document. 150 university employees and students spoke with the consulting firm of Berry Dunn about technology and benchmark school data was also used to identify 23 technology issues. The University Technology Plan is aligned with the six strategic goals of ASPIRE. The university community can give feedback about the document through December 14 through the Portal. Staff Regent Thacker commented that the plan seemed broad. Steve Richmond said the document is broad, but gives them guidance and shows the direction they need to go. He said that shared governance is stressed.

<b>Motion:</b>	To approve the minutes from the November 5, 2012 meeting	
	<b>Proposed:</b> Rep. Dennis	<b>Seconded:</b> Rep. Hutchinson
<b>Called for Vote:</b>	Motion passed.	

<b>Chair's Report</b>	<p>Chair Gay reported that the Executive Council met. Not a lot is going on in the committees right now, but if anyone has an issue they can speak with the chair of the committee.</p> <p>Chair Gay also reported information from the President's Leadership Council about retention rate drops. For Fall 2011, MSU had a 66.2% retention rate compared to 72.7% for Fall 2010. Data shows that students are more likely to come back to MSU if they have completed 30+ hours. The CPE is looking at funding based on performance, which would depend on whether or not we meet our Key Performance Indicators (KPI). The CPE is pushing for this funding model, but it probably won't occur this year. Performance would be based on items such as graduation and retention rates. Weaker schools would get less money. The CPE would like for MSU to have a 43% graduation rate.</p>
-----------------------	--

	<p>This is a first year goal; it could go higher the next round. Right now, MSU's graduation rate hovers around 40%. The entire report is available on the PLC website at <a href="http://www.moreheadstate.edu/plcfeedback/">http://www.moreheadstate.edu/plcfeedback/</a>. Click on 'current issues'.</p> <p>There is no update on the Ombudsman issue yet.</p>
<b>Vice-Chair's Report</b>	<p>Vice-Chair Harr reported that the website is updated and shows new members. They have started the move of information to the Portal. Staff Congress will still have a presence on the MSU website to tell basic information, but all documents, minutes, etc. will be moved to the Portal.</p>
<b>Secretary's Report</b>	<p>Secretary Crisp reported the supply balance is \$2,236.64. Supplies were purchased for the secretary and money was moved to the Convenience Copier line to pay for copies.</p>

### Committee Reports

<b>Benefits &amp; Compensation</b>	<p>Committee Chair J. Pace reported there will be a presentation next month about compensation guidelines for summer. Committee Vice-Chair Dennis asked Mr. Gniot, HR Director, to share information about the appraisal process. There will be new appraisal forms in January, but evaluations for 2012 will use the old system. New forms will not be used until 2013.</p>
------------------------------------	--

<b>Credentials &amp; Elections</b>	<p>Committee Chair L. Pace had no report, but she thanked Rep. Mills for helping to find people to fill vacant positions. Rep. Mills reported that Keith Quinn will not be able to fill the vacant Service/Maintenance slot. She will look for someone else who is willing to serve.</p>
------------------------------------	--

<b>Green Committee</b>	<p>No report.</p>
------------------------	-------------------

<b>Staff Issues</b>	<p>Committee Chair Allen reported there were no new Staff Issues this month. The parking issue has been addressed and the administration is working on a plan to better inform the campus community when lots will be blocked.</p> <p>Three issues were forwarded to Mr. Gniot, HR Director, last month, but the meeting ran long and he didn't have time to report. She asked him to report on these issues.</p> <ol style="list-style-type: none"> <li>1. An IT employee asked if it was legal to have to report daily activity through a work order entry system. Mr. Gniot said it was legal and everyone in the department, up to the top, is using the system. It will be used to gather information to find where the workload is in the department. The software was purchased some time ago, but is just now being implemented. There is no new cost involved.</li> <li>2. A question was raised about HR employees receiving raises last year. Mr. Gniot reported that across campus there were raises given in the</li> </ol>
---------------------	--

	<p>past two years for several reasons:</p> <ul style="list-style-type: none"> <li>a. Advanced degrees-61 campus-wide, 2 in HR</li> <li>b. Career Ladder Progression-67 campus-wide, 4 in HR</li> <li>c. Equity Increases-6 campus-wide, 0 in HR</li> <li>d. Lateral Transfer-12 campus-wide, 0 in HR</li> <li>e. Promotion-118 campus-wide, 0 in HR</li> <li>f. Reclassification-30 campus-wide, 1 in HR</li> <li>g. Outside Salary Adjustment-19 campus-wide, 0 in HR</li> </ul> <p>3. An employee asked why an internal candidate might not be interviewed for a job. Mr. Gniot said that search committees have concerns about giving false hopes to candidates. They want to interview the best candidates based on qualifications and don't want to give false hopes by interviewing a candidate only because they are internal. This causes disappointment for the candidate if they get to the end of the process and don't get hired. Another thing to consider is that numbers of applications have increased significantly which means there are sometimes significant increases in qualifications by applicants. If interviews are given to internal candidates that do not have qualifications as high as the external candidates, this could cause a problem if the external candidate found out. Search committees want to be fair and honest with internal as well as external candidates.</p>
--	---

**Regent's Report:** Staff Regent Thacker reported that the Board of Regents met on November 15 for a work session. Jeffrey Liles presented the Strategic Enrollment Plan, Mike Walters presented the University Technology Plan and an Employee Benefits Plan, and Jane Fitzpatrick presented the Concealed Weapons Policy. Beth Patrick reported that mace is not considered a dangerous chemical, so it will not be part of the Weapons Policy and will still be allowed on-campus.

The BOR will meet on December 6. The agenda will include the Quarterly Audit, Fall Graduation, Personnel Actions, PAc 17-Sabbatical Leave of Absence changes and an Enrollment report.

**Human Resources Report:** Phil Gniot reported that he will be sharing a benefits comparison probably in February. The report will be a comparison of benefits between MSU and other Kentucky Public Universities, St. Claire Regional Medical Center, The City of Morehead, the Rowan County Board of Education, and Guardian.

**Cabinet Report:** No report.

**Old Business:** None.

**New Business:** None.

**Announcements:**

- December Professional Development Opportunities:
  - Basics of Diversity, December 4, 8:30 am-noon, GH 311
  - Resolving Workplace Conflict, December 4, 1-4:30 pm, GH 311
- Final Exams, December 10-14
- Graduation, December 15 – Volunteers needed, let Chair Gay know if you can help
- Christmas Break, December 19-January 1
- The locker room at the Recreation Center will be shut down December 19-26. There will be no access to items in the lockers.
- The pool at the Recreation Center will be shut down December 19-January 6.
- There will be a One-Stop Registration Arena on December 5 and 6 from 10am-1pm in ADUC, for students who have not pre-registered. Financial holds of less than \$200 have been lifted so those students can register according to CFO/VP Patrick.
- There will be a holiday reception at the President’s home tonight from 6-8 p.m.
- There will be a holiday reception at the President’s home from noon-2 p.m. on December 14 for Facilities Management staff.
- Lunch will be provided to all employees on December 12 from 11am-1:30pm in the Crager Room.
- Next meeting, January 7, 1 pm, Riggle Room

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

Minutes submitted by: Rhonda Crisp, Secretary