

**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
December 2, 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; 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 November 4, 2013 meeting	
	Proposed: Rep. Hutchinson	Seconded: Rep. Purnell
Called for Vote:	Motion passed.	

Chair Harr asked Rep. Pace to go ahead and explain changes and do the first reading of the Bylaw revisions.

Credentials & Elections	<p>Committee Chair Pace reported that the committee has been working on the Bylaws revision and made grammatical corrections, corrected inconsistencies, and added the area representatives where appropriate. Everything was on the table.</p> <p>The following changes were made:</p> <ul style="list-style-type: none"> • Corrected grammatical errors • Corrected inconsistencies • Added area representation where appropriate • Switched Sections 2 and 3 in Article I • Article I, Section 2C – Representation review will take place 3 months before elections rather than 6 months. • Article II – Updated the Cabinet Liaison title • Article III <ul style="list-style-type: none"> • Created a new position – Communications Officer • Changed Secretary title to Secretary/Treasurer • Section 2 – Officer Nominations <ul style="list-style-type: none"> • Officers must be nominated in advance of election • Will write a statement of interest which will be posted on SC website
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	<ul style="list-style-type: none"> • Article III <ul style="list-style-type: none"> • Officer elections in June • Officers will take office in July • Section 6 – Duties of the Vice Chair <ul style="list-style-type: none"> • Added E: To nominate Standing Committee Chairs as outlined in Section 4A of Article V. • Section 7 – Duties of the Secretary/Treasurer <ul style="list-style-type: none"> • Added to B: ...notify the Credentials and Elections Chairperson of attendance issues in a timely manner. • Article III <ul style="list-style-type: none"> • <i>Section 8. Duties of the Communications Officer</i> <ul style="list-style-type: none"> • The duties of the Communications Office of the Staff Congress shall be: <ul style="list-style-type: none"> • A. To create the monthly Staff Congress Newsletter. • B. To assist the Vice Chair with the Staff Congress website. • C. To create other Staff Congress communications as directed by the Chair. • D. To perform other duties as specified by the Chair. • Article V, Section 3A – Credentials and Elections – added committee was in charge of Staff Regent elections and University Standing Committee representation process <p>Next Steps:</p> <ul style="list-style-type: none"> • In New Business – vote for proposed changes. Must be passed by 2/3 of members present and voting. • If passed, final reading will be at the January meeting. Must be passed by 2/3 of members present and voting.
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<p>Chair's Report</p>	<p>Chair Harr reported that the Performance Pay Committee will meet this week. He will represent Staff Congress on the committee.</p> <p>Faculty Senate is still working on the Standing Committees and will let us know if they need help with the process.</p> <p>HR is looking at the prospect of reinstating the graduate tuition waivers for dependents & spouses. It was cut because of budget issues. It will also be a budget issue to try to bring it back. Mr. Gniot will give more information later.</p> <p>We got the renovation request back from Facilities to take up the old carpet and put down new carpet and cove base in the Staff Congress office in Allie Young. VP Patrick asked for the quote to be sent to her for consideration of</p>
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	<p>funding.</p> <p>Chair Harr is on the Provost search committee. They have met with the search firm, Harris & Associates. VP Patrick reported that the search firm will help get a pool of qualified applicants. They will probably submit around 30 applications for the committee to review. A website has been created for the search that will show timelines, vitas, minutes of the committee meetings, etc. The committee will start looking at vitas in January and will conduct interviews in April. It is anticipated that the new Provost will begin work in July. There will be forums for the campus community to meet with the top candidates.</p> <p>The President's Leadership Academy met and discussed retention. For students with an ACT of 21-26, retention has fallen off. Retention is up for the provisional students, however. Retention rates for minority students have fallen off also. Since the amount of minority students is low, even the loss or one or two makes a big difference in the rates. 245 students from the 2008 cohort have transferred from MSU. The top three schools they have enrolled at are the Maysville Community & Technical College, Prestonsburg Community & Technical College, and Ashland Community & Technical College. For the final headcount, we are up 36 students from fall last year.</p> <p>Chair Harr spoke with President Andrews about the living wage at the University of Louisville. MSU is looking at this. 37 MSU employees make below \$10.00 per hour. Most of the low paid employees should be taken care of in July with the next phase of the new compensation plan.</p> <p>If anyone would like to make a donation to Rowan County Christmas please give the money to Chair Harr, Vice-Chair Dennis, or Secretary Crisp by Friday.</p>
Vice-Chair's Report	Vice-Chair Dennis reported the new website has been updated. The old website is shut down, except for items that need to be archived.
Secretary's Report	Secretary Crisp reported the supply balance is \$2590.00.

Committee Reports

Benefits & Compensation	No report.
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Staff Issues	<p>Committee Chair Allen reported that the third Professional Development session scheduled for November 18 had to be cancelled because the presenter had a back injury. It will be rescheduled for next semester. We will continue our partnership with HR and U.K. next semester and there will be three new professional development dates set with two sessions per day. Attendance has been low, but the presenters say this is a problem everywhere. The people who attend say the quality of the workshops is excellent.</p> <p>There has been one staff concern this month about the dumpster behind Howell-McDowell being removed. People now have to throw their lunch</p>
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	garbage in the trash cans in their office. Staff Regent Thacker said that custodians remove trash from offices nightly, but he will look at the possibility of getting a garbage can to put in place of the removed dumpster.
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Sustainability Committee	<p>Rep. Bryant reported that the committee met on November 19. They are close to completing the carbon data collection. The recycling cans that have been on the boulevard were borrowed from the Recycling Center and will have to go back to the center. There are new recycling bins by the bookstore to recycle batteries, highlighters, markers, etc.</p> <p>The Sustainability Committee now has a Twitter account and a website: www.moreheadstate.edu/earthwiseeagles.</p>
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Regent's Report: Staff Regent Thacker reported that the BOR had a workshop last week. They discussed the audit report and received updates on the Master, Technology, & Strategic plans. The BOR will meet this Thursday, December 5. Items on the agenda include: awarding honorary doctoral degrees to James & Linda Booth, ratifying fall graduates, personnel actions, ratifying the audit report, approving the new Dean of Education, ratifying the 2014-2016 Executive Branch budget request, etc.

Human Resources Report: Phil Gniot reported that he met with Teresa in budgets about the graduate tuition waivers for dependents & spouses. Two possible problems of reinstating the waivers are cost and the displacement of paying customers. HR is doing another benefits summary this year and will look at what other schools are doing about graduate tuition waivers for dependents & spouses for comparison purposes. He might have the benefits summary information in January.

Well Points are due today.

In reference to desk audits for exempt jobs, Mr. Gniot is waiting on written notes from the auditor to see what changes he recommends.

Cabinet Report: VP Patrick reported that the cabinet is working on Master, Strategic, & Infrastructure plans.

The upcoming year will be a tough budget year. Many items have been identified that need funding including the next phase of the compensation plan. Even if tuition increases, there is not enough funding to cover what is needed at this time.

Old Business: None.

New Business: VP Patrick reported that in January, IT Customer Services will be relocating to Ginger Hall from Lloyd Cassity.

Motion:	To approve the first reading of the Bylaws revision	
	Proposed: Credentials & Elections Committee	Seconded: None Needed
Called for Vote:	Passed	

Announcements:

- November 18 Professional Development Sessions will be rescheduled for next semester due to illness of the presenter from U.K.
- President’s Holiday Luncheon, December 5, 10:30 a.m.-1:30 p.m., Button Drill Room (replaces Holiday reception at the President’s house)
- Christmas/New Year’s Break-December 20-January 1
- Next Staff Congress meeting – January 6, 2014, 1 p.m., Riggle Room
- Eagle Solution Center – December 4 & 5, 9 a.m.-3 p.m., 301 ADUC
- NCAA Volleyball Tournament, Champaign, IL – December 6, 8 p.m., MSU vs. Illinois

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

Minutes submitted by: Rhonda Crisp, Secretary