

**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
August 5, 2013**

MEMBERS:

Kenna Allen	Shannon Harr	Margaret LaFontaine	Brooke Mills*	Clarissa Purnell*
Sheila Barber	Paul Hitchcock	Amanda Lewis	Amy Moore	Gabria Sexton*
Benji Bryant	Joe Hunsucker	Patty Little	Kerry Murphy	Ernie Tackett
Rhonda Crisp	Michelle Hutchinson	Paige McDaniel	Scott Niles*	Barbara Willoughby
Jason Dailey*	Travis Jolley	Rebecca McGinnis	Lora Pace*	Donnie Willoughby
Craig Dennis*	Yvette Kell	Tina McWain	Ray Perry*	

*Denotes member was absent.

Guests:	Phil Gniot, HR Director; Todd Thacker, Staff Regent; Ann Rathbun, Chair Elect of Faculty Senate; Richard Linio, Asst. VP Facilities Management
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Chair Harr called the meeting to order at 1:00 p.m.

Motion:	To approve the minutes from the July 1, 2013 meeting	
	Proposed: Rep. Hutchinson	Seconded: Rep. Hitchcock
Called for Vote:	Motion passed.	

Motion:	To suspend the meeting for 2013-2014 Congress picture to be taken	
	Proposed: Rep. Hitchcock	Seconded: Rep. Little
Called for Vote:	Motion passed.	

Chair's Report	<p>Chair Harr asked members to consider goals for Staff Congress for the upcoming year and share ideas with the Executive Council. The EC came up with the following ideas for goals: keep an eye on the Job Reclassification and Staff Performance Evaluation processes, overhaul the SC website (Chair Harr will meet with Darrell Smith this week in reference to moving the SC information to the Portal and archiving old information.), assist HR in reviewing and updating PACs and PGs-make sure the language is up-to-date, and look at SC Bylaws as a whole and revise as needed.</p> <p>Chair Harr announced that the Green Committee will be absorbed into a Standing Committee. Rep. Bryant will explain more during the committee reports.</p> <p>Chair Harr will meet with VP Beth Patrick before the next SC meeting.</p> <p>Chair Harr and the upcoming Chair of Faculty Senate, Ann Rathbun, will work together on some projects this year, including: reviewing Standing Committees to see if they are meeting and are still needed and a shadowing</p>
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	<p>project where a member of SC buddies-up with a member of FS to exchange ideas, etc.</p> <p>Chair Harr will attend as many Faculty Senate meetings as he can this year. They meet two times per month.</p> <p>Our immediate past chair normally serves on the Executive Council of SC. Chair Harr asked Rep. McGinnis to serve on the Executive Council since our past Chair Aaron Gay has left MSU employment. Rep. McGinnis is the most immediate past Chair on Staff Congress and agreed that she would serve on the committee.</p> <p>The Staff Congress office in Allie Young is in dire need of new furnishings. VP Patrick agreed that our excess funds from last year should be rolled over to this year to allow us to make purchases for the office. She suggested that we find used furniture at surplus if possible. Chairs that were previously in Howell-McDowell will be moved to the Staff Congress office. Chair Harr is trying to find a good conference table. He will also put in an estimate request to have the carpeting removed or replaced since it has been wet in the past and is in bad shape.</p>
Vice-Chair's Report	<p>Vice-Chair Dennis was out today, so Chair Harr gave his report.</p> <p>The SC webpage has been updated, including minutes, agendas, members, leadership, and committees. He had a problem with hyperlinking email addresses so he will work on that later. Members need to check the site to be sure their name, email address, and phone numbers are correct. Committee chairs need to check the committee member lists for accuracy. Let Vice-Chair Dennis know if there are corrections.</p>
Secretary's Report	<p>Secretary Crisp reported the supply balance is \$3,489.38. This amount includes the beginning budget amount of \$2,941.00 plus a carry-forward of funds from last year of \$568.38 for a total of \$3,509.38. \$15.00 was transferred to the copy account to make copies and \$5.00 was transferred to Publications & Printing to pay for notepads.</p>

Committee Reports

Benefits & Compensation	No report.
Credentials & Elections	Rep. Hutchinson reported that she had Standing Committee appointments and would bring those up for a vote in New Business.
Green Committee	Committee Chair Bryant reported that the President's Sustainability Committee would absorb the old Green Committee. He volunteered to serve on the new committee.
Staff Issues	Committee Chair Allen reported that two staff concerns were submitted.

	<p>Both were concerning the way the stipends were distributed and were anonymous. The new evaluation process should take care of differences in the way the stipends were distributed. Staff Congress will remain involved to make sure these are distributed consistently and fairly and everyone is evaluated on the same scale.</p> <p>We will continue to partner with U.K. to offer Professional Development opportunities. We should receive a new handbook in the near future that contains sessions offered this year so we can choose topics for these workshops. There will be two sessions on three different dates in the upcoming semester for a total of six workshops.</p>
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Regent's Report: Staff Regent Thacker reported there will be a special called meeting on August 15 at 9:00 a.m. This was required because there are two new Board members: Andrew Abbott, Student Regent from Hazard, replacing Margo Hunt and Dr. Kevin Pugh, orthopaedic surgeon from Pikeville and MSU alum, replacing Jim Booth. No other agenda information was available.

The next quarterly meeting will be September 26.

Staff Regent Thacker will be traveling to Louisville to attend a Governor's conference on post-secondary trustees. This conference is offered every three years.

Human Resources Report: Phil Gniot reported that the performance management form will be online at the OHR website this week. They will start training and retraining on August 19.

Benefits open enrollment will be October 21-November 8.

The benefits fair will be October 22.

By the end of the week, there should be a three-year holiday schedule up on the OHR website. This should help departments when planning events, etc.

HR has moved to the third floor of Howell-McDowell.

Cabinet Report: No report.

Old Business: None

New Business:

Motion:	To accept Standing Committee appointments as presented:				
	Ranking Preference	Standing Committee	EEO Category	Length of Term	# of positions available
		Employee Benefits Committee Darlene Allen	Prof/NF	2013-2017	1
	VACANT	Job Classification Review Committee	Service/Maint	2013-2015	1
	Job Classification Review Committee Janie Porter	Sec/Clerical	2013-2015	1	

	Job Classification Review Committee Jill Ratliff Sarah Wilson – Alternate	Any Exempt Staff (One will be an alternate)	2013-2017	2
	Job Classification Review Committee Stephen Lange	Exec/Mng	2013-2017	1
VACANT	Job Classification Review Committee	Skilled Crafts	2013-2017	1
	Library Committee Kellie Pettye	All Eligible	2013-2015	1
	Planning Committee Kris Lynam	All Eligible	2013-2017	1
	Scholarship Appeals and Advisory Committee Louise Cooper	Prof/NF	2013-2015	1
	Service Committee Gabriel Schadle	Prof/NF	2013-2015	1
VACANT	Service Committee	Service/Maint	2013-2015	1
	Service Committee Darren Ferguson	Tech/Para	2013-2015	1
VACANT	Service Committee	Skilled Crafts	2013-2014	1
	Student Disciplinary Committee Regina Beach	Exec/Mng or Prof/NF	2013-2015	1
	Student Life Committee Paige McDaniel Annette Wilder	Prof/NF	2013-2014 2013-2015	2
	Student Media Board Committee Tina McWain	All Eligible	2013-2015	1
	Proposed: Credentials & Elections Committee	Seconded: none needed		
Called for Vote:	Passed			

Janet McCoy is working to finalize the Professional Development Day on August 13. There are many sessions for faculty, but there are also sessions for staff. Please look at those sessions and attend if at all possible.

Constituent lists will be updated and each member will get an updated list which includes current employees they had on their list before.

Announcements:

- Convocation, August 14
- Business Days, August 15-16
- Freshman Move-In Day, August 15
- Classes begin August 19
- MSU closed for Labor Day, September 2
- Next Staff Congress meeting, September 9, 1 p.m., Riggle Room
- Beginning of school breakfast, August 14, Library
- Campus Campaign luncheon, August 14, Crager Room

- Football game and employee family picnic prior to the game, August 29. Sign-ups are being taken now. Free to employees and their families.
- There is water in the parking lot of Alumni Tower because the pool is being drained. It will reopen next week.

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

Minutes submitted by: Rhonda Crisp, Secretary