



December 3, 2012

Chair Report: Aaron Gay

- ◆ The Executive Council met on November 27th. The Executive Council discussed that Staff Congress committees currently are not meeting on a regular basis, as there is not a lot of issues or work for the committees at present. If anyone has an issue, Chair Gay encourages them to speak with their Committee Chair.
- ◆ Chair Gay reported on the President's Leadership Council meeting held on November 28, 2012. The main topic of discussion at the PLC meeting was the drop in retention rates. During Fall 2011, MSU's retention rate was 66.2% as compared to Fall 2010 when MSU's retention rate was 72.7%. Data presented during the meeting indicated students are more likely to be retained if they complete 30+ hours. One area of interest that concerned the council was the increase in the number of residential students who do not return to MSU. The data further drilled down to illustrate how many residential students did not return based upon housing assignment. The number of students transferring to KCTCS increased, also. In order to address the retention issue and discover why students are not being retained, three subcommittees are being created to look at the following issues and how they affect retention at MSU: Student Life, Financial Aid, and Academic Affairs. Chair Gay encouraged members to submit questions or ideas to Jill Ratliff, Erin Wright, or Dr. Gerald DeMoss. To view the presentation in full, click on the following link: MSU Retention Profile Part II.
- ◆ Chair Gay mentioned that CPE is pushing for a performance-based funding model to determine state allocation of monies to state-funded universities. Performance-based funding will most likely not take effect this year, but the performance will be based upon graduation and retention rates of the universities receiving state monies. Schools that meet their Key Performance Indicators (KPIs) will receive more monies than universities who do not meet their KPIs. It is estimated the Council on Postsecondary Education (CPE) will set a graduation rate goal of 43% for MSU during the first year, with an increase in the graduation rate to be expected for the concurrent years. According to Ms. Beth Patrick, MSU's current graduation rate is around 40%.
- ◆ Chair Gay reiterated there has been no action and no decision made on the Ombudsman issue by the President.

Vice-Chair Report: Shannon Harr

- ◆ Vice-Chair Harr indicated the Staff Congress website has been updated with all new members.
- ◆ The Staff Congress website will be moved to the portal sometime after the first of the year. Staff Congress members will be able to login through the portal website to reference documents, information, etc., once the transition is complete.

OLD BUSINESS

There was no old business to address at this meeting.

NEW BUSINESS

There was no new business to address at this meeting.

Upcoming Events

Finals Week		December 10-14
Commencement		December 15th
Employee Luncheon		December 12th
Crager Room		11:00 a.m.—1:30 p.m.
WINTER BREAK		December 19, 2012—
NO CLASSES		January 1, 2013
NO OFFICE HOURS		
Staff Congress Meeting		January 7, 2013
(1:00 p.m.)		
Riggle Room		
Contact your representative with any issues/concerns		

Items of Interest

To submit a confidential, anonymous staff concern, please

click here:

STAFF CONCERNS FORM

Locker rooms will be unavailable 12/19/12 through 12/26/12.

No pool hours 12/19 through 1/6/12.

Click WELLNESS CENTER CLOSURE

COMMITTEE REPORTS

Benefits & Compensation Committee: Committee Chair Joel Pace

>Committee Chair Joel Pace announced there would be a presentation given next month regarding compensation guidelines for the summer.

>Committee Vice-Chair Craig Dennis requested Mr. Gniot, HR Director, share information regarding revised appraisal form/process. Mr. Gniot indicated the committee met recently and has a final draft of the new performance appraisal instrument ready to forward to the Cabinet. Campus-wide review of the form will occur

once all changes have been approved. The new form should be ready January 2013 and there will be corresponding training conducted for supervisors on the new appraisal form; however, appraisals conducted in January 2013 for the year 2012 will utilize the old form, not the new form. The new form will be used for the 2013 appraisals conducted in January 2014.

Credentials & Elections Committee: Committee Chair Lora Pace

*Committee Chair Lora Pace had no report for Staff Congress, but welcomed Travis

Jolly as the newest Staff Congress Member.

*Chair Pace indicated Staff Congress is looking for someone to fill the Service Maintenance position on Staff Congress. The person who had previously accepted the position was unable to keep the appointment due to a conflict with his work schedule. Once a replacement member is found for the Service Maintenance category, Staff Congress will have reached full membership.

*Chair Pace thanked Representative Brooke Mills for her assistance with filling vacant positions.

(Committee Reports continued, next page)



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

Event: BOR Work Session
Date: Thursday, 12/06/12
Time: 9:00 a.m.
Site: Riggie Room, ADUC

AGENDA:

- I. Call to Order
- II. Roll Call
- III. Appoint Treasurer
- IV. Spotlight Presentation:
Report on Retention
- V. President's
Recommendations &
Reports:
 - A. CONSENT AGENDA (Recommendations)
 - B. RECOMMENDATIONS
 - C. CONSENT AGENDA (REPORTS)
 - D. PRESIDENT'S REPORT
- VI. Other Business
 - A. Executive Session
 - B. BOR Mtg. Calendar 2013
- VII. Adjournment

To view a complete copy of the agenda, click the link:
BOR AGENDA 12/6/2012

COMMITTEE REPORTS, CONTINUED

Green Committee: Committee Chair Benji Bryant

>Chair Benji Bryant had no report.

Staff Issues Committee: Committee Chair Kenna Allen

*Representative Allen reported there had been no new Staff Issues submitted last month after the parking issues behind Howell McDowell were addressed; however, there were Staff Issues that Mr. Gniot did not address in last month's meeting, due to time constraints.

Mr. Gniot's responses to the submitted Staff Issues will appear in the Human Resources Report section (see below).

Staff Regent Report: Todd Thacker

<> Staff Regent Thacker reported there was a Board of Regents Work Session on November 15th in which Jeffrey Liles presented information regarding the Strategic Enrollment Plan, Mike Walters gave an overview on the University Technology Plan, Jane Fitzpatrick presented information on the Deadly Weapons Policy (PG-62), and Mike Walters gave a

comprehensive report on employee benefits.

<>Staff Regent Thacker informed Staff Congress the next Board of Regents meeting would take place on Thursday, December 6th. (An overview of the agenda appears on the bottom left of this page.)

<>Beth Patrick, Cabinet liaison, reported that mace was not considered a "dangerous chemical" under the policy and will be permitted on campus.

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

Mr. Gniot announced he will be presenting information on the benefits comparison that was completed in the January or February Staff Congress meeting. The comparison will be forwarded to the Benefits and Compensation committee first and after their review, a presentation will be given to all members of Staff Congress. The report is a comparison of MSU's benefits to those of other Kentucky public universities, St. Claire Regional Medical Center, City of Morehead, Rowan County Board of Education, and Guardian (SRG Global).

Mr. Gniot addressed the three Staff Issues that Chair Allen forwarded to him before the November meeting. Mr. Gniot summarized the issues and gave his response to each as follows:

1. STAFF ISSUE: An IT employee asked if it was legal to have to report daily activities performed through a work-order entry system and wanted to know how much this activity was costing the university on a daily basis.
RESPONSE: Mr. Gniot affirmed such practice is legal and does not violate wage/hour rules. Mr. Gniot spoke with Steve Richmond, Interim Assistant Vice President for Technology and was assured every employee within the IT department is completing the work order entry including supervisors. The software was purchased some time ago and is only now being utilized. The software will be used to gather information on workload capacity and will be used to better manage IT resources. No new costs were incurred purchasing and implementing the software.
2. STAFF ISSUE: An employee raised a concern regarding HR employees receiving raises last year and wanted to know the justification of such personnel actions.
RESPONSE: Mr. Gniot reported that campus-wide, the following raises have been awarded in the past two year period:
 - a. Advanced Degrees: Campus-wide 61 awarded, 2 of which were to HR employees
 - b. Career Ladder Progressions: Campus-wide 67 were awarded, 4 of which were to HR employees
 - c. Equity Increases: Campus-wide 6 awarded, none of which were HR employees
 - d. Lateral Transfers: Campus-wide 12 awarded, none of which were HR employees
 - e. Promotions: Campus-wide 118 were awarded, none of which were HR employees
 - f. Reclassifications: Campus-wide 30 awarded, 1 to an HR employee
 - g. Outside Salary Adjustment: Campus-wide 19 awarded, none of which were HR employees
3. STAFF ISSUE: Why are all internal candidates not given job interviews when they apply for an advertised position?
RESPONSE: Search committee members have concerns about giving candidates false hope when they only meet the minimum position requirements. The number of applications for open positions have increased, and as a result, the qualifications candidates have are much higher. If a committee were to interview an internal candidate who did not have as high credentials as an external candidate, it could be cause for an external complaint if the other candidates became aware of the situation.

Cabinet Report: Ms. Beth Patrick

>Ms. Patrick had no report to submit.

University Technology Plan

Mr. Bill Redwine presented the University Technology Plan to Staff Congress during the December meeting. President Andrews sent a campus-wide email on 11/27/2012 which contained a link to the University Technology Plan. Mr. Redwine encourages faculty and staff to review the document through the portal website and submit any input faculty and staff have on the plan no later than December 14th.

Work on the University Technology Plan began in January of 2012 with over 150 faculty, staff, and other

stakeholders collaborated with BerryDunn on how MSU uses, applies, and manages current technology on campus. BerryDunn released a Current Environment Report in May, and a Peer Institution Benchmarking Report in late spring. A core team consisting of eleven members worked with BerryDun to develop the University Technology Plan that is currently in draft format.

Implementation of the plan is expected to begin in January 2013.

[View Technology Plan](#)

[Submit Feedback](#)