

**Chair Report: Shannon Harr**

- ⇒ Chair Harr reported the Staff Congress Portal site is live. Once you have logged into the Portal, go to Employee Services tab and you can select Staff Congress. The old website will run concurrently until all features all moved to the Portal site and updated. (10/07/13 & 11/04/13)
- ⇒ Chair Harr is working on a renovation request for the Staff Congress office in Allie Young. (10/07/13) As of the November meeting, Chair Harr is waiting to hear from Facilities regarding the estimate for the Allie Young office. (11/04/13)
- ⇒ There was a retention presentation at the President’s Leadership Academy meeting. First-time, full-time degree seeking freshmen for fall accounted for 1,709 MSU students. Our institutional goal was 1,709. Our average ACT score was 22.2 (the best in MSU history) which indicates we have more freshmen who are better prepared. Our retention goal is 73% (1,241 FTFT degree seeking freshmen). Currently, our retention rate is 67% for this group. We lost 536 students from the freshmen cohort fall 2012-fall 2013. Housing numbers are up for 2013 and frank discussion regarding communication across campus was held. Dr. Ernst indicated President Andrews will be tweeting and moving towards creating a blog to help improve campus communications. (10/07/13)
- ⇒ There is a new UAR 134.01 Extended Military Leave of Absence for students that was approved at the end of October 2013. (11/04/13)
- ⇒ A search committee for the Provost is being assembled. Chair Harr will represent Staff Congress and Chair Elect Royar will represent Faculty Senate on the search committee. VP Patrick is chairing the search committee. (11/04/13)

**Vice-Chair Report: Craig Dennis**

- ◇ Vice-Chair Dennis demonstrated the new Staff Congress website on the Portal for members. The new website is much more aesthetically pleasing and will be much more comprehensive once site work has been completed. During the demonstration, Representative Allen asked if the office location of each Staff Congress member could be added to the information on the page so people would know where they can be located. Representative Niles asked if people would have the perception by logging into the Portal that their Staff Concern submissions could ultimately be tracked. Chair Harr and Vice-Chair Dennis assured members that Staff Concerns cannot be tracked whether submitted through the old website or the Portal. (10/07/13)
- ◇ Vice-Chair Dennis reported the old Staff Congress website will still be available under the A-Z index on MSU’s website. The old site will remain active while information is being migrated to the Portal site. (11/04/13)

**Faculty Senate Report: Chair Ann Rathbun**

Chair Rathbun reported Dr. Robert Royar is still diligently working on straightening out Standing Committees. There are a few ad-hoc committees that could possibly be working under the old standing committee. She will report back on the progress. Chair Harr offered the support and help of Staff Congress, if it is needed.

**Upcoming EAGLE Events**

	<b>Thanksgiving Break</b> NO CLASSES OR OFFICE HOURS		<b>November 27–29</b>
<b>Next Staff Congress Meeting</b> Riggle Room, ADUC			<b>December 2</b>
<b>1:00 p.m.</b>		<b>Seating is limited!</b> Advanced reservations are necessary by December 2nd!	<b>Thursday, December 6</b> <b>Friday, December 7</b>
	<b>COMMENCEMENT</b>		<b>Saturday, December 14</b>
<b>Winter Break Begins for Faculty/Staff</b>			<b>Friday December 20–January 1</b>





*In order to create a stronger bond within the staff, to promote cooperation among the administration, faculty, students, and staff at Morehead State University, we, the staff of this university, do establish a representative body to be known as the Staff Congress.*

**We're on the web!**  
**Staff Congress**

Click here to submit a  
Staff Concern

Click here to view and register  
for the latest Professional  
Development sessions:  
**PD REGISTRATION**

## Professional Development Workshops for November

### November 14

**Group Problem Solving:** 8:30 a.m.—12:00 p.m.  
ADUC 312

**Following with Courage & Commitment:**  
1:00 p.m.—4:30 p.m.  
ADUC 312

### November 18

**Communicating Across Cultures:**  
8:30 a.m.—12:00 p.m.  
ADUC 312

**Constructive Confrontation in the  
Workplace:**  
1:00 p.m.—4:30 p.m.  
ADUC 312

*Each session has a cap of 25 attendees.  
Register now to reserve your seat!!*

## COMMITTEE REPORTS

### Benefits & Compensation Committee Chair: Amy Moore

\*Committee Chair Moore asked Mr. Gniot to share information that was discussed with the committee (see HR report). (10/07/13)

\*Committee Chair Moore reported the university-wide benefits committee had met and Teresa Lindgren, Budgets, presented about the graduate tuition waiver. Ms. Lindgren reported the \$61,700 was budgeted for graduate tuition waivers for spouses and/or dependents in 2007-08. The university eliminated this benefit as a budget reduction measure. Employees cannot use graduate tuition waivers for the doctoral program. Ms. Lindgren stated the doctoral courses begin at the 800 level and are therefore not covered by the tuition waivers. Ms. Lindgren also stated there was a waiting list for these courses which also is a reason tuition waivers cannot be utilized. Paying students are allowed seats in courses before someone using a tuition waiver. Committee Chair Moore looked at the UAR and could not find where it stated you could not use a tuition waiver for the 800 level courses, but since there is a waiting list, it eliminates the issue with the UAR language. (10/07/13)

\*Open enrollment is on-going through November 8th. (11/04/13).

### Credentials & Elections: Committee Chair Lora Pace

~Committee Vice-Chair Niles reported the Credential and Election committee will be meeting on October 17th to start working on By-Law revision. Areas of representation are not reflected in the current Staff Congress By-Laws. (10/07/13)

~Committee Chair Lora Pace reported committee work is on-going with the By-Law revisions. (11/04/13)

### Staff Issues: Committee Chair Kenna Allen

+Committee Chair Allen reported there were issues submitted regarding parking by the Space Science Center. This was an oversight that resulted in an email not being sent to all staff. Committee Chair Allen was assured this would not happen in the future. (10/07/13)

+A PD session suggestion was received through Staff Concerns for "How to be a Caring and Compassionate Supervisor," but the topics for this semester were already chosen. This topic has been sent to the presenters to see if a session can be offered in the spring. (10/07/13)

+A request for toilet seat covers was received for all campus restrooms. Committee Chair Allen spoke with Todd Thacker and Rick Linio regarding the

request, but has not received any feedback—most likely because this would be a budget issue and added expense. (10/07/13)  
+A question was submitted regarding the status of Career Ladders. Mr. Gniot said most Career Ladders will be replaced on campus with the new career plan. There are some positions on campus which require certifications and those 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 to reply to the person who submitted the concern. (10/07/13)

+Professional Development days are scheduled and email flyers will go out the week of 10/07/13. (10/07/13)

+Problems with the parking behind Howell McDowell was also submitted. It was suggested new students are still confused about where they are allowed to park on campus. There was also an issue of cars containing a "Visitor" parking pass in the HM lot and no one can account for the release of such passes to students. The entities on campus who release Visitor parking passes are the MSU Police Department, the front desk of ADUC, and an administrative unit in Howell McDowell. The passes in question were not cleared by any of the offices. Chief Sparks encourages staff members to report violators to the police department as soon as they are aware of the violation. MSU Police will patrol the areas, but a lot of times the students have already moved their cars and vacated the parking lot and the MSU Police Department does not have enough manpower to patrol the parking lots 24/7. (10/07/13)

+Committee Chair Allen reported one Staff Concern was submitted in October regarding the shower curtains in the Recreation and Wellness Center. Committee Chair Allen deferred to Representative Kell to address the issue. Representative Kell reported the curtains are wide enough to cover the shower opening, they just need to be spread out and held taut for a few seconds so they will stay in place. They shower curtains actually overlap by 2 inches. Doors are not used in the Recreation Center because they break and the hinges rust because of the moist environment. The next size curtain that could be purchased is approximately 18 inches too wide. This would cause the issue of mold to

develop because the curtains would then stick together and not release moisture build-up between uses. (11/04/13)  
+The first round of professional development was completed in October. Sixteen people registered for the "Basics of Leadership" and ten people attended. Eight people registered for "Teamwork in a Changing Workplace" and four people attended. In November, additional workshops will be offered (see Professional Development Workshops for November, left). (11/04/13)

### Sustainability Committee: Committee Chair Benji Bryant

>Committee Chair Bryant reported the Sustainability Committee talked about several things at the committee meeting including composting efforts at the university farm, carbon neutral options for campus, and many other green ideas. (10/07/13)

>Representative Dennis stated he would like to see data regarding how many tons of paper, cardboard, glass, plastics, etc., that we recycle as a campus community. Committee Chair Bryant said the information could be obtained from the recycling center and he would check into getting the information. (10/07/13)

>Dr. Andrews was recently asked to sign a pledge for MSU to go carbon neutral. Dr. Ernst and Donna Calvert researched this topic and found that it was more complicated and complex than simply making a pledge. Carbon neutral has a lot of criteria to meet such as faculty/student travel, how much forest acreage associated with the University, etc. Dr. Andrews and Dr. Ernst decided they will not sign the pledge to go carbon neutral until they know more about the process and what it entails for the University. Dr. Ernst is looking at membership of the Green Committee (now the Sustainability Committee) to try to receive help with the carbon calculation project. The co-chairs of the Sustainability Committee are Bob Cooper and Pat Langendorfer. (10/07/13)  
>The Sustainability Committee met again the last week of October, but Representative Bryant was at a conference and could not attend. No report was given on the last committee meeting. (11/04/13)

*(see next page for more reports)*

**Staff Regent Report:  
Todd Thacker**

- Staff Regent Thacker reported the BOR met on September 26. The BOR members were updated on enrollment figures and approved tenure, debt policy, and acquisition of the Mabry property (Eagle Nest Apartments). (10/07/13)
- The U.S. Army is planning to close MSU's ROTC program. President Andrews and other constituents on campus are trying to keep this from happening. (10/07/13)
- After the meeting on September 26, the BOR traveled to the MSU farm where they met with the State Agriculture Commissioner who was there to recognize the MSU farm for their participation in the Kentucky Proud program. Aramark uses produce and beef raised at the MSU farm in food preparation for MSU students. (10/07/13)
- Staff Regent Thacker reported the BOR workshop has been moved to November 22nd. (11/04/13)

**Human Resources Report:  
Mr. Phil Gniot, Human Resources Director**

- \*Phil Gniot reported the impact of the Affordable Care Act on MSU would be small. Mr. Gniot does not anticipate many MSU employees dropping insurance through their employer. Mr. Gniot stated MSU would have to keep better track of part-time employees to ensure they don't work over 30 hours per week.
- \*For 2014, our health insurance plans will remain basically the same with a few improvements. Rates will increase approximately 8% , of which 4% is taxes and fees assessed due to the Affordable Care Act (ACA). Our dental insurance carrier will remain Delta Dental with the plan and cost remaining the same. (UPDATE: Delta Dental will allow dependents to remain on the policy until age 26—11/04/13). MSU has received a one-year extension on our life insurance rates; as we have had a number of claims over the past several years, without the extension the life insurance rates would have undoubtedly increased. (10/07/13) Health insurance for MSU costs around \$8 million per year. Our cost is based on trend, administrative burden, and claims. MSU had the option to drop health insurance coverage under the ACA, but has chosen not to do so. Passive incentives will remain in place and include non-tobacco use form, online health assessment, WellPoint accumulation, and new in 2014, the MSU Health Clinic will be doing all biometric screenings. Employees will have their own entrance to the clinic for screenings and can schedule an appointment when it is convenient for them. MSU is working to get to a 75/25 split on healthcare costs with MSU paying 75% and the employee paying 25%. With the HRA added in we are at a 77/23 split. Without the HRA factored into the equation, we are at the 75/25 split. Dr. Andrews agreed he would not use the HRA in the figure for this year. We are fully insured on health insurance which means we are only out the premium amount and all other risk belongs to the insurance company. Tri-Star will remain the administrator of our HRA and FSA accounts. Employees will not receive new cards, as the old cards are still valid. The HRA amount will remain the same for a single (\$650) and family (\$1,150) plan. Employees will have 12 months after employment separation to use their HRA money. WellPoints must be submitted by December 2nd to the Office of Human Resources. (11/04/13)
- \*The prescription drug complications experienced by employees last month has been resolved. (10/07/13)
- \*Representative Hutchinson gave information about air ambulance membership through PHI. The annual fee to become a member is \$40 and covers everyone in your household. PHI covers all 120 Kentucky counties and transports on an as-needed basis. Trauma patients will go to Cabell-Huntington or UK and heart attack/stroke patients will be taken to St. Joseph or Central Baptist. PHI is a part of the Anthem network. The average cost of an air ambulance is \$20,000. Members will still be responsible for co-payments and deductibles but the remainder of the bill will be covered under this optional coverage. If EMT personnel call a different air ambulance operator at the accident site, the cost will not be covered through this membership. (10/07/13)
- \*Mr. Gniot reported the consultant hired to look at exempt job descriptions has reviewed 230 descriptions and will be conducting desk audits on 40 positions. These audits will take approximately 1.5 hours to complete and should be finished in a couple of weeks. Any subsequent changes to the job descriptions will be discussed with the incumbent, their supervisor, and the appropriate VP. (11/04/13)

**Cabinet Report: Ms. Beth Patrick**

- <VP Patrick reported significant time and effort has been spent on Strategic Plan and the Campus Master Plan. Open forums will be held regarding the Campus Master Plan and everyone is encouraged to attend. (10/07/13)
- <There has been a change to the academic calendar. We used to have business days where offices stayed open later but due to lack of traffic during the extended hours, this will be cancelled in the future. Options to make course changes/payments online have eliminated the need for additional office hours. (10/07/13)
- <The cabinet will not meet on 10/08 as originally scheduled, but President Andrews, Acting Provost DeMoss, and VP Patrick will meet about the performance pay system committee structure and to finalize a tentative plan. (10/07/13)
- <VP Patrick reiterated work has continued on the capital plan, biennial budget, and the compensation plan. (11/04/13)

*In order to more effectively communicate with the campus community, President Andrews will begin tweeting on Tweagle — watch for his posts on the MSU website!*



# MSU Strategic Plan: *A.S.P.I.R.E.*

VP Beth Patrick, AVP Jill Ratliff, and Dr. John Ernst presented information on work the campus community is currently doing to revise the current strategic plan. The plan was first written in 2006 and revised in 2010. The new plan revisions will be effective 2014-2018 and will help us understand what we need to do to move MSU forward. The MSU Planning Committee will facilitate Staff Congress' (among other campus groups) participation in SWOT analysis and work on performance measures.

More information about the timeline, a draft of the ASPIRE plan, and other related information may be found at the following location:

<http://www.moreheadstate.edu/strategicplanning>

## OLD BUSINESS:

Rep. Hutchinson checked with Tri-Star to see if employees could purchase their PHI membership using their FSA or HRA funds. Tri-Star stated this purchase could not be made using the FSA or HRA funds. Tri-Star further stipulated employees cannot be reimbursed for this service through their FSA or HRA fund account(s).

## NEW BUSINESS:

Chair Harr would like for Staff Congress to do something helpful for the holidays. Items such as a food drive, feeding athletic teams on campus during the holiday break, and other suggestions were mentioned. Chair Harr would like for members to email other ideas to him for group consideration.

The screenshot shows the MyMoreheadState website interface. At the top, there is a navigation bar with the MyMoreheadState logo and the text "MY MOREHEAD STATE". Below this is a secondary navigation bar with various menu items: Home, Academics, Employee Services, Finance, News and Events, Productivity, Reference, Student Services, Social, and WebAdvisor. The main content area displays the "Staff Congress" page. The page title is "Staff Congress" and the breadcrumb trail is "MyMoreheadState > Employee Services > Staff Congress". The page content includes a paragraph describing the Staff Congress: "In order to create a stronger bond within the staff, to promote cooperation among the administration, faculty, students, and staff of Morehead State University, we, the staff of this university, do establish a representative body to be known as the Staff Congress. The Staff Congress is established as an advisory body reporting to the University's chief executive officer. Further, we pledge to administer faithfully the policies and objectives which best fulfill the needs, concerns, and interests of the University in achieving its educational goals." Below the text is a group photo of the 2013-2014 Staff Congress members. The photo shows a group of approximately 20 people standing on a set of stairs. The caption below the photo reads "Members of the 2013-2014 Staff Congress".

This is how the new Staff Congress website will look once you login to the Portal and choose "Employee Services," then "Staff Congress."

Members of the 2013-2014 Staff Congress