

**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
April 1, 2013**

MEMBERS:

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| 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 | Ray Perry |
| Benji Bryant | Paul Hitchcock | Amanda Lewis* | Kerry Murphy | Clarissa Purnell* |
| Rhonda Crisp | Joe Hunsucker | Patty Little | Scott Niles | Barbara Willoughby |
| Jason Dailey | Michelle Hutchinson | Jill McBride | Matthew Nutter | Donnie Willoughby |

*Denotes member was absent.

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| Guests: | Todd Thacker, Staff Regent; Jill Ratliff, VP-Academic Affairs, IRSA; Erin Wright, Director of Institutional Research and Analysis; Doug Chatham, Faculty Senate Chair; Bob Cooper, Energy Manager; and Rebecca McGinnis, Conference Services Manager |
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Chair Gay called the meeting to order at 1:00 p.m.

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| Motion: | To approve the minutes from the March 4, 2013 meeting | |
| | Proposed: Rep. Hutchinson | Seconded: Rep. Dennis |
| Called for Vote: | Motion passed. | |

VP Jill Ratliff did a presentation on the ‘Are We Making Progress’ report. This was the fourth administration of the survey that began in 2006. It is done every two years. The survey assessed seven categories for performance excellence. 1389 invitations to complete the survey were emailed to faculty and staff; 427 responded. 161 respondents were faculty and 266 were staff. Out of 41 statements, seven showed improvement and 14 showed a significant statistical decline. A mean score of four is MSU’s goal. Respondents were allowed to make comments, and the top three comment categories are as follows: 231 comments were made about communication and other process problems, 100 comments were made about the work environment, and 100 comments were made about the lack of faculty/staff input being sought. Other comments about various topics were made as well. This information has been presented to the Cabinet and the VPs were asked to start conversations in their units to get more input. The president is looking for the top three issues to address for the year. Academic Affairs will be submitting topics to the Executive Assistant to the President, Dr. John Ernst. Staff Congress and Faculty Senate have also polled constituents and submitted information to Dr. Ernst. To access the entire ‘Are We Making Progress’ report, login to the MYMOREHEADSTATE portal and select ‘Current Issues’ and then click on ‘Are We Making Progress?’ 2012 Report.

Mr. Bob Cooper, Energy Manager, did a presentation about Sustainability & Green Initiatives. MSU is very energy conscious and has many controls in place to reduce emissions and save money. Examples include: purchase of 10 electric vehicles, new construction being built to LEED (Leadership, Energy, & Environmental Design) standards or certification, Energy Management System including lighting sensors, motors and pumps, etc., energy competitions in the residence halls, conversion from steam heat to gas, green-sealed certified custodial chemicals, and recycling items such as paper, cardboard, bound books, toner and printer cartridges, fluorescent light bulbs, etc. MSU is getting ready to hire a firm that will recycle old computers by grinding them up, preventing landfill use. Mr. Cooper is a Certified Energy Manager, one of few people in the state to have this certification. Todd Thacker, Staff Regent, mentioned that there might be an energy competition in academic buildings in the near future.

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| Chair's Report | <p>Chair Gay reported that the Leadership Council met and saw the new compensation model. Some non-exempt staff has already heard about raises. Please discuss the compensation model with constituents because there have already been problems brought forward from those who have found out how much their raise will be in July.</p> <p>The executive council met and discussed March PD days. They also discussed Chair Gay's meeting with VP Patrick. He presented information to her that was polled from staff about the 'Are We Making Progress' report and what would make MSU a better place to work. This information has been presented to Dr. John Ernst in the President's office, but we have not heard if it has been forwarded to the President. He also talked with her about the possibility of conducting supervisor surveys. Staff doesn't have the opportunity of evaluating their supervisor at this time. This idea is in its infancy. Staff will have the opportunity to give feedback about this topic at a later date and this will go before the Cabinet at some point. He also discussed with her the possibility of term limits for the Staff Regent, which would give more people an opportunity to serve. More will be heard about this in the months to come.</p> |
| Vice-Chair's Report | <p>Vice-Chair Harr had no report. There are still problems getting the Staff Congress Portal site up and running.</p> |
| Secretary's Report | <p>Secretary Crisp reported the supply balance is still \$1546.08. There were no purchases made in March.</p> |

Committee Reports

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| Benefits & Compensation | <p>Chair J. Pace reported he had met with Chair Gay and Mr. Gniot, Director of Human Resources about the new compensation plan. He thinks the plan is a step in the right direction and looking at getting positions to market during budget talks is a big plus. They will be starting to look at exempt positions this coming year, so things seem to be moving quickly. He noted that WKU is facing lay-offs this year.</p> |
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| Credentials & Elections | <p>Chair L. Pace reported the online ballot process closes at 4 p.m. today. There have been 17 nominations. All categories are covered. The ballot will go out Wednesday, and the election will be online on April 22 and 23. There is a computer glitch if someone wants to nominate more than one person. Options to correct the problem include: use a different browser or computer terminal for each nomination or clear the browser history, temporary files and cache before submitting the second nomination. There have been no complaints about this glitch.</p> |
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| Green Committee | <p>Chair Bryant had no report.</p> |
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| Staff Issues | <p>Chair Allen reported that the March PD days went very well. The first workshop, Generations in the Workplace, had 9 attendees; 12 had registered.</p> |
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| | <p>The second workshop, Solving Workplace Conflict, had 20 attendees; 23 had registered. There is a cap of 25 per session, but the facilitators are willing to take a few more at each session.</p> <p>Because of the relationship Chair Gay has with Faculty Senate, they have asked about our Staff Issues submission form on our webpage. They are planning to implement something similar to this on their page. Staff Congress has had 71 issues submitted through this anonymous web submission form. Seven issues have been related to Spring Break, 20 were related to parking issues, 28 were related to the 'Are We Making Progress' report feedback, and 16 issues were addressed by Staff Congress or Human Resources and feedback was given as requested.</p> |
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Regent's Report: Staff Regent Thacker apologized for not attending the meeting last month. He was working to resolve the electrical problem in Ginger Hall. He is hoping the new parts will be in before the end of school in May and that office personnel can move back in by June 1.

The Board of Regents met on March 14. They were presented the new compensation plan. He thinks it is a good thing and is moving us in the right direction. He feels it will take a big commitment by the university administration and the BOR to keep it going, resource wise. 90% of the feedback he has received has been good. He will be interested to see how the merit part plays out.

The Veterans Center was named in honor of a retired staff person, Al Baldwin.

They also discussed the 'Are We Making Progress' report, but didn't see a presentation.

There will be a BOR work session on May 2 and the next quarterly meeting will be June 6. They will vote on the budget at that time.

There were several questions asked of the Regent. Below is the information he shared.

- Downing Hall will be razed in about two weeks.
- Waterfield Hall will be used as an overflow residence hall in the fall. The plumbing is being worked on at this time. We will be losing 100 beds with the renovation of Mignon Hall. They will assign students to the first and second floors. There are no air conditioners on the third and fourth floors, and window units are not an option because of electrical issues. Students would get a reduced rate, if they live on one of these floors. Eventually, Waterfield Hall will be razed also.
- The Intramural fields are coming along, but it is slow going due to the wet weather. The road near the fields may be open in June.

Human Resources Report: Phil Gniot was out of town and could not attend the meeting.

Cabinet Report: VP Patrick was not present.

Old Business: None

New Business: None

Announcements:

- Advance registration for Summer & Fall 2013 classes, April 3-16

- April Professional Development Opportunities:
 - Our Iceberg is Melting, April 30, 8:30 a.m.-12 p.m., ADUC 312
 - Goal Setting 101, April 30, 1:00-3:00 p.m., ADUC 312
- Next meeting, May 6, 1 p.m., Riggle Room
- SOAR, April 19 & 20
- April 20 there are several events on campus besides SOAR: Kentucky Music Education Association Band Festival, a Youth Religious Conference, Spring Football Game, News Boys Concert in the AAC (Christian/Rock Group), and Community Fun Day.
- Derby themed Gala, April 27
- College of Business Golf Scramble, April 26
- Celebration of Student Scholarship, April 24
- Registration Service Center, April 22, ADUC
- AVP Information Technology position candidates on campus-April 8, 15, 17 & 22-forums offered
- Greek Week, April 8-12

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| Motion: | To adjourn | |
| | Proposed: Rep. J. Pace | Seconded: Rep. LaFontaine |
| Called for Vote: | Passed | |

Minutes submitted by: Rhonda Crisp, Secretary