

**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
April 2, 2001**

MEMBERS:

*Sharon Beller	Lenore Dixon	Margaret LaFontaine	Joel Pace	Todd Thacker
Larry Besant	Patty Eldridge	Velda Mabry	Darlene Ramey	*Jonell Tobin
Thelma Bumgardner	Lana Fraley	Rhonda Mackin	Belva Sammons	Madonna Weathers
Vincent Butler	Rosemary Hinton	Zach McClurg	Dallas Sammons	Michael Hopper
*Gene Caudill	David Jessie	Pam Moore	Tim Smith	Kenneth White
Joy Cecil	Linda Kegley	Carole Morella	Stephanie Stewart	Rick Williams

***Denotes member was absent**

Guests: None

Chair Weathers called the meeting to order at 1:05 p.m. A quorum was present. Chair Weathers presented Rep. Hopper with a Staff Congress pin. The March minutes were distributed to members. Due the problems with the university email program, minutes had not been e-mailed to members with e-mail access.

MOTION:

To approve the March meeting minutes with the following corrections:

Page 1, eliminate "the" in the first motion, eliminate "to" in the third sentence from the end of paragraph 2, add "may" in the second sentence from the end of the second paragraph.

Page 2, correct spelling of "meet" to "met" under Fiscal Affairs Committee, eliminate "benefits" in first sentence of Personnel Policies and Benefits Committee.

Proposed: Rep. Stewart Seconded: Rep. B. Sammons

Called for vote: Passed

CHAIR'S REPORT – Chair Weathers announced that the Assistant VP for Planning and Budgets position had been eliminated. Beth Patrick has been appointed Associate Vice President for Planning and Technology. She will be responsible for planning, budgets, and technology. There will be another unit re-alignment within this structure. Gary VanMeter will become Acting Senior Director of Information Technology and report to Beth Patrick.

VICE-CHAIR'S REPORT - No report.

SECRETARY'S REPORT – No report.

Committee Reports

Ad-Hoc Staff Regent Election Committee - Chair Moore presented the committees report of recommendation regarding guidelines for Staff Congress and Staff Regent Election. (See attachment #1) Pam Moore advised the congress that an item, # 10, was left off the guideline report. The item proposed limiting the term of staff Regent to two consecutive years. Discussion of the committee's report followed. It was the consensus of the congress that a number of the items (4, 5, 8, and 9) addressed in the document were not specific to Staff Regent election guidelines but pertained to general congress elections. These items should not be included in this document but referred to the credentials and election committee for future consideration. Chair Weathers was of the opinion that item # 10 was not appropriate as other regent terms were not limited in this fashion. Representative Hopper suggested that, in light of the discussion, the guidelines needed further work. The ad hoc committee was asked to further discuss, make revisions and be prepared to present at the next meeting.

Credentials and Elections Committee – Chair Hopper distributed the 2001 Staff Congress Ballot Nominations for the May election. This ballot will go to all university staff employees. Those employees needing to vote by absentee ballot will need to contact Rep. Hopper for a ballot. They will be available after April 9, 2001. A discussion followed concerning the distribution of absentee ballots. Chair Hopper asked that SC members sign-up to work the voting booth on Wednesday, May 16, 2001.

Standing Appointments Sub-Committee – No Report

Fiscal Affairs Committee – Chair B. Sammons attended the President's budget meeting. The President's goal is to have a 5% salary pool for faculty/staff raises for the 2001-2002 year. The budget has been based on an enrollment of 8600 students for the 2001-2002 year. This is 300 more students than were enrolled for the 2000-2001 academic year. It has been recommended the 5% pool for raises be distributed as 3% across the board and 2% merit. The committee recommends the SC support this 5% pool distribution. Equity money is to come from departments through hire downs,

resignations, etc. The question was asked if the 2% merit pool would include money for employees that are on probation even though probationary employees are not eligible for merit pay. The question was asked if merit pool groupings were published anywhere so that employees could know with whom they were grouped.

Personnel Policies and Benefits Committee – Chair Weathers discussed PAC's 28 and 17 regarding sabbatical leave that was approved by the BOR.

Regent's Report – No report

OLD BUSINESS – HR Director Roger Barker has asked Staff Congress to approve PAC's 28 and 17. The BOR took action on these two PAC's at their March 3rd meeting. The PAC's had been approved by Staff Congress as they were originally presented to the BOR. The BOR amended the PAC's before taking action at the March 3rd meeting. The congress did not take an official vote due to the fact the PAC's have already been approved. However, the congress does support the changes. It was brought to the attention of Chair Weathers that PG-44 has still not been posted on the Human Resources web site for supervisors and employees to view. She will pursue this with Roger Barker. Rep. Thacker announced the Job Classification Review/Reclassification Committee has met for the first training session with Human Resources.

NEW BUSINESS

Motion: Recommendation from the Fiscal Affairs Committee to support a 5% salary increase to distributed as 3% across the board and 2% merit.

Proposed: Fiscal Affairs Committee **Seconded:** Rep. LaFontaine

Called for Vote: Passed with one opposing vote.

Chair Weathers will contact VP Dailey and request that monies for vacancies, probationary employees, resignations, etc. be Included in the 5% salary pool.

ANNOUNCEMENTS:

Earth Day will be observed on Saturday, April 21, 2001 beginning at 9 am on the Laughlin Lawn. University administrators will serve breakfast & lunch to participants. There will be team competitions and prizes awarded.

The women's bowling team won the sectional tournament in Lexington prior to attending national competition. The team is the defending National Women's Champions.

MOTION: Adjournment

Proposed: Rep. White **Seconded:** Rep. Thacker

Called For Vote: Passed. Meeting adjourned at 3:08 p.m.

Minutes by: Dallas F. Sammons, Secretary

STAFF CONGRESS AGENDA

Monday May 7, 2001

Riggle Room - 1 p.m.

- I Call to Order
- II Welcome/Guest
- III Approval of the Minutes
- IV Chair's Report
 - Merit Pool Groupings
 - Additional funds for merit pool
 - COSEFL Position Paper on University Governance
 - SGA On-line election
- 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
 - Ad Hock Committees
 - Regent election
- VIII Old Business
- IX New Business
 - Endorsement of Shared Governance Statement
- X Discussion
- XI Announcements
 - Spring Break 2002
 - Searches and Hires

 - Meeting dates 2000-2001 - All meetings are Mondays at 1:00 pm in the Riggle Room
 - June 4
 - July 2
 - August 6

Staff Congress elections will be held on May 16, 2001.

Attachment #1

Staff Congress and Staff Regent Election Guidelines

1. Each candidate may have a page on the Staff Congress web site. This may include a picture and a bio/statement of 500 words or less.
2. Staff Congress to host an open forum. Candidates may speak for 5 minutes and take questions for 5 minutes. Staff Congress will provide luncheon, which is to be staggered to allow employees with lunchtime from 11:00 to 12:00, could hear those candidates representing that particular category and 12:00 to 1:00 for others.
3. No other forum (gathering of any type) to be permitted. No posters/flyers to be distributed on campus. Staff are not to be visited in their offices or stopped while on campus during working hours for the purpose of soliciting votes.
4. Voting booths set up in ADUC and Laughlin. (This would negate the need for transportation to & from polls.) Every member of Staff Congress to sign up for a 2-hour shift at one of the voting sites to ensure coverage.
5. One e-mail, of 100 words or less, to staff from each candidate to be allowed. These are to include only information about the candidate and what he/she would work to accomplish if elected. Any type of remark directed towards an opponent may be grounds for disqualification of said candidate.
6. Staff Congress to provide information to every employee of each category regarding candidate (s) running for whom they may vote. This would entail more work but may be less confusing to many staff.
7. Any activities not listed above must be cleared through the Executive Council of Staff Congress. Requests must be submitted in writing 30 days prior to planned event.
8. Upon the ruling of (a committee could be appointed from members of Staff Congress & from VP's office) any violation may result in disqualification of a candidate, even if candidate disavows knowledge of the disqualifying action.
9. Request that MSU allow each employee up to 30 minutes from his/her work schedule to voted. Should misuse of this time become suspect the VP may, by written request, ask for verification of voting.