

Chair Report: Craig Dennis

***Chair Dennis** indicated he had comments but would wait until the Staff Concerns report was given later in the meeting.

Vice-Chair Report: Scott Niles

***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.

UPCOMING VOLUNTEER OPPORTUNITIES

The following volunteer opportunities are open to all MSU staff:

Governor's Scholar Program Move-Out Day: July 25, 2015

Volunteers are needed for a variety of activities/jobs during the GSP move-out. Please contact Louise Cooper (3-5493 or l.cooper@moreheadstate.edu) for more details. You may also sign-up on the Volunteer Hub website (<http://msucares.volunteerhub.com/events/index>).

Distribution of Recycle Bins in Dorm Rooms: TBA

Through a Kentucky Pride grant and funding from Pepsi, new recycle bins are on order and will be placed in each dorm room. Volunteers may be needed if the bins arrive prior to the beginning of the fall semester. Contact Holly Niehoff for more information (3-2584 or h.niehoff@moreheadstate.edu)

STAFF SALUTE

All MSU Faculty and Staff who helped with GSP move-in!

UPCOMING EAGLE EVENTS

SOAR

MSU employees are encouraged to wear a MSU t-shirt and baseball hat of their favorite team in keeping with the baseball theme of this SOAR session.



July 14

GSP Move-Out Day

July 25

PURCHASING CARD TRAINING

All purchasing card holders must attend one of the offered training sessions. New purchasing cards will be issued during the training along with instructions on the new software. Login to the Portal-HR-Professional Development to select a training session to attend.

On-going month of July

Electrical Outage: Wellness Center

TBA

The electrical outage will last for approximately three days.

NEXT STAFF CONGRESS MEETING

1:00 p.m., Riggle Room (ADUC)

August 3





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.

Benefits & Compensation: Committee Chair Amy Moore

Committee Chair Amy Moore had no report.

Credentials & Elections : Committee Chair Lora Pace

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.

Staff Issues: Committee Chair Paige McDaniel

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 descriptions. In the past, Phil told us it was because employees were trying to use the job descriptions to reclassify themselves.
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.
Representative: If someone called you and asked for a job description that wasn't theirs, would you give it to them?
Nally: Yes, I would.
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.
Mr. Nally repeated he would not mind if someone wanted to see a specific job description.

Sustainability Committee: Rep. Niehoff

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.

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.
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.



Logon to the
Staff Congress
Website

Click here for the latest
Professional Development
offerings

Please click here to
submit a
Staff Concern

PLEASE CLICK HERE
TO SUBMIT A
STAFF SALUTE



Other Reports

Staff Regent Report:
Shannon Harr (Staff Regent Elect)

Staff Regent Elect 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, Director Human Resources

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:
Ms. Beth Patrick

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

IF YOU ARE INTERESTED IN SERVING ON A MOREHEAD STATE UNIVERSITY STANDING/ADVISORY COMMITTEE, PLEASE CLICK ON THE FOLLOWING LINK AND FILL OUT THE FORM:

http://www.moreheadstate.edu/standingcommittees_staff/

THE COMPLETED FORM MUST BE FILLED OUT AND SUBMITTED BY

FRIDAY, JULY 31, 2015 AT 4:30 P.M.



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.