

**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
June 6, 2013**

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	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.

Guests:	Phil Gniot, HR Director; Todd Thacker, Staff Regent; Beth Patrick, Chief Financial Officer/VP; Dr. Doug Chatham, Outgoing Chair of Faculty Senate; Erin Wright, Director-Institutional Research & Analysis; Amy Moore, New Member; Gabria Sexton, New Member; Rebecca McGinnis, New Member
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Chair Gay called the meeting to order at 1:05 p.m.

Motion:	To approve the minutes from the May 6, 2013 meeting	
	Proposed: Rep. Jolley	Seconded: Rep. Purnell
Called for Vote:	Motion passed.	

Chair Gay presented a certificate of appreciation to outgoing members of Staff Congress. Those receiving a certificate were Rep. Regina Beach, Rep. Travis Jolley, and Rep. Matthew Nutter. Rep. Joel Pace, Rep. Jill McBride, and Rep. Scott Niles were not at the meeting, but will also receive a certificate. Their dedicated service is appreciated. Chair Gay will also be an outgoing member of Congress since he is leaving MSU employment.

Chair's Report	<p>Chair Gay reported that the President has now reviewed the 'Are We Making Progress' feedback. The Executive Council of Staff Congress was asked to provide information about what would make MSU a better place to work. The Council solicited feedback from constituents and reported the findings to the President. Issues that were submitted with actionable suggestions were as follows:</p> <ol style="list-style-type: none"> 1. Benefits-Staff were concerned about the loss of two days holiday time. It was suggested that the two days be returned to staff during a time when faculty and students are not on campus (but not during the Christmas break). 2. Health/Wellness Benefits-There is concern about charges for activities at the Recreation Center. Staff would like for the aerobic classes, etc. to be free or at a reduced rate and at more convenient times such as early in the morning, at lunch, after work, etc.
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	<p>Since some staff have to be at work at 7 a.m. or before, it would be nice if the Recreation Center opened earlier in the morning to accommodate these employees. VP Patrick mentioned that she had spoken briefly with Rep. Kell about this and suggested that this change might be implemented a couple of days per week to see if employees took advantage of the earlier hours. There is also a concern from employees at the Regional Campus Centers about not being able to use the Recreation Center since they do not work on the main campus. They would like to have some type of access to a recreation facility.</p> <ol style="list-style-type: none"> 3. Communications-Staff feel that shared governance is important and that information is not being shared and they are left out of the loop. Suggestions for improvement included: administration sending mass emails to all employees each week or adding a 'News & Events' tab in the Portal to share information, giving employees access to the President's Cabinet minutes, VPs sharing information with employees in a timely manner, and Standing Committees meeting regularly to be more effective. 4. Civility & Workplace Environment-All employees should be held accountable for their actions. MSU should have a civility campaign or offer professional development on the subject, especially for supervisors. According to the administration, processes are already in place to handle problems with civility or workplace environment, so it was suggested that these processes should be audited. 5. Employee Compensation Plan-Since an employee compensation plan was already in the works, the only suggestion was that it be implemented. <p>Chair Gay also reported that when the Executive Council met with the President about performance pay, they were told that employees would not have to submit anything to be considered for the supplement; however, some employees are being asked to submit bulleted lists of their accomplishments. VP Patrick said in some cases the employee could provide information that was not in the personnel file that would help a supervisor make an informed decision. If you are asked for information, please provide it. All employees will still be considered for the performance pay supplement even if they aren't asked to submit information. Supervisors should make it known in their unit who received the supplement.</p>
Vice-Chair's Report	<p>Vice-Chair Harr reported that a scholarship was set-up at the Foundation for Molly McBride, representative Jill McBride's daughter, who recently passed away. Please make contributions to Vice-Chair Harr or Rep. Allen and they will donate the money in the name of Staff Congress.</p>
Secretary's Report	<p>Secretary Crisp reported the supply balance is \$1,402.30.</p>

Committee Reports

Benefits & Compensation	Rep. Dailey reported that the committee met on May 16 concerning PG 44-Staff Job Classification Wage & Salary Administration. Some key changes that are being proposed are: eliminating the 2% raise for lateral transfers, changing the Acting, Interim, or Temporary appointment raises to 7.5% instead of 10% (if a person is hired full-time later, it is possible their new salary would be less than the 10%, so 7.5% makes more sense for these positions), changing some wording issues, and possibly lowering the number of members on the Job Reclassification Review committee. Mr. Gniot will submit a draft of the changes to the committee for review. The committee is welcome to share the draft with the full Congress.
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Credentials & Elections	Committee Chair L. Pace will make a motion in New Business about postponing any actions regarding changes in categories for Exempt staff.
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Green Committee	No report.
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Staff Issues	<p>Committee Chair Allen reported there had been two Staff Issues submitted this month.</p> <ol style="list-style-type: none"> 1. MSU recognizes domestic partners for health insurance coverage; however, they are not recognized in policies such as bereavement leave and FMLA. We need to make sure the policies are parallel. <p>Mr. Gniot said these policies will be reviewed to see how domestic partners relate to our definition of immediate relatives by FMLA guidelines.</p> <ol style="list-style-type: none"> 2. There was a question about the timeliness and efficiency of Human Resources in certain situations. Mr. Gniot will speak with his staff about this issue. No specific issue was disclosed. It was a very general submission. <p>Committee Chair Allen asked when the floating holidays would be used this year. VP Patrick reported that July 5 will be a day off for staff. The other two floating days will be December 20 and December 23. The Christmas Break will be December 20-January 1. Employees will return to work on January 2.</p> <p>There has been a question about a new policy requiring students to pay a fee to use the Recreation Center this summer if they are not taking classes. In the past if a student was pre-registered for the fall, they could use the recreation center free during the summer. There will now be a \$15 charge per summer term for students not taking summer classes or \$30 for the entire summer. In order to use the Recreation Center for free, students must be taking summer classes. This information should be in the fee schedule for students to view. During the fall and spring semesters, use of the Recreation Center is built into the tuition rate. Rep. Dailey asked why students had to pay and faculty/staff did not. VP Patrick said that MSU pays the fee for full-time employees to use the Recreation Center. Part-time and temporary employees</p>
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	must pay \$30 to use the facility during the summer since they don't get benefits that would pay their fee as full-time employees do.
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Regent's Report: Staff Regent Thacker reported that the Board of Regents will meet this Thursday, June 6. Items on the agenda include: budget for the 2013-2014 fiscal year, personnel roster and actions, Founders Day Award nomination-Clyde James, six-year capital plan, and faculty tenure and promotion. Staff Regent Thacker has a copy of the operating budget and personnel roster if anyone would like to review them after the meeting.

Human Resources Report: No report, but Rep. L. Pace asked who will qualify for the \$1,000 pay supplement. Mr. Gniot said that only exempt employees are eligible. Job descriptions for these employees will be reviewed in the next year. In the beginning, it was said that anyone paid above the experienced market would not be eligible for the \$1000. The administration is trying to decide if another group should be added to those not eligible for the \$1000. This group would be those paid past the experienced market for time in their position. The VPs have been given a list of who qualifies for the \$1000 supplement. Employees should ask their supervisor if they haven't heard anything yet.

Cabinet Report: No report.

Old Business: None

New Business:

Motion:	If we have any EEO category changes due to job reclassifications by Human Resources, we will hold off making changes to Representative positions until election time next year	
	Proposed: Rep. L. Pace	Seconded: Rep. Allen
Called for Vote:	Passed	

Rep. L. Pace asked if Faculty Senate was looking at Standing Committees. Outgoing Faculty Senate Chair, Dr. Doug Chatham said they have looked at a few committees, but there has been no systematic audit.

Announcements:

- The Testing Center has returned to Ginger Hall. They have resumed walk-in testing.
- Budget money must be spent by June 30.
- SOAR, June 5, 7 18, & 20-Huge crowds are expected each day.
- Next Staff Congress meeting, July 1, 1 p.m., Riggle Room

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

Minutes submitted by: Rhonda Crisp, Secretary