

Chair Report: Craig Dennis

***Chair Dennis** deferred his report so VP Patrick and Mr. Gniot would have ample time for their separate presentations to Staff Congress.

Vice-Chair Report: Scott Niles

***Vice-Chair Niles** reported there is a new tab on the Staff Congress website within the Portal called “Staff Salutes” above the Staff Concerns tab. Vice-Chair Niles would like everyone to spread the word the tab may be utilized to submit accolades and achievements of staff members that will be featured in the monthly newsletters.

A Staff Salute has been submitted for the Office of Procurement Services for being selected to receive the 2014 Agency of the Year award by Kentucky Public Procurement Association. This is the first time a university has received the award!

STAFF SALUTES!

MSU OFFICE OF PROCUREMENT

Morehead State University’s Office of Procurement Services has been awarded the 2014 Agency of the Year award by Kentucky Public Procurement Association! *This was the first time a university received the award!* Previous winners include: Kentucky Transportation Cabinet, Department of Parks, Cabinet for Health and Family Services, Division of Engineering and Contract Administration, Community Based Services and the Finance and Administration Cabinet’s Office of Procurement Services.

Upcoming EAGLE Events



Blue & Gold Day

Every Friday

OPEN ENROLLMENT! This is a positive enrollment !

Monday, Nov. 3—Friday, Nov. 21

Advanced Registration

Wednesday, Nov. 5—Tuesday, Nov. 18

MSU OPEN HOUSE

Saturday, November 8

Presidential Lecture Series: Hill Harper



Thursday, November 13

PD Opportunities! (See page for more details!)



**Monday, November 17
Friday, November 21**

THANKSGIVING BREAK!



Wednesday, Nov. 26—Friday, Nov. 28

**Next Staff Congress Meeting
Riggle Room, ADUC: 1:00 p.m.**



Monday, December 1





STAFF CONGRESS

COMMITTEE REPORTS

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.

Lagon to the Staff Congress Website

via the PORTAL—We can be found under Employee Services



Please click here to submit a Staff Concern

Benefits & Compensation: Committee Chair Amy Moore

***Committee Chair Amy Moore** deferred the Benefits & Compensation report as Mr. Gniot will be giving a presentation later that will encompass what she would have reported.

Credentials & Elections : Committee Chair Lora Pace

***Committee Chair Pace** was unable to attend the meeting, but **Chair Dennis** acknowledged new members Mike Esposito, Benji Bryant, and Karla Hughes during the meeting.

Staff Issues: Committee Chair Palge McDaniel

***Committee Chair McDaniel** reported the only concern submitted was regarding the parking lot behind Howell McDowell. The parking lot was blocked off and was inaccessible to employees. The incident was reported once, but the parking lot was actually blocked off two consecutive mornings. Chief Sparks

indicated the parking lot was blocked off by mistake and was re-opened as soon as the MSU PD realized the error. Police Department personnel on the night shift had blocked the lot off due to miscommunication and the day shift personnel entered campus on the opposite end of campus and were not aware the lot was blocked off from employees.

Committee Chair McDaniel also asked Chief Sparks about the protocol for notifying the campus community when parking lots/spaces would be blocked off and Chief Sparks indicated they send mass email to employees in advance notification; however, there was a recent event on a Sunday where the boulevard was closed for a funeral. The funeral was in remembrance of a dedicated MSU employee and since only a handful of people were on campus at the time, Chief Sparks did not feel it was necessary to send a mass email.

Committee Chair McDaniel also had an update to a previously submitted concern regarding the extra tax deductions some employees incurred

through utilization of the tuition waiver. The taxes occur because this is a Federal guideline. The information is turned into Payroll from Enrollment Services after the last day to drop/add a class at MSU; therefore, Payroll is unable to offer any additional notice than what was given to employees when they received their notification letters last month. However, Representative Moore provided Mr. Gniot with information other in-state universities distribute to their employees regarding the tax liability when waivers are used. Representative Moore submitted a notification letter, website text, and the text as it appears on a tuition waiver form from another university to Mr. Gniot. When asked about the status of the information Representative Moore provided, Mr. Gniot indicated the tuition waiver forms at MSU would be updated to provide similar text, along with the same information on the website and a revised letter that MSU employees will receive in



Staff Regent Report: Mr. Todd Thacker

and everyone should be patient during construction. There will be a new residence hall built, the campus dining/parking garage will be constructed, electrical lines will be moved, etc. **Facilities** has a plan to let everyone know in advance when the projects will begin/projected end date so the campus community will be aware of the active projects and their status. A website will be available at some point for employees with the dates and details of the projects. There will also be a four-day shut down on campus for electrical work. Other projects will be the ADUC expansion, IT infrastructure improvements, and possibly the boulevard project. The Recreation and Wellness Center lawn has been converted to a temporary parking area in anticipation of the start of the residence hall and dining/parking garage builds. The AAC has also been refurbished with new signage and the chairs have been replaced.

Staff Regent Thacker reported the Board of Regents will have a retreat this Thursday, November 6th. **Staff Regent Thacker** took time to share a few projects that **Facilities** will be involved in over the next two years and indicated as projects come on board, there will be disruptions on campus

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

90%. Anthem initially recommended a 24.55% increase in employee premiums. After negotiating with Anthem and changing plan offerings and associated formularies, the final increase in Anthem rates was 8.43%. There will be two plan options—Anthem Gold and Anthem Blue from which employees will choose their coverage, or they can opt out of participation in the health insurance coverage. However, this year will be a positive enrollment and all employees must go online through Colleague and choose their benefits or opt out of coverage. Delta Dental will remain the carrier for dental insurance with no increase in employee rates for either plan option and coverage with each plan remains the same for 2015. Hartford will continue to be our life insurance provider with a rate hold extended to MSU employees through December 2015. RFP was issued in fall 2014 for the FSA/HRA administrator. As a result, the administrator will change from Tri-Star to Flex Made Easy. Employee benefits will remain the same, but there will be a blackout period in December as the transition is made to the new administrator. Each employee will be mailed two new cards for their use during this time. There will also be a change in the way premiums are withheld from employee paychecks. Currently, all employees who participate in health and/or dental coverage have their premiums withheld a month in advance. For example, the payroll withholdings on your November check are to cover your December premiums. Beginning in January, withholdings will be on a current basis—the withholding from your January paychecks will pay for the January premiums. Because of this change, there will be a premium holiday during the month of December and no premiums will be deducted from employee's paychecks. Mr. Gniot stated the wellness targets for 2015 will focus on employees using resources at the Caudill Health Clinic (biometric screening, cotinine test), utilizing the health coach, and participating in activities at the Recreation and Wellness Center on campus. The University is working towards improving the health of all employees, which could eventually result in fewer claims and decreasing premiums.

Phil Gniot briefed Staff Congress representatives on the 2015 Benefits. Human Resources wanted to negotiate premium rates while providing the best competitive healthcare for the lowest premium/cost to employees. Anthem's loss ratio on Morehead State University employees for last year was

VP Patrick gave an abbreviated presentation on the budget. Faculty Senate had recently requested a Budget 101 workshop and VP Patrick used the same presentation during her talk with Staff Congress. VP Patrick explained that fund balances occur when the revenues are greater than the expenditures for the year, and the resulting fund balance can only be used for a one-time project. The State usually does a two-year budget while we locally do a one year budget. The two pieces of the budget are the operating budget and the capital budget. Restricted funds have a defined purpose for use, while unrestricted funds have no limitations on their usage. The State's investment in higher education is losing ground. We are now more dependent upon tuition revenue than state appropriations to run the University. This is evidenced in the last three buildings that have been erected (CHER, Equine Center, and the Space Science Center) because we did not receive operating money to operate/maintain the buildings. This creates a new recurring expense that must be figured into the budget process. Auxiliary Services on campus are those services that pay for themselves (dining, housing, bookstore), and some of the surplus funds generated by this division are put back into supporting other divisions on campus. E&G funds support the educational mission of the University, which includes the cost of personnel. It is anticipated that we could see another mid-year budget cut. If we do nothing, we are facing a \$3.4 million deficit at the University which does not include the \$1.7 million shortage from the employee buyout. Currently, Deans are working on major strategies that will be shared at a later date.

Most of the Campus Master Plan projects that will be beginning in the near future are being funded by auxiliary money (new residence hall, dining/parking garage) with the exception of the ADUC expansion, which is going to be funded with state money. VP Patrick opened the floor to questions from the representatives.

Q: The \$3.4 million shortfall does not include the \$1.7 million from the buyout?

A: No. We are pushing to find a way to get out of the \$5 million shortfall and to keep salaries at market. To keep salaries at market, it takes around \$2 million per year. Some Master Campus Plan projects will have to be deferred (example: boulevard project).

Q: If we have too many faculty in one area and not enough faculty in another area, how can you move them around?

A: We are looking at PAcS. The PAcS are not well written and often confusing. MSU's legal counsel is conferring with AAUP to look for reasonable strategies to eliminate tenured faculty if there is a need to do so in the future. We are also looking at how things can be repackaged, repurposed at the University. If a program is sunset, we still have to teach those students in those programs out until graduation. The policies have to be fair to the employees, institution, and students.

Q: In regards to the expansion of ADUC and the food service building projects---will there be an opportunity for staff to have input?

A: Yes. The University Center will have a kick-off meeting tomorrow and a schedule will be discussed where input can be gathered from multiple groups. The Student Center needs to look towards the future twenty years down the road, not just what will serve our current students.

Q: Have we thought about changing the Early College program where students would be charged to generate revenue?

A: CPE is getting involved and that may affect what we can do. We didn't get into the Early College program to collect revenue but to support State House Bill 2 and to get students into the pipeline—hopefully to come to MSU. We don't have enough data yet to look internally to see if we would want to change the Early College program.

OLD BUSINESS: There have been two or three messages submitted by staff asking the newsletters be distributed by their representatives instead of the mass email each month. Each representative is encouraged to send a personalized message to their constituents, along with the newsletters each month. If you have issues with your constituent list or would like to receive a constituent list, please email Lora Pace.

NEW BUSINESS: NONE

Professional Development Update: Representative Harr

Representative Harr provided an update on the professional development sessions Staff Congress sponsors in conjunction with Human Resources. Representative Harr discussed the number of people who register for the professional development sessions are repeatedly higher than the number of actual participants. Representative Harr would like for all representatives to encourage participation in the professional development events. The presenters do a wonderful job and the sessions are informative. For anyone who would like to see what sessions are being offered, login to the Portal, select Employee Services, choose HR/Payroll and go to the tab for professional development. Within the webpage there will be a clickable link to register for a session. Reminder emails are sent to those individuals registered for an event. Representative Harr plans to follow-up with those who registered for the October sessions but did not attend to determine why there is such a difference in the registration and actual attendance numbers.

Following are stats for registration versus attendance for October Professional Development offerings:

Using Time Wisely: 15 people registered; 12 attended

Motivating for Top Performance: 7 people registered; 5 attended

Thinking Critically: 10 people registered; 5 attended

For the November 17th sessions, we have the following information registrations:

Dealing with Difficult Customers: 8 people currently registered

Letting Your Light Shine: 10 people currently registered

For the November 21st sessions, we have the following registrations:

Basics of Leadership: 13 people currently registered

FISH!: 10 people currently registered

UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The Office of Human Resources and Staff Congress are partnering with the University of Kentucky to offer Professional Development courses throughout the Fall Semester. The following classes are offered in conjunction with UK:

Dealing with Difficult Customers (November 17, 2014 9:10 a.m.-12:10 p.m. ADUC/312)- Occasional angry or challenging customers can frustrate even the best customer service system. In this seminar, we discuss specific techniques and positive wording to deal with difficult customer situations in person or on the phone.

Letting Your Light Shine (November 17, 2014 12:40 p.m.-3:40 p.m. ADUC/312)- Professionalism has no simple definition. What one department considers unprofessional is completely acceptable to another. However, professionalism is considered an important trait that all employees should possess. This workshop relates how positive attitude, appearance, communication, respect and courtesy, and a dedicated work ethic carry over from one profession, department, or unit to another.

Basics of Leadership (November 21, 2014 9:10 a.m.12:10 p.m. ADUC/Riggle)- What is a leader? Can you become the leader you envision? During this workshop, we will address the issue of becoming the best leader each of us can be. We will address the concept of situational leadership in which the leader adapts to the knowledge and skill base of the team member. We will also address how personality styles affect a leader's behavior.

FISH! November 21, 2014 12:40 p.m.-3:40 p.m. ADUC/Riggle - In this dynamic workshop, positive attitude, customer focus, and loads of fun combine to transform the workplace.

CLICK HERE TO ACCESS THE PORTAL & BEGIN THE REGISTRATION PROCESS!