## MOREHEAD STATE UNIVERSITY STAFF CONGRESS

#### 5 June 2000

\*\*Scottie Barker, Sharon Beller, Larry Besant, Thelma Bumgardner, Vincent Butler, \*Joy Cecil, \*\*Dan Connell, Patty Eldridge, Lois L. Hawkins, Stephanie Stewart, Rosemary Hinton, Betty Sue Hurley, David Jessie, Della Johnson, Linda Kegley, Velda Mabry, Rhonda Mackin, Zach McClurg, Pam Moore, \*\*Carole Morella, Joel Pace, Belva Sammons, Dallas Sammons, \*Wilma Stegall, Larry Stephenson, \*\*Jack Templeman, Todd Thacker, Madonna Weathers, \*Kenny White

\*Prior Notification \*\*No Notification

**Guests:** Roger Barker, Director, Office of Human Resources

Gene Caudill, Staff Regent

The meeting was called to order by Chair Thacker at 1 p.m. Minutes of the May 1 and May 8 meetings were reviewed. Corrections are as follows:

May 1, 2000 minutes correction: Page 2, Committee Report, Fiscal Affairs Committee, delete Chair B. Sammons reported on the salary pool for 2000-2001. The original salary pool

May 8, 2000 minutes correction: Page 4, Committee Report, Fiscal Affairs Committee, correct last sentence in first paragraph from: The budget then went to the Board of Regents for approval. To: The budget will go to the Board of Regents for approval.

**MOTION:** May 1 and May 8 minutes were approved as amended.

Proposed: Vice Chair Stephenson Seconded: Rep. Kegley

**Called For Vote:** Passed

<u>CHAIR'S REPORT</u> - Chair Thacker thanked the election workers. The first election turnout was 55.6% and the run off election turnout was 61%. Letters will be going out June 6 to all candidates.

Status on Tuition Waivers for Retirees has been submitted to VP Dailey. This issue will be brought before the VPs at their next meeting. All changes on policies will be submitted to the Board of Regents by September 2000.

The Staff Congress luncheon will be held Tuesday, June 13 at 11 a.m. in the Commonwealth Room in ADUC. The meal will be roast beef, chicken, etc. New representatives are invited to attend.

Rep. D. Sammons has launched the Staff Congress web site. It has been made a "hot link". The election results have been posted to the site. Rep. D. Sammons is to be congratulated on the outstanding job done on the web site.

**VICE CHAIR'S REPORT** – No Report.

**SECRETARY'S REPORT** – No Report.

<u>REGENT'S REPORT</u> – Board of Regents meeting is Friday. The agenda is personnel rosters and budget. The salary pool for this year was 2.35%. The breakdown is as follows:

1.33% Across the Board.67% Merit.35% Reclassification

#### **COMMITTEE REPORT**

**Standing Committee on Appointments** – No Report.

**Credential and Elections Committee** – No Report

**Fiscal Affairs Committee** – Chair B. Sammons reported that the FA Committee has been turned into a By-Laws Review Committee. The Committee has drafted a Resolution Honoring Larry Stephenson. Rep. D. Sammons read to Staff Congress.

Call For Vote: Passed

Chair B. Sammons reports that the percentage of representations for Staff Congress is as follows:

Executive/Managerial 7% Technical/Paraprofessional 6% Professional/Non-Faculty 40% Skilled Craft 8% Secrectarial/Clerical 22% Service/Maintenance 16%

Recommended changes to the By-Laws are as follows:

#### ARTICLE I

Page 1, Section 2. Election Process, E. Changed to read: The Credentials and Elections committee will designate representatives to receive all nominations at designated East and West End campus location. Each nomination must include the nominee's full name, constituency name and the nominee' agreement to be elected.

Page 2, Section 2. Election Process, F. Changed to read: The Credentials and Elections Committee shall designate central polling locations, and voting provisions made for afternoon, night shift, and off-campus employees.

Page 2, Section 3. Representation, B. Changed to read: Representatives will be elected to proportionately represent each of the following employment categories based on percentages of employees in each category with the total number of representatives not to exceed twenty with a minimum of two per employment category: Skilled Crafts, Technical/Paraprofessional, Secretarial/Clerical, Service/Maintenance, Professional/Non-Faculty, Executive/Managerial.

Page 2, Section 3. Representation, C. Changes to read: Ten staff representatives shall be elected as at-large candidates. The at-large candidates' length of term shall be based upon the number of votes received. The longest terms will be assigned to the candidates receiving the most votes.

Page 2, Section 4. Term of Office, C. Delete.

- Page 2, Section 4. Term of Office, D. Changed to C.
- Page 3, Section 5. Permanent Vacancy, B. Changed to read: A permanent vacancy for a term occurs when a representative misses three consecutive meetings or five meetings within the Congress year as determined by the Credentials and Elections Committee.
- Page 3, Section 5. Permanent Vacancy, F. Changed to read: When a permanent vacancy occurs, the person receiving the next highest number of votes in the last election in the employment category in which the vacancy occurs shall be appointed. The Credentials and Elections Committee shall recommend a replacement in the event no candidate received the next highest number of votes, to the Congress for its approval. In the event no candidate received the next highest number of votes or a replacement is not recommended by the Credentials and Elections Committee, the term shall remain permanently vacant until a successor has been elected.
- Page 4, Section 3. Election of Officers, C. Changed to read: In the event a vacancy of the Chair occurs the Vice Chair as stated in Section 5, Duties of the Vice Chair will fill the office.
- Page 5, Section 6. Duties of the Secretary, A. Changed to read: To keep and record accurate minutes of regular and special meetings of the Staff Congress and to distribute copies of the minutes to representatives of the Staff Congress at least five working days prior to the next meeting.
- Page 6, Section 8. Removal of Staff Congress Officers, E. Changed to read: The Congress in an executive session shall conduct debate on the recommendation of the Credentials and Elections Committee concerning the removal of an officer. The Chair of the Credentials and Elections Committee shall preside.
- Page 6, Section 8. Removal of Staff Congress Officers, F. Changed to read: The Congress, in open session, shall vote by secret ballot on the recommendation of the Credentials and Elections Committee. A member of the Credentials and Elections Committee will tally ballots and the results announced to the Congress by the Chair of the Credentials and Elections Committee.

#### ARTICLE IV

- Page 6, Section 2. Place. Changed to read: The Staff Congress shall hold its regular meetings in a location and at a time as determined by the Executive Council. The secretary shall do the scheduling for the meeting location.
- Page 7, Section 8. Voting. Changed to read: The Chair shall determine the method of voting during each meeting of the Staff Congress at the time of the vote. The Chair may appoint two representatives to assist in totaling the number of votes, shall determine the total vote.
- Page 7, Section 11. Debate. Changed to read: Debate of discussion shall be limited to twenty minutes per motion unless an extension of time is voted by two-thirds of voting members present. The Vice Chair shall keep the time.

#### ARTICLE V

Page 8, Section C. Standing Committees, C. Changed to read: <u>Credential and Election Committee</u>. The Credential and Elections Committee shall be charged with certifying candidates for election and conducting

elections of Representatives to the Staff Congress as set forth in Article I of these By-Laws. Additionally, the Committee shall oversee and conduct the election of the Staff Regent following policies established by the Staff Congress. The Committee shall conduct a review of the employment categories every three years to insure proportional representation of staff and make appropriate recommendations to Staff Congress. The Committee will also be responsible for recommending to Staff Congress appointees to Unviersity Standing Committees. The Congress retains the right to add or delete standing committees as needed.

### STAFF CONGRESS REPRESENTATIVES

(Proposed Changes Pending Approval of By-Law Revisions)

EXECUTIVE/MANAGERIAL	PROFESSIONAL/NON-FACULTY
3 years – Carole Morella	3 years – Jeff Barker
2 years – Dan Connell	2 years – Patty Eldridge
	David Jessie *
	Joel Pace*
	1 year - Dallas Sammons *
	Todd Thacker
SECRETARIAL/CLERICAL	SERVICE/MAINTENANCE
3 years – Lenore Dixon	3 years – Betty Hurley
2 years – Joy Cecil	2 years – Linda Kegley
Pam Moore *	1 year - Thelma Bumgardner
1 year - Rosemary Hinton	Wilma Stegall *
SKILLED CRAFTS	TECHNICAL PARA/PROFESSIONAL
3 years – Tim Smith	2 years – Vincent Butler
2 years – Ricky Williams	1 year - Velda Mabry

<sup>\*</sup>Indicates moved from the At-Large Category.

## AT-LARGE (Not Associated With a Category)

3 years – Sharon Beller

Stephanie Stewart

Madonna Weathers

2 years – Vacancy (Executive/Managerial)

Vacancy (Moved From Skilled Crafts)

Vacancy (Moved from Technical/Paraprofessional)

1 year - Larry Besant

Gene Caudill (Moved from Executive/ Managerial)

Rhonda Mackin

Zach McClurg (Moved from Skilled Crafts)

### STAFF CONGRESS REPRESENTATIVES

(July 1, 2000 Under Current By-Laws)

EXECUTIVE/MANAGERIAL  3 years – Carole Morella  2 years – Dan Connell  1 year - Gene Caudill	PROFESSIONAL/NON-FACULTY  3 years – Jeff Barker  2 years – Patty Eldridge  1 year - Todd Thacker
SECRETARIAL/CLERICAL  3 years – Lenore Dixon  2 years – Joy Cecil  1 year - Rosemary Hinton	SERVICE/MAINTENANCE  3 years – Betty Hurley  2 years – Linda Kegley  1 year - Thelma Bumgardner
SKILLED CRAFTS  3 years – Tim Smith  2 years – Ricky Williams  1 year - Zach McClurg	TECHNICAL PARA/PROFESSIONAL  3 years - Vacancy 2 years - Vincent Butler 1 year - Velda Mabry

#### AT-LARGE

HI-LANGL		
3 years – Sharon Beller	Service/Maintenance	
Stephanie Stewart	Secretarial/Clerical	
Madonna Weathers	Executive/Managerial	
Vacancy	Service/Maintenance	
2 years – David Jessie	Professional/Non-Faculty	
Joel Pace	Professional/Non-Faculty	
Pam Moore	Secretarial/Clerical	
Vacancy	Executive/Managerial	
1 year - Larry Besant	Executive/Managerial	
Rhonda Mackin	Secretarial/Clerical	
Dallas Sammons	Professional/Non-Faculty	
Wilma Stegall	Service/Maintenance	

The recommended By-Law changes can be approved at the next Staff Congress meeting without going to the Board of Regents. This action requires five signatures of staff members. The signatures of support are: Madonna Weathers, Dallas Sammons, Larry Stephenson, Pam Moore and Velda Mabry.

**Call For Vote:** Passed

Second Reading Will Be June 13, 2000.

## **Personnel Policies and Benefits Committee** – No Report

#### **OLD BUSINESS** – No Old Business

<u>NEW BUSINESS</u> – Rep. B. Sammons asked that Staff Congress look at using tuition waivers to audit a class. The current policy does not allow the waiver to be used for auditing classes. This request was held over to the July meeting.

Rep. Bumgardner requested Staff Congress to review extending funeral leave to include daughter-in-law, son-in-law, half-sister and half-brother.

**Motion:** To recommend that daughter-in law, son-in-law, half-sister and half-brother be added to

the funeral leave policy as immediate family.

Proposed: Rep. Bumgardner Seconded: Rep. Moore

**Call For Vote:** Passed

## **ANNOUNCEMENTS**

July 10, 2000 Staff Congress Meeting – Riggle Room

### **ADJOURNMENT**

Staff Congress adjourned at 2:45 p.m.

Minutes by: Lois L. Hawkins, Secretary

# MOREHEAD STATE UNIVERSITY STAFF CONGRESS

#### 13 JUNE 2000

Staff Congress was called to order by Chair Thacker at 1 p.m. in the Commonwealth Room, ADUC for the second reading of the Staff Congress By-Laws.

Call For Vote: Passed

Minutes by: Lois L. Hawkins

## STAFF CONGRESS Monday, 10 July 2000 Riggle Room – 1 p.m.

- I. CALL TO ORDER
- II. ADDITIONS TO AGENDA/RECOGNITION OF GUESTS
- III. APPROVAL OF THE MINUTES
- IV. CHAIR'S REPORT
- V. VICE CHAIR'S REPORT
- VI. SECRETARY'S REPORT
- VII. COMMITTEE REPORTS
  - Credentials and Elections
  - Standing Appointments Sub-Committee
  - Fiscal Affairs
  - Personnel Policies and Benefits
- VIII. OLD BUSINESS -
- IX. NEW BUSINESS -
- X. DISCUSSION
- XI. ANNOUNCEMENTS