



**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
July 6, 2015**



DRAFT

MEMBERS:

Sheila Barber	Mike Esposito	Sabra Lowe*	Scott Niles	Krista Utterback
Jerel Benton	Richard Fletcher	Jill McBride	Lora Pace	Barbara Willoughby*
Benji Bryant*	Joe Hunsucker	Paige McDaniel	Janie Porter*	Donnie Willoughby*
Mica Collins	Travis Jolley	Amy Moore	Clarissa Purnell	
Louise Cooper	Margaret LaFontaine	Kerry Murphy*	Gwen Sloas	
Craig Dennis	Patty Little	Holly Niehoff	Jessica Thompson	

*Denotes member was absent.

Guests:	Harold Nally, HR Director and Shannon Harr, Staff Regent Elect
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Chair Dennis called the meeting to order at 1:00 p.m.

Motion:	To approve the minutes from the June 2015 meeting	
	Proposed: Rep. Esposito	Seconded: Rep. LaFontaine
Called for Vote:	Motion passed.	

Chair's Report	Chair Dennis indicated he had comments but would wait until the Staff Concerns report was given later in the meeting.
Vice-Chair's Report	Vice-Chair Niles reported the Staff Congress Portal website would be updated later today after Staff Congress members selected committee assignments for the upcoming year. Vice-Chair Niles is also working on updating the Staff Concerns document with submitted concerns and responses which he will also post to the Portal site, in addition to a Staff Salute.
Secretary's Report	Secretary Purnell reported the ending supply balance for June was \$1,048.81. Staff Congress paid Aramark \$629.99 for the June end-of-year banquet and \$59.59 for refreshments provided in the May Staff Congress meeting. There was also a balance of \$235 in the Travel line of the budget. Chair Dennis has requested that excess funds be carried over into the new 2015-2016 budget, but has not received a response from VP Patrick.

Committee Reports

Benefits & Compensation	Committee Chair Moore had no report to submit.
Credentials & Elections	<p>Committee Chair Pace reported new representative orientation was completed prior to today's meeting. Committee Chair Pace welcomed new Staff Congress Representatives Holly Niehoff, Gwen Sloas, Jessica Thompson, and Krista Utterback to the meeting. Ray Perry issued his resignation from Staff Congress after the June meeting, so his opening will be filled at a later date. Corey Wheeler also tendered his resignation as he left University employment. Committee Chair Pace indicated at the end of the meeting today, representatives will be asked to break out into their committee groups so membership on each committee may be ascertained; new representatives will then be asked to pick a committee on which they will serve in the up-coming year. Each committee will then be asked to elect a Chair and Vice-Chair. Credentials and Election committee will also be working on determining University Standing Committee membership and will work on getting the materials together and sent out so staff who wish to serve on University Standing Committees may apply for membership. Committee Chair Pace asked Vice-Chair Niles if it was possible to put a CMS form on the website so staff could submit the name of the University Standing Committees they had interested in serving on during the upcoming cycle.</p>
Sustainability Committee	<p>Representative Niehoff reported MSU had received a grant from Kentucky Pride to purchase recycling bins for each dorm room. Pepsi paid for 25% of the cost of the bins. The bins are six gallon bins that students may use to collect recyclables in their dorm room until they can transfer the recyclables to the collection center nearest their location. Representative Niehoff indicated volunteers would be needed to distribute the recycling bins in each dorm room when they arrive.</p> <p>Q: Will there be instructions telling students where to take the recyclables? A: We will have posters placed in the collection room and there will be cards in the bins with instructions.</p> <p>Q: When will they be going out to the rooms? A: As soon as they get in—hopefully by the end of July, but if they come in after classes begin, the RAs may have to orchestrate distribution.</p>
Staff Issues	Committee Chair McDaniel indicated there were fifteen concerns regarding the parking permit fee increase/retiree parking pass no longer being free/20+ year employees not receiving a free parking pass. As everyone knows, there

was a mass email sent out stating that retirees would receive a free parking pass, along with 20+ year employees. VP Patrick issued a lengthy statement regarding the parking fees that will be posted to the Staff Congress Portal later today. Chair Dennis talked about the parking fees. Chair Dennis had researched parking fees at other regionals and found that MSU is somewhat in line with other regional parking fees. MSU is a little higher than other regionals, but part of the new parking fee is supposed to be going toward the construction of a parking garage.

There was one nasty submission regarding raises—the employee was not happy they did not receive a raise. Since this was a comment and not a question, VP Patrick chose not to respond.

A statement was submitted regarding the compensation plan and how pleased the employee was the compensation plan had been implemented. The statement read as follows:

I would just like to submit a statement rather than a concern. After so many negatives floating around on campus, i was pleasantly surprised when i opened my letter from MSU about the compensation plan being approved. When I saw my new pay rate, I was even more so. Any amount of a raise is appreciated. I want to thank all who worked to get this portion of the compensation plan approved for staff members. With the rising cost of living, it really does make a difference. Thank you.

There was a past concern submitted regarding the ability of employees finding job descriptions online. Mr. Nally has provided instructions on how individual staff members may access their job descriptions through PeopleAdmin.

Representative: Can staff members see job descriptions other than their own?

Nally: The current system is not setup to allow viewing of a job description the employee is not currently occupying. Supervisors have access to all the job descriptions that report to them, but individuals only have access to their own job description. Human Resources offered training on position management portion of the software in the past. If anyone has a question, they should feel free to call HR.

Representative: There was a question on the job analysis form that asked if there were comparable jobs. Is that a feature on PeopleAdmin? Allowing the person filling out the questionnaire to access comparable job descriptions? It will be virtually impossible to fill out that question without access to comparable jobs.

Nally: Is that a supervisor question?

Representative: I filled out the questionnaire as a supervisor.

Representative: Several employees have asked why we can't see all the job

	<p>descriptions. In the past, Phil told us it was because employees were trying to use the job descriptions to reclassify themselves.</p> <p>Nally: This is something to be looked at. In past positions, I have listed general job descriptions for each classification so employees have an idea as to what to expect as far as job duties/qualifications. I can see both sides of this dilemma. This is something that we will need to discuss further.</p> <p>Representative: If someone called you and asked for a job description that wasn't theirs, would you give it to them?</p> <p>Nally: Yes, I would.</p> <p>Representative: Then it looks like it would only make sense to have all job descriptions online so the office staff won't be tied up getting job descriptions to people.</p> <p>Mr. Nally repeated he would not mind if someone wanted to see a specific job description.</p>
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Regent's Report: Shannon Harr reported he would not be sworn in as Staff Regent until the work session in August, but he did attend the last Board of Regents meeting. Highlights of the BOR meeting: President Andrews's contract was extended; the recommendation of the Academic Audit were approved; Merchant and Butcher rotated off the BOR and Eric Howard and Wayne Martin were appointed to sit on the Board of Regents--both Howard and Martin are MSU alumni.

Human Resources Report: Harold Nally discussed the two mass emails regarding Title IX that outlined the responsibilities of faculty and staff to be familiar with Title IX and to look at the website that was included in the email. In the last email there were directions on how employees may access the system to complete training. This is Federal legislation and the institution must comply and employees must complete the training. Mr. Nally will follow-up with supervisors to ensure all employees have completed the training.

Representative: How long does it take to complete the training?

Nally: I would allow around 45 minutes to complete the training. We chose this training because it was a companion to the student side of compliance.

Mr. Nally indicated he is drafting a new UAR and once the draft is completed, he will route it through the Staff Congress Benefits and Compensation Committee for review. BOR approved PG-44 and PG-52 during the last meeting.

Cabinet Report: VP Patrick was unable to attend the meeting and no report was submitted.

Old Business: Vice-Chair Niles brought up business that was discussed within the past two meetings regarding our representation model. Currently, Staff Congress representation is a hybrid model of EEO categories and geographical representation. A past Staff Congress member had researched the geographical election system and found merit to changing to an all geographical model. We must decide if we want to keep our current hybrid model, change to all geographic representation, or go to all EEO category representation. Vice-Chair Niles asked for thoughts on the subject.

Representative Pace: Assembling a constituent list with the current dual representation is a nightmare. Also, we can't get people to run in all categories/areas. It is hard to have Facilities representation because

no one will run in that category—we've had a spot unoccupied for quite a while. It would be nice to have a full Congress.

Chair Dennis: We want to do what it takes to ensure we have effective communication and representation of all staff, regardless of the amount of work involved.

Chair Dennis asked representative who have served long-term on Staff Congress to voice their opinions.

Representative Moore: If you asked most people, they would not know their EEO category. I would rather it be regional representation—you would represent the people you see every day or that are in your building.

Representative Hunsucker: If we stay with EEO representation, we are not going to get Facilities representation. Can we possibly look at going with a Divisional representation? We definitely want Facilities to be represented. EEO is no longer relevant.

Vice-Chair Niles: I want people to get involved with Staff Congress that want to be involved and want to be here.

Representative LaFontaine: I echo what Amy and others have been saying. I had not considered Divisional representation, though—that may be a better way to go. With Divisional representation, you would have to have the VPs push for employee involvement.

Chair Dennis asked Representative Pace what impact this would have on the elections (if we change our representation model).

Representative Pace: We will have to map it out and have a plan to follow for implementation. If we start now, we could move the representation model by the next election (April 2016).

Representative McBride: I think you still should have the At-Large spots.

Chair Dennis: I think Credentials and Elections Committee should research and see what other regionals are doing with their representation.

Representative Pace: We could have a decision by December.

New Business: The meeting was suspended so representatives could break out into their committee groups, new members could pick a committee, and committees could elect a Chair and Vice-Chair of each committee. The following appointments were made:

Staff Issues

Representative McDaniel, Chair

Representative McBride, Vice-Chair

Benefits & Compensation

Representative Benton, Chair

Representative Moore, Vice-Chair

Credentials & Elections
Representative Pace, Chair
Representative LaFontaine, Vice-Chair

After a brief discussion, Chair Dennis appointed Representative Esposito as Parliamentarian.

Announcements:

- July 14: SOAR. Representative Pace indicated the SOAR is the same day as the All-Stars game in Cincinnati. The SOAR will have a baseball theme and employees are encouraged to wear a MSU t-shirt and a baseball cap of their favorite team that day. In keeping with the baseball theme, there will be hot dogs and refreshments on the lawn provided for the families.
- July 25: Move-out day for Governor’s Scholars. Contact Louise Cooper if you want to volunteer; staff may sign up to volunteer using the Volunteer Hub
- Representative McDaniel indicated all purchasing card holders must attend a training session. Staff may sign up for a training session through the Portal—HR Website. At the training, new purchasing cards will be issued and instructions will be given to card holders regarding the new site where the reconciliations will be processed and allocation of funds will be made.
- Representative LaFontaine stated the site preparation for the new residence hall has begun by the Wellness Center. Because of the site preparation, the Wellness Center recently experienced a water outage for several hours and towards the end of July there will be an electrical outage that will last for approximately three days. As soon as they know the dates, those dates will be posted.
- Staff Regent Elect Harr mentioned that LaDonna Purcell’s father passed away and visitation will be tonight in Mayslick with the funeral tomorrow if anyone wishes to go.
- August 3: Next Staff Congress meeting, 1:00 p.m. (Riggle Room, ADUC)

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

Minutes submitted by: Clarissa Purnell, Secretary