

**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
November 4, 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.

<b>Guests:</b>	Phil Gniot, HR Director; 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.

<b>Motion:</b>	To approve the minutes from the October 7, 2013 meeting	
	<b>Proposed:</b> Rep. Hitchcock	<b>Seconded:</b> Rep. Purnell
<b>Called for Vote:</b>	Motion passed.	

<b>Chair's Report</b>	<p>Chair Harr reported there is a new UAR for students, number 134.01, Extended Military Leave of Absence.</p> <p>The Staff Congress website is up and running on the Portal; click on Employee Services and then Staff Congress to find the site.</p> <p>A search committee for the Provost is being put together. Chair Harr will represent Staff Congress and Chair Rathbun will represent Faculty Senate on the committee. VP Patrick is chairing the search committee.</p> <p>We are still waiting to hear from Facilities Management about the estimate for repairs to the Staff Congress office in Allie Young Hall.</p>
<b>Vice-Chair's Report</b>	Vice-Chair Dennis reported that the new Staff Congress website is up and going. The old site is still available under the A-Z index. It will remain there for a while to give us time to move some of the old information.
<b>Secretary's Report</b>	Secretary Crisp reported the supply balance is \$2,631.57. Purchases for October included professional development day door prizes and presenter gifts, refreshments, and our part of the professional development days payment to U.K.

## Committee Reports

<b>Benefits &amp; Compensation</b>	Open enrollment is going on through November 8. No other report.
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<b>Credentials &amp; Elections</b>	Work is ongoing with the By-Law updates. No other report.
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<b>Staff Issues</b>	<p>Committee Chair Allen reported there had been one staff issue in October in reference to the shower curtains at the Recreation Center. Rep. Kell said the curtains are wide enough to cover the shower opening. They do need to be spread out and held taut for a few seconds so they will stay in place. They overlap by about 2 inches. They don't use doors because they break and the hinges rust due to the moisture. The next size curtain they could order is about 18 inches too wide so they would stick together and cause mold.</p> <p>The first round of Professional Development Days was done in October. Sixteen people registered for the Basics of Leadership; 10 attended. Eight people registered for Teamwork in a Changing Workplace; four attended. In November, the following workshops will be offered:</p> <p style="padding-left: 40px;">November 14: Group Problem Solving, 8:30 a.m.-12:00 p.m., ADUC 312 Following with Courage &amp; Commitment, 1:00 p.m.-4:30 p.m.-ADUC 312</p> <p style="padding-left: 40px;">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</p> <p>There is a cap of 25. Encourage staff to attend these workshops.</p> <p>Members of Staff Congress &amp; Faculty Senate received invitations to attend the football game on November 16 and sit in the President's box. Pick up your tickets and parking permit from Rep. Allen after the meeting.</p>
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**Faculty Senate Report:** 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 help if it is needed.

<b>Sustainability Committee</b>	The committee met last week, but Rep. Bryant was at a conference. No report.
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**Regent's Report:** Staff Regent Thacker reported the BOR workshop has been moved to November 22. No other report.

**Cabinet Report:** VP Patrick reported there has been a lot of work on the capital plan, biennial budget, and the compensation plan.

**Old Business:** Rep. Hutchinson checked with Tri-Star to see if employees could pay for PHI membership through their FSA or HRA. The answer was 'no'; employees cannot get reimbursed through their FSA or HRA for this expense.

**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, etc. were brought up. He would like for members to email ideas to him.

**Human Resources Report:** Phil Gniot reported that the consultant hired to look at exempt job descriptions has looked at 230 descriptions. Around 40 will need desk audits. These audits would take about 1.5 hours and will start this week. They should be completed in a couple of weeks. Any changes to the description will be discussed with the incumbent, their supervisor, and the appropriate VP.

Open enrollment ends on November 8. Health insurance for MSU costs about \$8 million. MSU searches for the best possible health care for the lowest possible price. Our cost is based on trend, administrative burden, and claims. We will continue with wellness and the education component to keep employees as healthy as possible. MSU could drop health insurance and force employees to look for insurance elsewhere, but MSU will not do that and will keep their health insurance plans. We will stay with Anthem this year. They have the best networks and our plans will remain the same. Passive incentives will remain in place and include: non-tobacco use form, online health assessment, and WellPoints. During 2014 the MSU Health Clinic will do the biometric screenings. Employees will have their own entrance to the clinic. Health insurance will increase 7.78% at MSU due to higher claims this past year. Also, part of the increase (about 4%) is due to taxes and fees associated with the Affordable Care Act. The national projected increase for health insurance is around 7%, so we are a little above that figure. Since 2008, we have been below the national figure, until this year. MSU is working to get to a 75/25 split on healthcare costs: MSU pays 75%, the employee pays 25%. With the HRA added in, we are at a 77/23 split. Without the HRA we are at the 75/25 split. Dr. Andrews agreed that we 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; all other risk belongs to the insurance company.

Delta Dental will remain our dental carrier. They have the best networks and claims administration. There will be no increase in rates and dependents can be kept on the policy to age 26. We are self-insured on dental insurance which means we have to come up with the money for claims, but dental insurance has a low risk.

We got a one-year extension with Hartford on life insurance with no rate increase.

Tri-Star will continue to be the administrator of our HRA and FSA accounts. Debit cards will be free again this year. Employees will not receive new cards; the old ones are still good. The HRA amount given to employees remains the same this year: \$650 single, \$1150 two-person and family. The maximum balance allowed in an HRA account is \$6000.00. Employees have 12 months after they leave MSU employment to use the HRA money. Employees receive half of their HRA money in January and the other half in July. You must have funds in your HRA account before you can use it. Once you sign-up for the FSA and have a set amount to be held out of your check, you can use it at any time, even before the entire amount has been withheld from your paycheck.

There is not a positive enrollment this year, which means if you don't want to make changes you don't have to re-enroll. There are some things you still have to do: submit non-tobacco certification, do online health risk assessment, complete FSA registration for medical and/or dependent care, sign-up for sick leave bank if wanted and not already enrolled. These items must be completed by November 8. WellPoints must be submitted by December 2. If you opted-out last year and still want to opt-out, you don't need to do anything. If you want to opt-out, but didn't last year, then you need to do that this year.

**Announcements:**

- Advance Registration for Spring & Summer – November 6-19

- November Professional Development Opportunities:
  - Group Problem Solving, November 14, 8:30am-12:00pm, ADUC 312
  - Following with Courage & Commitment, November 14, 1:00-3:00pm, ADUC 312
- Thanksgiving Break – November 27-29
- Next Staff Congress meeting – December 2, 2013, 1 p.m., Riggle Room

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

Minutes submitted by: Rhonda Crisp, Secretary