



**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
October 6, 2014**



**MEMBERS:**

Sheila Barber	Richard Fletcher	Margaret LaFontaine	Kerry Murphy*	Gabria Sexton*
Jerel Benton	Shannon Harr*	Patty Little	Scott Niles	Ernie Tackett
Benji Bryant*	Karla Hughes	Jill McBride*	Lora Pace	Corey Wheeler
Mica Collins	Joe Hunsucker	Paige McDaniel	Ray Perry	Barbara Willoughby
Louise Cooper	Travis Jolley	Brooke Mills*	Janie Porter	Donnie Willoughby
Craig Dennis	Yvette Kell*	Amy Moore	Clarissa Purnell	

\*Denotes member was absent.

<b>Guests:</b>	Phil Gniot, HR Director and Todd Thacker, Staff Regent
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Chair Dennis called the meeting to order at 1:00 p.m.

<b>Motion:</b>	To approve the minutes from the September 2014 meeting	
	<b>Proposed:</b> Representative Moore	<b>Seconded:</b> Representative Cooper
<b>Called for Vote:</b>	Motion passed.	

<b>Chair's Report</b>	<p>Chair Dennis shared the September President’s Leadership Council presentation with representatives. Chair Dennis indicated the theme of the presentation was “Staying Focused on the Preferred Plan for MSU.” Items covered included the road to our preferred future, funding the plan, structural changes and rationale, and a review status. Chair Dennis reported characteristics of our preferred future as outlined in the meeting were centered on the following: high academic quality, relevant 21<sup>st</sup> century programs, appropriate academic and student support programs and services, stable enrollment with improved retention and graduation rates, and fiscal stability. Relevant 21<sup>st</sup> century programs include the incorporation of the BA Creative Writing (this is an online program), BS Neuroscience, MS Space Systems Engineering. Sunset programs that are no longer viable at the University were also discussed. As the President has reiterated, we develop the plan and then work the plan. Part of working the plan includes funding of the plan, which also involves identifying resources that can be used to support the plan. Examples of recurring costs that would need to be funded are the employee compensation plan (\$7 million recurring expense), \$500,000 for advising</p>
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	<p>centers (recurring expense), and miscellaneous costs associated with implementing new academic programs. Capital investments include the \$7 million to upgrade the IT infrastructure, \$30.7 million for the building of residence halls, \$15 million for the parking structure/dining commons, and the Eagle Walk where cost is yet to be determined. The Eagle Walk is converting the main boulevard to pedestrian only traffic (with allowances for emergency/service vehicles when needed). The changes in operating revenue still show us with a gap—all new buildings that are built do not have operating and maintenance costs funded. Long term strategies to alleviate the gap in funding include sustaining current enrollment of first-time freshmen (without increasing the number of scholarships awarded), maximizing tuition revenues (avoiding over-awarding students), improve student retention, and increasing transfer and graduate student enrollment. We are still \$1.7 million short after the voluntary employee buyout. The University would like to maintain the 75:25 cost share on healthcare premiums (Mr. Gniot indicated we are at a 78:22 cost share if the HRA is included in the calculation). The Administration is looking at reorganization/restructuring to reduce overhead in colleges/departments, development of a robust student employment program, and implementation of shared services/outsourcing. Examples of reorganizations that will improve efficiency and effectiveness of services include combining Conference Services with Facility Management. Facilities will now manage the scheduling of rooms on campus; Financial Aid will be with Accounting and Financial Services (no physical move is anticipated); ADA services will be moved under Student Life; Employee Wellness program will be managed within the Wellness Center; establishment of a centralized travel service; and employee (staff and faculty) professional development. There will be a newly created second Associate Provost position for hire in the Office of the Provost: AVP, Student Success. Housing under this new position will be First Year Programs, Dual Enrollment and Early College, Central Advising Centers, Provisional Studies and Summer Success Academy, Peer Advising/Tutoring Services, and Recruitment and Admissions. The position will be a nation-wide search for viable candidates. The Campus Master Plan was discussed along with the different funding. All Auxiliary services should be self-supporting (parking structure, residence halls, dining facilities). Capital Projects for 2014-15 include Phase II renovation and expansion of ADUC, Eagle Walk, new residence halls (on campus and at the farm), and the parking garage/dining commons. Renderings of the new buildings were provided in the PowerPoint presentation. <i>(To view the presentation in its entirety, please login to MyMoreheadState, choose "Employee Services," choose "President's Leadership Council," click on "PLC Documents," then select "PLC Presentation – September 2014" from the document list.)</i></p>
<p><b>Vice-Chair's Report</b></p>	<p>Vice-Chair Niles reported the Staff Congress Portal site has been updated and he encouraged everyone to visit the site for information. A new feature will be added soon to the Staff Congress site called "Staff Salutes." Staff may submit</p>

	<p>noteworthy items via a form to recognize milestones, accomplishments, etc., and those submitted will be recognized in the newsletter and on the Staff Congress site. Chair Dennis also mentioned to representatives that beginning in November, the newsletter will be sent out via mass email to ensure all staff members are receiving notification when the newsletter becomes available each month. Vice-Chair Niles reported the University Standing Committee member lists are updated on the website. Vice-Chair Niles will follow-up at the end of each semester to ensure Standing Committees are meeting on a regular basis, although some committees meet only on an as-needed basis. Chair Dennis expressed a concern with the meeting schedule of the University Standing Committees. Chair Dennis shared the concern regarding committees meeting regularly is the shared governance aspect of the University Standing committees. If Standing Committee aren't meeting or accomplishing their tasks, then shared governance is not taking place.</p>
<b>Secretary's Report</b>	<p>Secretary Purnell reported the supply balance is \$3,339.67. We have encumbered \$32.93 for October refreshments, paid out \$.28 for copies, and paid out \$6.40 for nameplates for two new members.</p>

### Committee Reports

<b>Benefits &amp; Compensation</b>	<p>Committee Chair Amy Moore indicated the Benefits Committee met last week, but she would defer to Mr. Gniot to report. Committee Chair Moore indicated the Benefits &amp; Compensation committee had not met to date, but she would schedule a meeting with committee members soon.</p>
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<b>Credentials &amp; Elections</b>	<p>Committee Chair Pace welcomed new Staff Congress members Karla Hughes and Janie Porter. Committee Chair Pace indicated she would be bringing a new name forth during "New Business" for replacement of Representative Kell who will be leaving University employment at the end of October. Chair Dennis encouraged representatives who would like to send personal messages and reminders to staff members to send an email to Representative Pace indicating their interest in obtaining a constituent list, along with a geographic area of campus they would like contact.</p>
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<b>Staff Issues</b>	<p>Committee Chair McDaniel reported there were several Staff Concerns submitted.</p> <ul style="list-style-type: none"> <li>• The first concern was a concern for Facilities. It read as follows: "Over the years the custodians have stopped cleaning offices. Most everyone in our building is cleaning their own and are having to purchase vacuum cleaners with our own funds. When we ask the custodians if they can vacuum or take out trash they are very snobby about it. I called physical plant one day and was told to put in workorders in order to have our offices cleaned which I think is ridiculous. If we are going to be required</li> </ul>
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to keep our own office clean then I think MSU needs to provide us with vacuum cleaners and cleaning supplies. This is a concern from multiple individuals from the lower part of campus Humanities areas.”

**Committee Chair McDaniel** reached out to **Rick Linio** (AVP Office of Facilities Management). **Mr. Linio** stated it was difficult to address the question without a specific location. **Committee Chair McDaniel** then contacted **Representative Mills** to see if she could address the concern. **Representative Mills** responded as follows: “Since the only clue to the location of these offices was “Humanities areas” I made a phone call into Jessica in the Deans office for that department. I asked her what buildings had Humanities classes or offices in them and she told me Rader, Claypool Young, Breckinridge Hall, Bert Combs Building, Baird Music, and Button. I asked if anyone in any of these buildings had complained? She said she hadn’t heard any. I then asked her if she would inquire in those buildings if anyone had these complaints we didn’t want any names we just were looking for maybe whole buildings, or building and floor ect. She contacted me back this morning and said she spoke with all of her head people in each building and none of them had heard any such complaints. So I then informed her that if she or anyone ever did have any complaints not to hesitate to call or contact our new Director of Campus Services Jeremiah Gallegos, that he would be happy to address any issues. Also, Jessica did ask me what exactly were the custodial services responsibilities for cleaning offices. I told her they do not and are not to touch anything personal, papers, files, etc on desks or filing cabinets etc. They run the sweeper in the offices at least 3 times a week and empty trash daily. They clean window seals, and other areas where there is nothing personal in nature.” **Committee Chair McDaniel** stated without a more specific location, the problem could not be addressed any further.

- The second concern was sent to Athletics and read as follows: “According to the website, the University is working on a new Beaker Buddies program for children, which is not available at this time. In the past, I have used the program to bring my grandchildren to many of the athletic events, and we were eagerly looking forward to attending football, soccer, and volleyball games this fall. Does Staff Congress have a representative who is working with athletics on improving the program which will encourage attendance at athletic events for children of faculty, staff, and the Morehead community? When will this be available as football, soccer, and volleyball have already begun.” **Committee Chair McDaniel** contacted **Brian Hutchinson** (Director of Athletics), who responded, “The program is being updated. We have every intention of rolling it out, refreshed, before basketball season.”
- The third and fourth concerns were sent to Human Resources. The third concern read as follows: “There was a position in HR that was originally created for a minority hire, most recently held by Stephanie Garner.

When she left, the minority requirement was dropped. Since we're pushing for diversity, why did they allow this?" **Committee Chair McDaniel** contacted **Phil Gniot** (Director of Human Resources) and he responded, "First of all, it is unlawful for employers to hire, promote, fire or make other employment decisions based on race, ethnicity, religion, and similar factors. Morehead State University has an affirmative Action Plan and an active diversity program. Affirmative action programs do not permit, let alone mandate, hiring employees on the basis of minority status. We take positive steps through these programs to attract diverse applicants to positions with the University and then hire the best qualified person for the position. In addition, we have an active hiring process that involves OHR and our Chief Diversity Officer in all positions posted either internally or externally. This incorporates additional oversight in relation to our diversity and affirmative action objectives." **Mr. Gniot** explained during session: "The Supreme Court released a decision that specifying hires for minorities only was illegal. We have both an affirmative action plan and a diversity plan in place and these are used to coordinate hires. We need the best qualified candidates in place and no position is specifically reserved for minorities."

- The fourth concern read as follows: "I would like to know more about a topic that was mentioned in Faculty Senate during the 9-18-14 meeting. On the first page at the bottom #2 John Hennen asked 'if the administration was still considering job consolidation, such as for some staff positions, as a cost-saving mechanism'. Chair Royar 'explained that experimenting with ADS consolidation and centralizing certain functions of program support within colleges is being considered by the Administration'. Since I am an ADS I would like to know more about this and if it will or possibly could affect me or other ADS's in my college. Thank you for looking into this." **Committee Chair McDaniel** again contacted **Phil Gniot** (Director of Human Resources) to which his response was the following: "Yes consolidation of positions is a possibility and should be considered for all positions where it makes sense. This can originate from changes that happen over time such as the impact of technology or organizational changes. It is important for the University to be as efficient as possible when it comes to staffing so we can remain effective in serving our customers and still do so within our budget. I haven't seen any specific recommendations in this area so far. I believe that if such a recommendation comes about, we will have some time to work with any affected individuals to see if they can be placed elsewhere (within the organization)."

**Regent's Report:** Staff Regent Thacker apologized for not being able to attend the last meeting, but he was called for jury duty. Staff Regent Thacker reported the BOR met on September 25, 2014. During this meeting, all new Board members were sworn into office. Resolutions were adopted for commendations for Wayne Martin, Dr. Gerald DeMoss, Carol Johnson, and a memorial resolution for

Myron Doan. During the meeting, the Bachelor of Science in Neuroscience was approved, the purchase of property west of the old Brass Eagle site was approved, and short-term financing for the IT Network infrastructure upgrade was approved. A preliminary fall enrollment report was shared with the Board and enrollment was slightly down this semester.

**Human Resources Report:** Phil Gniot reported he will be presenting the new Healthcare Plan to Beth Patrick on Thursday and President Andrews shortly thereafter. Once he receives approval from Beth and President Andrews, he will pass information along to employees. Mr. Gniot indicated claims were up significantly from last year and Anthem came up with a significant increase in the insurance premiums as a result. In order to control premiums and make the cost better, Mr. Gniot indicated the University is looking at plan changes. Anthem initially proposed a 24.4% increase in premiums, largely due to the increase in large claims and the unusual prescription formulary costs associated with the University plan. An example of the prescription formulary: Some University employees receive an injectable once a month. The cost per injection/per month is \$60,000. Mr. Gniot assured he would pass along details of the healthcare plans as soon as possible. Mr. Gniot indicated the dental renewal has not yet been submitted to his office, and he is expecting to receive that prior to his meeting with Beth on Thursday. Open Enrollment will be 11/3 – 11/21 this year, with the Benefits Fair being held on 11/4. Mr. Gniot indicated the University is also looking to change the FSA vendor (currently Tri-Star). Chair Dennis asked Mr. Gniot if the increase in claims could be contributed to those employees who participated in the Voluntary Employee Buyout program. Mr. Gniot replied the large claims (heart attack) could not be contributed to that and Anthem supported that. The in-hospital admittance rate was up significantly from last year, along with increases in costs we didn't have previously. Mr. Gniot stated every once in a while, the University will experience a bad year (for health claims). The results-oriented system the University is transitioning to will not have an effect until full implementation next year. Chair Dennis asked if the health insurance provider looks at a 3-year average or just the past year? Mr. Gniot replied they look at the previous year, national trends, and the number of claims submitted.

**Cabinet Report:** VP Patrick was unable to attend the meeting.

**Old Business:** None.

**New Business:**

Motion:	To approve replacing the vacated position created by Representative Kell at the end of October with Mike Esposito.	
	Proposed: Rep. Pace	Seconded: None Needed—Comes from Credentials and Elections Committee
Called for Vote:	Passed	

**Announcements:**

- Professional Development Day: Thursday, October 9<sup>th</sup>
- Water Outage (various building across campus): Thursday, October 9<sup>th</sup> and Friday, October 10<sup>th</sup>
- Every Friday is Blue/Gold Day!
- MSU Open House: Saturday, October 18<sup>th</sup>
- ORSP Grant Funding Symposium: Thursday, October 30<sup>th</sup>
- Next Staff Congress Meeting: Monday, November 3<sup>rd</sup>

- SOAR dates for 2015: April 2, 2015
- April 3, 2015
- June 3, 2015
- June 5, 2015
- June 16, 2015
- June 18, 2015
- July 14, 2015

Motion:	To adjourn	
	Proposed: Representative Pace	Seconded: Representative LaFontaine
Called for Vote:	Passed	

Minutes submitted by: Clarissa Purnell, Secretary