

**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
September 9, 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:	Todd Thacker, Staff Regent; Ann Rathbun, Faculty Senate Chair; and Beth Patrick, Chief Financial Officer/VP
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Chair Harr called the meeting to order at 1:00 p.m.

Motion:	To approve the minutes from the August 5, 2013 meeting	
	Proposed: Rep. Allen	Seconded: Rep. Bryant
Called for Vote:	Motion passed.	

Faculty Senate Report

Faculty Senate Chair Rathbun reported that Faculty Senate is working on updating Standing Committees. Dr. Rob Royar is working on this clean-up. This has been worked on before and the information was given to the former Provost and she agreed with the changes, but nothing has been done with it. Dr. Royar will meet with the new acting Provost about this issue. The first two committees they will look at are the Wellness Committee and the Planning Committee. HR has established an Ad-Hoc committee on Wellness. The old Wellness Committee hasn't met in a while. The Planning Committee, because of administrative title changes, looks different now. Dr. Rathbun is a member of the Affirmative Action/Campus Climate Committee and it is not meeting. Faculty Senate is working to update committee descriptions. Rep. Pace reported that the Credentials and Elections committee did not appoint anyone to the Wellness Committee this year because it was not meeting. If the Wellness Committee starts meeting again, they will appoint members. Chair Harr volunteered our help with the process, if needed.

Faculty Senate will be focusing on retention this year.

Faculty Senate Chair Rathbun has been having Listening Tours. She is visiting faculty offices to get their input on what Faculty Senate needs to be working on and needs to do better. She will share items with Staff Congress that overlap with staff.

Sandy Kitt is the new Faculty Senate part-time secretary.

Chair's Report	Chair Harr reported that new constituent lists have been sent to members. Also, some members were asked to remove people who have left MSU from their list. If anyone needs help creating their distribution list, Shannon,
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	<p>Rhonda or Craig will be happy to help.</p> <p>Chair Harr and Vice-Chair Dennis have been working with Darrell Smith to move the Staff Congress website information to the Portal.</p> <p>The Staff Congress office space in Allie Young Hall has acquired some gently used chairs from Institutional Research & Analysis. They might purchase a new conference table, and if they do, we will get their old one for the Staff Congress office. VP Patrick said for us to do a renovation request to see how much it would cost to remove the old carpet and replace it. Allie Young has been flooded several times and the carpet is in bad shape.</p> <p>The Sustainability Committee (Ad-Hoc) has replaced the Green Committee. Rep. Bryant is still on the committee. John Ernst is heading up this committee.</p>
Vice-Chair's Report	<p>Vice-Chair Dennis has updated the website as much as possible. He is waiting on the pictures of the new Congress from Photographer Holbrook and will get them up on the website as soon as he receives them.</p>
Secretary's Report	<p>Secretary Crisp reported the supply balance is \$3444.32. \$45.06 was spent in August for refreshments.</p>

Committee Reports

Benefits & Compensation	<p>Rep. Crisp reported that the Employee Benefits Committee met on September 4. Anthem projected that MSU could have a 17.5% increase in health insurance this year, but Dan Markwell said realistically he thought it would be more like a 7.5-8% increase. 4% of the increase will be used to pay taxes for the Affordable Care Act. VP Patrick said that the increase would be 7%, which includes the 4% tax.</p> <p>The committee also discussed dental insurance for next year. Five companies put in bids to supply dental insurance to MSU employees: Delta Dental, Anthem, Humana, Guardian, & Ameritas. It is down to Delta Dental or Humana. The final decision has not been made yet.</p> <p>Rep. Allen reported that open enrollment will be October 21-November 8.</p>
Credentials & Elections	<p>Committee Chair Pace reported that the Bylaws need updating, so the committee will start looking at those and will make recommendations at a later date.</p>
Staff Issues	<p>Committee Chair Allen said there had been a couple of questions about health insurance rates for next year and open enrollment dates, but those have been resolved from the information from the Benefits and Compensation Committee report.</p> <p>There has been a problem with prescription drug processing. There was a provider change on September 1 that should have been seamless, but some</p>

	<p>people can't get their prescriptions filled. This problem is not only for MSU, but other employers who have Anthem as well. They are working diligently to straighten out the problem. HR will work with pharmacies to verify employees have insurance.</p> <p>If a constituent comes to you with an issue, please email Rep. Allen and/or Chair Harr about it. They would like to keep track of the concerns constituents have and the type of issues reported.</p> <p>Staff Congress is working with HR & Janet McCoy to schedule Professional Development days. There are no days available in September that won't conflict with other schedules, but we will still have three Professional Development days this semester: Thursday, October 31; Monday, November 14; and Thursday, November 18. Topics will include: Basics of Leadership, Teamwork in a Changing Workplace, Group Problem Solving, Following with Courage & Commitment, Communicating Across Cultures, & Constructive Confrontation in the Workplace. If you have other ideas for PD topics, email them to Rep. Allen.</p>
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Sustainability Committee	Rep. Bryant reported the committee will meet on September 19.
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Regent's Report: Staff Regent Thacker reported that the Board of Regents had a special meeting on August 15. They approved a sabbatical for Dr. Karla Hughes and a resolution to sell bonds for the renovation of Mignon Hall. VP Patrick said these would be bank qualified bonds so we will get a better interest rate since the cost will be under \$10 million. The bonds will sell on September 10.

Staff Regent Thacker will attend the Governor's Conference on Post-Secondary Education this Thursday and Friday.

The next BOR meeting will be September 26 and the next work session will be November 7.

Human Resources Report: No report.

Cabinet Report: VP Patrick reported that in reference to the 'Are We Making Progress?' report, the VPs are to develop action plans to improve communications and the processes used to get information out to their divisions.

John Ernst and Jill Ratliff will be leading the initiative of updating the strategic plan, ASPIRE. Their work will lead to a case study of MSU. More information will come later.

HR is in the process of identifying two workgroups to focus on ongoing faculty and staff performance pay models. A policy will be put in place after they have done their job. By early spring, they should have models ready and request feedback.

Exempt staff job descriptions are being reviewed. MSU has engaged a consultant to handle this work. There will be three groups of job descriptions: A-those that are new or recently reclassified that doesn't need any work, B-need to be reviewed, but don't anticipate significant changes, and C-need a clarification of duties and could benefit from a desk audit. The end of October is the deadline. When this is completed, the VPs will get the information to share with their employees. No one will lose money in this process. Current base pay will not be lowered. This work must be completed prior to the spring

semester because of the budget process. The job description module is open in PeopleAdmin, but let Phil Gniot know if you have changes to make at this late date so it won't conflict with the reclassification process.

Old Business: None

New Business: Rep. Purnell had a constituent ask her about parking. The lot in question is half employee parking and half AZ. There are a lot of 'O' tags and non-tagged vehicles parking in the lot and employees can't find a spot because of this. Rep. Allen will check on this and get back to her.

Chair Harr spoke with VP Patrick about the need to review and update PACs and PGs. She agreed and suggested the PACs be done first. Chair Harr asked for volunteers to work on an Ad-Hoc committee to do this work. The following members volunteered: Rep. Sexton, Rep. Pace, Rep. Purnell, and Rep. Hutchinson.

Rep. Pace asked about the possibility of employees getting a meal plan through Payroll deduction. This will be looked into. If employees use Beaker Bucks, they do not have to pay restaurant tax. Rep. Dailey said there is heavy traffic in ADUC and Alumni Tower at certain times of day during the meal times. Aramark is looking at ways to help relieve this issue.

VP Patrick reported that Mignon Hall is being renovated now. The next step on the 10-year plan would be to build a suite-style facility or apartment building and also replace housing at the MSU farm which is in terrible shape. The preferred location for the apartment building would be the Waterfield Hall area, but it is being used this semester to house students. Once Mignon Hall is back online, then Waterfield can come down to make room for the new building. There is a potential to use private funds to minimize the institutional debt. Once Mignon Hall and the new building is online, Cartmell could be remodeled, which would be the last large renovation in the 10-year plan. There are still decisions to make on whether to raze or renovate Cooper, Wilson, & Butler. She will ask someone to come and present to Staff Congress about updates to the Master Plan.

VP Patrick reported that work is continuing on a new outdoor facility in the old Gilley Apartment/White's trailer park area. A while before the Recreation Center was built; students were being charged a \$35 fee. This money was put into an account and is being used to construct this new outdoor facility which will be a soccer practice and intramural field. The decision has been made to put down artificial turf which will be paid for by student fees and the MSU Foundation. This facility should be finished by the end of September and will open in mid-October. The field will be used for soccer, Frisbee, and flag football. Freddie Road, the private road to the trailer park, has been closed and Morrow Road has been relocated. MSU is still in discussions with the city about the name of the road.

Announcements:

- Constitution Day, September 17
- Career Fair, October 1, 10am-1pm, 3rd Floor ADUC
- Next Staff Congress Meeting, October 7, 2013, 1pm, Riggle Room
- Letters went out to restaurants in the area asking them to participate in the employee discount program. There are new vendors such as: Pop's BBQ and Penn Station. A complete list of participants is on the HR website.
- Phillip James will be leaving MSU to take a foundation position at the University of Cincinnati. A going away reception will be September 18 in Breck 109 from 3-4pm. Phillip is a past Staff Congress Chair.
- Family Fun Nights are now called Fifth Fridays. Any month that has a Fifth Friday has an event. This month does not have a fifth Friday, but will have the event on September 20 in conjunction

with Family Weekend. Employees can bring children for a \$3 fee and the event lasts from 4pm to close. Kids will have access to the game room, basketball, the swimming pool, Wii Fit, etc.

- Browning Orchard event on September 22. Hayrides, food to purchase, etc.
- The state Agriculture Commissioner will be visiting the MSU farm on September 26. The farm will be recognized by the state for participation in the Kentucky Proud program. Aramark uses food produced by the farm. More information will be forthcoming.
- The weekend of September 21 is Family Weekend.
- September 21 is the Arts & Eats Festival, an airshow, and MSU vs. ECU Football. There will also be a 'You Pick' opportunity at the Browning Orchard to pick apples.
- The Morehead Theater Guild will present the psychological thriller 'Mindgame' beginning October 11. Rep. Sexton and a faculty member in Mathematics, Dr. Michael Dobranski, will be performing.

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

Minutes submitted by: Rhonda Crisp, Secretary