

**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
March 10, 2014**

**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>	Ann Rathbun, Faculty Senate Chair; Beth Patrick, Chief Financial Officer/VP; & Rick Linio, AVP Facilities Management
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Chair Harr called the meeting to order at 1:02 p.m.

<b>Motion:</b>	To approve the minutes from the January 2014 meeting	
	<b>Proposed:</b> Rep. Moore	<b>Seconded:</b> Rep. Purnell
<b>Called for Vote:</b>	Motion passed.	

<b>Motion:</b>	To approve the minutes from the February 2014 meeting	
	<b>Proposed:</b> Rep. Sexton	<b>Seconded:</b> Rep. Perry
<b>Called for Vote:</b>	Motion passed.	

Business was suspended so Rick Linio could share a presentation about the MSU Master Plan. The Master Plan has been worked on for several months and will continue to develop until it gets to the final stage. It will be a fluid document and things will still change over time. It is a 20-year plan. The campus is broken down into five precincts. Several items were discussed, including:

- Waterfield Hall will be demolished after graduation
- Two new residence halls/650 new beds (600 on-campus, 50 farm) for a total of 2376 beds
- Four floor parking garage at old Waterfield site/dining hall on the top floor with ground level entrance on backside
- Moving traffic to edges of campus
- New 600 seat performing arts center after Laughlin/Wetherby is torn down
- Old Brass Eagle will be razed, probably this summer-eventually a new Alumni/Welcome Center will be built on that site using private dollars raised specifically for that purpose
- Bell Tower area will have concrete removed to soften the area and make green space
- Area between ADUC and Lappin will be closed to traffic and be the formal gateway to MSU
- University Blvd. will be closed to traffic to Elizabeth Avenue
- Eagle Way Pedestrian Walk will be constructed when parking spaces on the boulevard can be relocated
- Another parking structure will be built on the west end of campus
- Facilities management administrative offices will be moved to a facility near the power plant
- Several athletic areas will be relocated or renovated

There were many other items mentioned in the Master Plan also. As stated before, this a 20-year plan, so much of the new construction/renovations will not take place for many years.

**Cabinet Report:** VP Patrick reported they are working on the budget and will have targeted discussion on certain points. They are far from being balanced at this point, but that is normal at this stage. They are looking at revenue sources and are modeling a 3% tuition increase. They don't know yet the amount the CPE will allow, but they should know in April. They still don't have a decision on the 2.5% budget cut. There is a significant increase in fixed and unavoidable costs so there are challenges ahead. There is a mandatory increase in payments to the state retirement programs. They have discussed incentives and are doing research on the feasibility of offering early retirement to some employees. They are also looking at the 75/25% benefit split and the compensation plan.

If the weather forecast is showing cold weather during Spring Break, they will postpone the work on the steam tunnel since buildings on campus would be without heat.

<p><b>Chair's Report</b></p>	<p>Chair Harr reported that the increase to KRS amounts to \$1.2 million.</p> <p>Regarding the campus master plan, Aramark food services will more than likely be able to help pay for some of the improvements on campus, including the proposed restaurant on top of the parking structure.</p> <p>The new intramural/soccer field was paid for by student fees and private funds. Approximately \$483,000 in private funds was used for the turf.</p> <p>The 2.5% budget cut is not definite yet. The amount of the cut could still be reduced, but there is a deficit in the budget even before the cut is considered. The president has reiterated that he is committed to the compensation plan. There is nothing concrete yet, but we should know something in the next month or two.</p> <p>Dr. Demoss offered to come and talk with Staff Congress about the new scheduling plan, if we ever feel it is needed.</p> <p>In regards to the Provost search, the committee will conduct 12 SKYPE interviews on March 17 and 18. They will bring three to five people for on-campus interviews. July 1 is the projected start date for the new provost.</p>
<p><b>Vice-Chair's Report</b></p>	<p>Vice-Chair Dennis reported that he is migrating information to the new portal site and archiving old information.</p>
<p><b>Secretary's Report</b></p>	<p>Secretary Crisp reported the supply balance is \$2004.19. We transferred \$500 to HR to fund our portion of the professional development workshops and paid \$31.49 for February refreshments.</p>

### Committee Reports

<p><b>Benefits &amp; Compensation</b></p>	<p>Committee Chair Moore reported that the committee didn't meet, but the University Standing Employee Benefits Committee did meet. The sick leave bank has a positive balance and is funding itself as predicted. They are going to hire a wellness coach, so biometric screenings will be conducted at the health clinic this year. The position will be advertised this month. HR has purchased an online wellness tracking system. It should be implemented this semester.</p>
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**Credentials & Elections**

Committee Chair Pace reported that she got the EEO updated list from HR and there was very little change. Only two representatives on Staff Congress will be affected. One person's term will be up anyway and the other person has one year left. That person has the option to run in their new category, at-large, or in their area if an opening is available.

The committee is on track to get the mass email out about the election. Nominations will be due on April 1. Staff can self-nominate or nominate someone else to serve. Rep. Pace checks with everyone nominated to make sure they want to serve. A sample ballot will go out on April 3. Online elections will be April 21 and 22. This is the first time this online system has been used and they want to make sure it works correctly since next year there will be a regent election. There are 15 positions to be filled this year. In subsequent years there should be 10 positions to be filled each year. The available positions for this year include: 1-Executive/Managerial, 5-Professional/Non-Faculty, 1-Secretary/Clerical, 1-Service Maintenance, 1-Skilled Crafts, 1-Technical/Paraprofessional, 1-At-Large, 1-Area 1, 1-Area 2, 1-Area 3, 0-Area 4.

**Staff Issues**

Committee Chair Allen reported there had been 10 staff concerns posted in January and February. Nine were anonymous and all have been addressed. Below are the concerns reported:

- Proper notification was not given when the water was turned off – this was an emergency water break and advance notice could not be given. Under normal circumstances there would have been 48 hours advance notice.
- Off-campus employees can't use the Recreation and Wellness Center, could MSU pay for them to use other facilities? – There is no money budgeted for this purpose.
- Students have been parking in the Howell-McDowell lot – it is now being patrolled more often.
- Concerns about the weather and why MSU doesn't cancel – Rep. Moore explained the process at last month's meeting.
- Rep. Pace sent a test to make sure the Staff Concerns button was working correctly – it was.
- There was a question about bonuses and how they would be distributed in the future – there is a committee looking at this. There will probably not be performance pay this year, but the president is committed to the compensation plan.
- There was a question about the hand soap in the bathrooms – the fragrance has changed, but it is still hypo-allergenic.
- When will the compensation scale be made public? – Unknown, but

	<p>by July 1.</p> <ul style="list-style-type: none"> <li>• There was a comment about experience to market rate and how they like getting answers about it in the newsletter – basically expressing how much they like the Staff Congress newsletter and what a good job Clarissa does with it. Also expressed that Staff Congress does a great job.</li> <li>• Concern about the steps to the health clinic not being cleared after snow storms – now that they know there is a problem they will monitor the clinic steps carefully.</li> </ul> <p>Rep. Purnell said that at the crosswalk behind Howell-McDowell water pools at the curb and it gets slick during cold weather. Rep. Perry said no matter how much they salt that area, cold air sweeps through there and refreezes the water. They do try to keep it clear.</p> <p>Rep. LaFontaine asked if exempt employees, who were audited, have been notified by Mr. Gniot about the results of the audit. This is specifically about employees whose job was not changed after the audit. Rep. Allen will check with Mr. Gniot.</p> <p>Rep. Sexton asked if the retirement system people are coming to campus to meet with employees. Rep. Hutchinson reported that HR has contacted the retirement system about this, but they haven't heard back from them yet.</p>
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<b>Sustainability Committee</b>	No report.
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**Regent's Report:** No report.

**Human Resources Report:** Rep. Hutchinson reported that the shingles vaccine is a covered benefit, but it has to be administered by a doctor's office; it isn't a pharmacy benefit. Most doctors don't want to keep it on hand because it has a short shelf life. In some cases, some of the retail clinics associated with pharmacies may administer the shot in the clinic and file it as medical because they can get it from the pharmacy. It should be asked about before the shot is administered. The vaccine is recommended for people age 50 and older. If someone has an underlying medical condition that would make it needed prior to age 50, they would need to get it approved in advance.

**Old Business:** None

**New Business:**

Motion:	To recommend Scott Niles to serve on the Technology Advisory Board	
	Proposed: Executive Council	Seconded: None Needed
Called for Vote:	Passed	

**Announcements:**

- Spring Break for students – March 17-21
- Professional Development Opportunities:
  - Providing Exceptional Customer Service – March 24 – 8:30am-12:00pm, Riggle Room, ADUC
  - Coaching Your Front Line Staff – March 24 – 1:00-4:30pm, Riggle Room, ADUC
- Staff Congress representatives whose term will expire in June include: Hitchcock, Bryant, Dailey, Harr, Kell, McWain, LaFontaine, Hutchinson, McDaniel, Allen, Jolley, Mills, Purnell, & Niles
- Rep. Hunsucker has been working with external auditors and Donna Purcell in Support Services to bring Red Flag Reporting to MSU. They are a third party group from Oregon who will receive anonymous tips from MSU employees about HR or financial issues. They have a website and a toll free number for tips to be submitted. After tips are received by Red Flag, the external auditors review them and if they are HR related they are sent to Mr. Gniot. If they are financial/fraud related they are sent to Mr. Hunsucker. This system should be implemented in the next few weeks. A mass email will go out about the system and training will be offered.
- On March 29, there will be a Meet and Greet Event with Phil Simms. All proceeds will go to the MSU football program. Rep. Allen can help employees purchase tickets.
- Next Staff Congress Meeting – April 7, 2014, 1 pm, Riggle Room

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

Minutes submitted by: Rhonda Crisp, Secretary