

**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
October 7, 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; John Ernst, Executive Assistant to the President; Jill Ratliff, Assistant VP Academic Affairs-IRSA; Chris Summerlin, Director of Housing & Residence Education; and Beth Patrick, Chief Financial Officer/VP
----------------	---

Chair Harr called the meeting to order at 1:02 p.m.

Chris Summerlin, the new Director of Housing and Residence Education introduced himself. He has been at MSU for three months. He arrived two weeks before Move-In Day. Housing has mostly new staff including two Assistant Directors. Please contact Dr. Summerlin anytime with issues. If he doesn't know there is a problem, he can't fix it.

Motion:	To approve the minutes from the September 2013 meeting	
	Proposed: Rep. Jolley	Seconded: Rep. Hutchinson
Called for Vote:	Motion passed.	

Jill Ratliff, Dr. John Ernst, and Beth Patrick did a presentation about the MSU Strategic Plan, ASPIRE. The plan was first written in 2006 and revised in 2010. This new revision will be for 2014-2018 and will help us understand what we need to do to move MSU forward. An email went out this morning requesting feedback on the initially set Mission, Vision, Values, & Goals. The Planning Committee will facilitate Staff Congress' (and other groups) participation in a SWOT analysis. Information about the timeline, a draft of the ASPIRE plan, and other information can be found at <http://www.moreheadstate.edu/strategicplanning>.

A question was asked about the possibility of the 30% funding MSU gets from the state, going to performance based funding. VP Patrick said that there is a lot of political and public pressure for funding to be performance based on the number of degrees, retention rates, or other criteria. 100% of the funding for Tennessee universities is already being based on performance from the previous year. There is an ongoing discussion about this happening in Kentucky.

Dr. Andrews was asked to sign a pledge for MSU to go carbon neutral. Dr. Ernst and Donna Calvert started researching this and found out it was very complex and based on a lot of criteria, such as faculty/student travel, how much forest acreage we have, etc. Dr. Andrews and Dr. Ernst decided they couldn't sign the pledge until they knew more about it, so Dr. Ernst looked at the membership of the

Green Committee to try to get help with this carbon calculator project. It was decided to rename the committee the Sustainability Committee. The co-chairs are Bob Cooper and Pat Langendorfer.

Dr. Ernst reported that the president is now tweeting and is moving towards starting a blog to help improve communications across campus.

<p>Chair's Report</p>	<p>Chair Harr reported the Portal site for Staff Congress is ready to go live.</p> <p>He asked the Ad-Hoc Committee working on PG's to stay after the meeting a few minutes and set-up a meeting with Phil Gniot to start the process.</p> <p>Chair Harr did a renovation request for the Staff Congress office in Allie Young Hall. He sent it on to VP Patrick. She will submit it to Facilities.</p> <p>There was a retention presentation at the President's Leadership Academy meeting. First-time, full-time degree seeking freshmen for fall, total 1709 students. Our goal was 1700. The average ACT score was 22.2, the best ever. We have more freshmen than ever and the best prepared, based on this data. Our retention goal is 73% or 1241 FTFT degree seeking freshmen. Our retention rate is at 67% right now for this group. From fall 2012-fall 2013, we lost 536 students from the freshmen cohort. Housing numbers are up this semester. There was some frank discussion about communications across campus. As Dr. Ernst said, the president will be tweeting and moving towards blogging to help improve communications.</p>
<p>Vice-Chair's Report</p>	<p>Vice-Chair Dennis demonstrated the new Staff Congress Portal site. He explained it is much prettier and more comprehensive. It will also be much easier to update. Once staff login to the Portal, they will click on 'Employee Services' to find the link. Check your information and let Vice-Chair Dennis or Chair Harr know if you see changes that need to be made. Rep. Allen asked if the office location for each member could be put on the page. They will try to do this. Rep. Niles asked if staff would think staff issue submissions could be tracked since they have to login. It is still not possible to track staff issue submissions, but we will leave the staff issues button on the forward-facing Staff Congress webpage also, in case staff would feel better submitting their issues there.</p>
<p>Secretary's Report</p>	<p>Secretary Crisp reported the supply balance is \$3391.29. \$53.03 was spent during the month of September.</p>

Committee Reports

<p>Benefits & Compensation</p>	<p>Committee Chair Moore asked Mr. Gniot to share the information he shared with the committee. (see HR report) She also reported that the university-wide Employee Benefits committee met. Teresa Lindgren, from Budgets, did a graduate tuition waiver presentation. She reported that \$61,700 was budgeted for graduate tuition waivers for spouses and/or dependents in 2007-2008. The university cut out this benefit as a budget reduction choice.</p> <p>Employees cannot use the graduate tuition waivers for the doctoral program. Ms. Lindgren stated that these courses were 800 level and therefore not covered by tuition waivers. She also stated there was a waiting list for these</p>
---	---

	<p>courses so tuition waivers could not be used for these classes. Paying customers always get to take the courses before someone using a tuition waiver. Committee Chair Moore looked at the UAR and could not find where it says if you are taking an 800 level course you cannot use the waivers, but there is a waiting list, so that would cut out the use of the waivers anyway.</p>
--	--

<p>Credentials & Elections</p>	<p>Committee Vice-Chair Niles reported the committee will be meeting on October 17 to start working on Bylaw revision. Areas of representation are not reflected in the current Bylaws.</p>
---	---

<p>Staff Issues</p>	<p>Committee Chair Allen reported there was an issue about a parking lot by the Space Science Center being blocked off. There was an oversight and the email informing staff was not sent out. She was informed this won't happen again.</p> <p>A PD suggestion was received; the topic was 'How to be a Caring and Compassionate Supervisor'. The topics for this semester were already chosen, but Committee Chair Allen passed the topic on to the presenters to see if they can use this next semester.</p> <p>A request was received for toilet seat covers for all rest rooms on campus. Committee Chair Allen spoke briefly with Todd and then talked with Rick, the head of facilities. She hasn't heard anything back yet, but it is probably a budget issue because of the extra cost.</p> <p>A question was received about the Career Ladder status. Mr. Gniot said most career ladders would be replaced by the career plan. Some that require certifications would remain in place. CUPA is going to survey non-exempt administrative assistant positions in the near future. Mr. Gniot will put together an email that can be sent back to the person asking this question.</p> <p>Professional Development days are scheduled. An email and flyers will go out this week.</p> <p>Part of the problem with parking behind HM that was mentioned last month, is that students are still confused about where they are allowed to park. Also, many had visitor's parking passes and no one knows where these came from. The only place on campus that hands these out other than the police department is the front desk at ADUC, but these passes were not cleared by them. If a staff member sees a violator, report it to the police and they will take care of it. Unfortunately, they don't have enough officers to have boots on the ground in every parking lot 24/7.</p>
----------------------------	--

<p>Sustainability Committee</p>	<p>Rep. Bryant reported they talked about several things at the committee meeting including composting at the farm, carbon neutral options, etc.</p> <p>Rep. Dennis would like data on how many tons of paper, cardboard, glass, etc. we recycle. Rep. Bryant said that information could be gotten from the</p>
--	--

	recycling center.
--	-------------------

Regent's Report: Staff Regent Thacker reported that the board met on September 26. They were updated on enrollment figures and approved tenure, a debt policy, and acquisition of the Mabry property.

The U.S. Army is planning to close our ROTC program. The president is trying to keep it going.

After the meeting, the board members traveled to the MSU farm where they met the State Agriculture Commissioner. The farm was recognized for participation in the Kentucky Proud program. Aramark uses produce and beef raised at the farm.

Human Resources Report: Phil Gniot said the impact of the Affordable Care Act on MSU would be small. We don't anticipate many employees dropping MSU insurance. We will have to keep track of part-time employees and make sure they don't work over 30 hours per week.

For next year, our health insurance plans will remain basically the same with a few improvements. Rates will increase approximately 8%. 4% of that is taxes and fees for the Affordable Care Act. Our Dental insurance will remain with Delta. The plans and cost will remain the same. We have received a one-year extension on our life insurance rates, so they will remain the same. We have had a number of claims over the past several years, so our rates would probably have increased without the extension.

The prescription drug problem we had last month as been resolved.

Rep. Hutchinson gave information about air ambulance membership through PHI. For a \$40 annual fee, employees can become members of PHI for air ambulance transportation. This covers everyone in your household. PHI covers all 120 counties in Kentucky. They transport based on need. Trauma patients go to Cabell-Huntington or UK and heart/stroke patients go to St. Joseph or Central Baptist. They are part of the Anthem network. The average cost of an air ambulance is \$20,000.00. Members are still responsible for deductibles and co-insurance, but the remainder is covered. If an EMT at an accident site calls a different air ambulance provider, the cost would not be covered through this membership. Josh Brand, from PHI, will be at the Benefits Fair on October 22, 10am-2 pm. Anyone interested should talk with him at the fair and make sure they understand their financial responsibilities with this membership. Rep. Hutchinson will call Anthem and find out if employees can use their HRA money to pay for this membership.

Open enrollment is October 21-November 8. Mr. Gniot will do a health insurance presentation at the November 4 Staff Congress meeting.

If employees do not want to make any changes to their insurance choices, they do not have to do anything. Their current choices will automatically continue.

Cabinet Report: VP Patrick reported that significant time has been spent on the Strategic Plan and the Campus Master Plan. Open forums will be coming up regarding the Campus Master Plan. Members are encouraged to attend one of the sessions.

There has been a change to the academic calendar. We used to have business days where offices stayed open later. There wasn't much traffic during these extra hours so this will not be required anymore. Options to make course changes/payments online have eliminated the need for these extra hours.

The cabinet will not meet tomorrow, but the president, provost, and VP Patrick will meet about the performance pay system committee structure and finalizing a tentative plan.

The RFP for a search firm to hire a new provost has closed. There were eight responses received. These will be reviewed and narrowed down. One firm will be selected and we will move forward with hiring a new provost.

Old Business: None

New Business: None

Announcements:

- Fall Break for Faculty & Students-October 10 & 11
- Homecoming, October 24-26 – There are many activities scheduled: athletics hall of fame banquet, African/American alumni reunion, Nearly Naked Mile coat drive, Memorial Brick Ceremony, tailgating, football game, etc. Clyde James will receive the Founders Day Award. The parade will be Thursday night from 7:30-8:30pm. The theme for the parade will be Movies through the Decades.
- October Professional Development Opportunities:
 - Basics of Leadership, October 31, 8:30am-12:00pm, ADUC 312
 - Teamwork in a Changing Workplace, October 31, 1:00-4:30pm, ADUC 312
- October 10 – Steam Plant will be shutting down. This will affect hot water, etc. in some buildings. A mass email will go out about this.
- Next Staff Congress meeting, November 4, 1:00pm, Riggle Room

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

Minutes submitted by: Rhonda Crisp, Secretary