

STAFF CONGRESS MEETING

MINUTES -- NOVEMBER 9, 1987

The meeting was called to order by Chair Davis at 2 p.m. in the Riggle Room, ADUC.

REPRESENTATIVES PRESENT:

Sue Bang, Nell Bland, Jo Brewer, Carolyn Brown, Richard Brown, Elwood Bumgardner, Thelma Bumgardner, Gene Caudill, Debra Cundiff, Ruth Davis, Phyllis Dehart, Mike Eldridge, Shirley Hamilton, Ron Jones, Bill Mahaney, Wanda Mayse, Arthur McCleese, Gary Messer, Bill Redwine, Bill Sharp, Larry Stephenson, Evelyn Stewart, Regena Stone, Betty Washington, Sue Woodrow.

REPRESENTATIVES ABSENT:

Ellen Carscaddon, Bea Falls, Evlynn Fugate, Charlie Myers, Kenneth White.

Minutes of the October 5, 1987, meeting were distributed and approved as written.

OLD BUSINESS:

The Chair reported that Larry Stephenson has been appointed Parliamentarian for this year.

The Chair reported that the listing of staff representatives should be corrected; namely, the Secretarial-Clerical category, Betty Washington should be listed for the two-year term, not the three-year term.

The Chair reported that delegates from the Staff Senate of U of L, the Staff Congresses of Northern, Murray, and Morehead State would meet in Louisville on Sunday, November 15, from 12 to 6 p.m. The purpose of this meeting is to form a statewide organization and to support membership on the Board of Regents. The Chair will report at the next meeting.

Chair Davis reported that as Chair of the Staff Congress she is serving on the Ad Hoc Special Events Committee; the SACS Accreditation Steering Committee; and the Job Classification and Compensation Plans Committee.

Sue Woodrow asked that minutes of the Staff Congress meetings be sent to all staff members. Bill Redwine made a motion that minutes of each monthly meeting be sent to all full-time staff members. Sue Bang seconded. The motion passed.

Ron Jones reported that the Employee Benefits Committee is looking at a 125 plan for health benefits. Bill Riley will meeting with the Staff Congress Personnel Benefits Committee to discuss this plan.

ELECTION OF STANDING COMMITTEES:

Chair Davis reported that the Executive Council had met and made suggestions for the standing committees. Each representative will serve on at least one committee, and these appointments are for one year. However, the Staff Congress representatives can nominate other representatives for these committees. Duties of the standing committees are defined in the Bylaws. The suggested membership for each committee was distributed.

Sue Bang asked that if someone on the Credentials and Elections Committee were to run for office would they be excused from that committee later. Chair Davis confirmed they would be excused.

Chair Davis asked if there were any other nominations for the Standing Committees. The only committee membership to be changed was the addition of Sue Woodrow to the Personnel Benefits Committee. The memberships of the Credentials and Elections Committee; the Fiscal Affairs Committee; the Liaison Committee; and the Personnel Policies Committee were approved, as recommended, by the Staff Congress.

ELECTION OF CHAIRPERSON FOR STANDING COMMITTEES.

Credentials and Elections Committee--Larry Stephenson, Chair
Fiscal Affairs Committee--Mike Eldridge, Chair
Liaison Committee--Bill Redwine & Betty Washington, Co-Chairs
Personnel Benefits Committee--Gene Caudill, Chair
Personnel Policies Committee--Shirley Hamilton, Chair

Sue Bang made a motion that all Chairpersons be accepted. Jo Brewer seconded. Motion passed.

Gene Caudill made a motion that the Staff Congress make a recommendation to the President that appointments of staff members to University Standing Committees be made by the Staff Congress. Bill Redwine seconded. Discussion. Motion passed.

Gene Caudill asked if minutes of the Staff Congress should be filed with someone. Bill Mahaney asked if the Staff Congress had the authority to ask for minutes of all University Standing Committees. Chair Davis stated this would be a function of the Liaison Committee.

NEW BUSINESS:

Chair Davis stated that the Staff Congress had a \$5,000 budget for this year.

Mike Eldridge asked who was to review the expenditures of the Staff Congress and was this a function of the Fiscal Affairs committee. Chair Davis stated that expenditures would be reported at each monthly meeting.

Bill Mahaney made a motion that no expenditures be made unless approved by the entire Staff Congress, except in an emergency, and these expenditures would be ratified at the next meeting. Motion amended to state that emergency expenditures must be approved by the Executive Council. Richard Brown seconded. Discussion. Motion passed, two no votes.

Gene Caudill made a motion that the Chair's travel/expenses to Louisville be reimbursed according to university policy, and expenses for anyone else who may be attending with the Chair. Phyllis Dehart seconded. Discussion. Motion passed. Chair Davis stated that her travel request had been approved by Porter Dailey, her supervisor. There was some discussion on who had authority to approve travel for the Chair, the Faculty Senate reports to the Academic Vice President.

Chair Davis asked if there was any further business.

Bill Sharp made a motion to adjourn. Gene Caudill seconded. Meeting adjourned at 3:10 p.m.

Submitted by: Wanda J. Mayse, Secretary to Staff Congress

STAFF CONGRESS MEETING

December 14, 1987

The meeting was called to order by Chair Davis at 2:00 p.m. in the Riggle Room, ADUC.

REPRESENTATIVES PRESENT:

Sue Bang, Nell Bland, Jo Brewer, Carolyn Brown, Elwood Bumgardner, Thelma Bumgardner, Gene Caudill, Ellen Carscaddon, Debra Cundiff, Ruth Davis, Phyllis Dehart, Evlynn Fugate, Shirley Hamilton, Ron Jones, Bill Mahaney, Wanda Mayse, Arthur McCleese, Gary Messer, Charlie Myers, Bill Sharp, Evelyn Stewart, Regena Stone, Betty Washington, Kenny White, Sue Woodrow.

REPRESENTATIVES ABSENT:

Richard Brown, Mike Eldridge, Bea Falls, Bill Redwine, Larry Stephenson

Bill Mahaney made a motion that the minutes of the November 9, 1987, meeting be approved as written. Sue Woodrow seconded. Motion passed.

COMMITTEE REPORTS:

Gene Caudill reported that the Employee Benefits Committee had a meeting with Bill Riley, Personnel Office, and discussed some new benefits. Recommendations will be made in January 1988.

CHAIRS REPORT:

The Chair reported on the meeting in Louisville on November 15 with the staff congress representatives from Murray and Northern, and the staff senate senators from U of L.

The primary goal is to get one or two of the other state universities to organize a staff congress before getting the State legislature to enact a statute that would allow all the State universities to have a voting member on the Board of Regents.

Each university needs to meet with their President to obtain his/her support for this statute. Chair Davis said she felt that President Grote would be very supportive of the MSU Staff Congress since he has been from the beginning.

The state organization now has a name - Kentucky Higher Education Support Staff Association (KHESSA).

The Chair stated that two of the staff congresses have release time for their chairperson and one has a \$200 stipend per month.

NEW BUSINESS:

Chair Davis stated that Porter Dailey had requested input from the Staff Congress on the 1988-89 operating budget. The Chair had called two meetings with the Chairs of the Staff Congress Committees and the Executive Council. Copies of the information which was submitted to Porter-Dailey was distributed to the representatives. The Chair stated that there was limited time to prepare the report; therefore, no cost analysis was submitted, only recommendations. The Chair asked if there were any questions, and there was some discussion on the employee benefits portion of the report. (Sick leave will be discussed at the next meeting.) Charlie Myers asked if an employee could be given release time to obtain a GED the same as an employee obtaining college credit. The Personnel Benefits Committee will check on this request. The fact was reiterated that these were only recommendations for the operating budget not a specific proposal.

Gene Caudill stated that a questionnaire was being prepared by the Personnel Benefits Committee to be sent to all full time staff members requesting information on dependents, staff benefits, etc. in early February. Everyone was encouraged to have all co-workers complete these questionnaires and return them. These questionnaires will give us a base from which to work in preparing future reports, when requested.

Chair Davis reported on the long range plan for MSU. Dr. Mac Luckey is chair of the long range plan committee. Once the plan is completed, the representatives of the Staff Congress will get a copy to review; and if there are questions or comments, they can be sent to Chair Davis or Vice Chair Jones to be submitted to the President.

Chair Davis distributed copies of the budget summary; there is a balance of \$4,826.01 to date. This summary will be distributed monthly.

Bill Mahaney made a motion that instead of sending copies of the minutes to the Faculty Senate, that the minutes of the Staff Congress be put on public display at the Library and to be housed there permanently. Sue Bang seconded. Motion passed.

Chair Davis reported that the Steering Committee for the Job Classification and Compensation Plan had submitted the final changes to the consultants. The report with corrections should be received this week by the Personnel Office. When

received, the Personnel Benefits Committee and the Fiscal Affairs Committee of the Staff Congress will review the report. A meeting has been scheduled for Tuesday, December 22. The Steering Committee is hopeful the report will be submitted to the Board of Regents at the January meeting and become effective July 1, 1988.

Gene Caudill made a recommendation that the Chair of the Staff Congress be granted release time to fulfill the duties of the Chair in the amount of 20 percent or the equivalent of one day per week. Bill Mahaney seconded. Motion passed.

Bill Mahaney also recommended a separate workstation (office) for the Staff Congress Chair to perform his/her duties.

The Chair reminded the representatives of the next meeting on Monday, January 4, 1988.

Bill Mahaney made a motion for adjournment. Seconded by Evlynn Fugate.

Meeting adjourned at 3 p.m.

Submitted by Wanda J. Mayse, Secretary for Staff Congress