

## STAFF CONGRESS MEETING MINUTES

January 4, 1988

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

### REPRESENTATIVES PRESENT:

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

### REPRESENTATIVES ABSENT:

Nell Bland, Richard Brown, Shirley Hamilton.

Larry Stephenson made a motion that the minutes of the December 14, 1987, meeting be approved as written. Bill Sharp seconded. Motion passed.

### CHAIRS REPORT:

Chair Davis stated that a letter had been sent to Vice President Dailey on 12-18-87 requesting release time for the Chair of the Staff Congress, but a response has not yet been received.

Chair Davis stated that the Operating Budget had been submitted to the President and some of the recommendations by the Staff Congress were included in the budget.

Chair Davis distributed copies of the budget summary; there is a balance of \$4,787.07 to date.

### COMMITTEE REPORTS:

Mike Eldridge, Fiscal Affairs Committee, reported on the meeting held with the Steering Committee on the Classification, Compensation, and Evaluation Job Study on December 22, 1987. A copy of the minutes of that meeting were distributed. Mike stated that copies of the plan will be in the Library and various other offices on campus for review by all staff employees. Mike stated that one concern of the Steering Committee was how to present this plan to the staff. There was discussion and comments on the plan and the representatives were urged to study the plan.

Carrie C. Back  
Off Library & Ins  
CARROLL LI  
The Chair stated that this plan would be presented to the Board of Regents at either the January meeting or a later meeting in the spring, hopefully, at the January meeting.

Bill Redwine made a motion that Vice President Dailey provide copies of the plan to all full-time staff employees. Gene Caudill seconded. Motion passed.

Gene Caudill made a motion that if Vice President Dailey will not provide copies of the plan to all full-time staff employees then the Staff Congress will provide copies. Bill Sharp seconded. Motion passed.

Arthur McCleese made a motion that nothing be sent upward (to Vice Presidents, the President, etc.) without the full approval of the Staff Congress. Bill Mahaney seconded. Discussion. Vote was by a show of hands, two votes for, twenty-one votes against, four did not vote. Motion did not pass.

Bill Mahaney made a motion for adjournment. Seconded by Sue Bang. Adjourned at 3:45 p.m.

Next meeting Monday, February 8, 1988, at 2:00 p.m. in the Riggle Room.

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

## STAFF CONGRESS MEETING MINUTES

February 8, 1988

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

## REPRESENTATIVES PRESENT:

Sue Bang, Nell Bland, Jo Brewer, Carolyn Brown, Richard Brown, Elwood Bumgardner, Thelma Bumgardner, Ellen Carscaddon, Gene Gaudill, Debra Cundiff, Phyllis Dehart, Mike Eldridge, Evelyn Fugate, Shirley Hamilton, Ron Jones, Bill Mahaney, Wanda Mayse, Arthur McCleese, Gary Messer, Bill Sharp, Evelyn Stewart, Betty Washington, Kenny White, Sue Woodrow.

## REPRESENTATIVES ABSENT:

Bea Falls, Ruth Davis, Charlie Myers, Bill Redwine, Regena Stone, Larry Stephenson

## MINUTES:

Rep. Sharp made a motion that the minutes of the last meeting be approved as written. Rep. Mahaney seconded. Motion passed.

## CHAIRS REPORT:

Vice Chair Jones reported that Chair Davis, as well as Representatives Bill Redwine and Larry Stephenson, were in Frankfort for a planning session for the legislative rally on 2-16-88 which was called by the Kentucky Advocates for Higher Education.

Vice Chair Jones encouraged members to attend the rally in Frankfort on 2-16-88. Busses will leave at 11:30 a.m. Staff members will have to take compensatory time or vacation time; travel expenses will not be paid. He also stated that there will be a meeting of KHESSA after the rally.

Vice Chair Jones distributed copies of the budget with a minor correction through 1-4-88.

Vice Chair Jones distributed a letter from President Grote designating Porter Dailey as administrative liaison to the Staff Congress.

Vice Chair Jones stated that copies of the Job Classification and Compensation Study were not distributed to the entire staff as permission could not be obtained from Mr. Dailey or the President to distribute copies of this plan.

Vice Chair Jones stated that open meetings would be held on February 17 & 24 at 3 p.m. and on February 18 & 25 at 4 p.m. in Reed Hall 419 to cover the appeals process, etc., of the plan. These meeting are open to all staff members.

Vice Chair Jones distributed copies of the booklet on Parlimentary Procedure.

#### COMMITTEES REPORT:

**CREDENTIALS & ELECTIONS COMMITTEE:** Rep. Bang distributed copies of a report from this committee stating that a letter of resignation had been received from Rep. Charles Myers of the Executive/Managerial Category. According to the Bylaws, Article I, Section 5D, "...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."

Rep. Bang made a motion that the resignation of Rep. Myers be accepted. Rep. Mahaney seconded. Discussion. Motion passed.

Rep. Bang stated that Mike Hopper received the next highest number of votes for Representative in the Executive/Managerial category. Therefore, Rep. Ellen Carscaddon would complete the three-year term vacated by Rep. Charles Myers; Rep. Kenny White would complete the two-year term vacated by Rep. Ellen Carscaddon; and Rep. Mike Hopper would complete the one-year term vacated by Rep. Kenny White.

**PERSONNEL BENEFITS COMMITTEE:** Rep. Gene Caudill reported that the committee had been working on a questionnaire to be sent to all staff members requesting information which would be useful in the future to the Staff Congress in making a decision relative to the entire staff. The Chair of the Faculty Senate would also be asked if they would like to have information included on the questionnaire.

Rep. Caudill stated that this committee was concerned that the Staff Congress had not received any type of feedback from Mr. Dailey on the recommendations for the 1989-90 operating budget.

Rep. Caudill reported that this committee was investigating the possibility of establishing a sympathy club for active staff members. Rep. Sharp made the recommendation that the committee present the plan to the Staff Congress with several options when more information is obtained.

**PERSONNEL POLICIES COMMITTEE:** Rep. Shirley Hamilton reported that this committee was looking at the sick leave policy and comparing it with other plans/policies.

Rep. Hamilton stated that our tuition waiver policy does not allow for time off to work on a GED. When the questionnaire is completed, it will show a realistic number of the number of staff who do not have GEDs.

#### NEW BUSINESS:

Rep. Mahaney challenged the Staff Congress to look at the Preamble of the Constitution which states "the Staff Congress is established as an advisory body" and questioned the legality of the motion on January 4, 1988, which stated "that nothing be sent upward (to Vice President, the President, etc.) without the full approval of the Staff Congress." Rep. Mahaney questioned if it is legal for a subcommittee to meet and report to the Vice President, President, etc., without full approval of the Staff Congress. Rep. Mahaney stated that any group, subcommittee, etc., should represent only themselves and not the entire Staff Congress.

Rep. Caudill noted that the incident that Rep. Mahaney was referring to was the submission of the 1989-90 Operating Budget to Mr. Dailey. Rep. Caudill stated that this submission represented requests from the chairs of the subcommittees and the Executive Council and was not representative of the entire Staff Congress.

Rep. Caudill made a motion, that to reinforce the Bylaws and Constitution of the Staff Congress, that the entire membership of the Staff Congress recognize and abide by the Bylaws in making decisions/recommendations that are reflective of the entire Staff Congress. Rep. Mahaney seconded. Discussion. Motion passed.

Rep. Caudill voiced a strong concern that the Job Classification and Compensation Plan was not distributed to the entire staff and stated that the entire Staff Congress should have been notified as soon as possible as to why this plan was not going to be distributed so that the representatives could get this information back to their constituents.

Rep. Sharp made a motion for adjournment. Rep. Bang seconded. Adjourned at 3 p.m.

Next meeting, Monday, March 7, 1988, at 2 p.m. in the Riggle Room.

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

91A19-1-6-13

## STAFF CONGRESS MEETING MINUTES

March 7, 1988

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

### REPRESENTATIVES PRESENT:

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

### REPRESENTATIVES ABSENT:

Carolyn Brown, Thelma Bumgardner, Ellen Carscaddon, Bea Falls, Gary Messer, Bill Sharp

### MINUTES:

Larry Stephenson made a motion that the minutes of the last meeting be approved as written. Sue Bang seconded. Motion passed.

### CHAIRS REPORT:

Chair Davis reported on the lack of distribution to all full-time employees of the Job Classification and Compensation Plan and apologized to the members for not notifying them that the Plan would not be distributed.

Chair Davis introduced Vice President Porter Dailey who is the Staff Congress Liaison. Mr. Dailey reported on the Plan.

1. The Board of Regents approved the Plan on January 29. Some positions were omitted from the Plan, and the Job Classification and Evaluation Committee has corrected the Plan to include these positions. The date of April 1 is the implementation date to bring employees up to the first quartile at the rate of \$17,000.

2. Governor Wilkinson is not supportive of higher education for the 1988-89 operating budget. A House committee has moved capital construction funds into salary funds. This is both good and bad--good for the salary fund but bad for the University utility tunnel which is in the capital construction funds. However, the University will have an opportunity to respond to the utility project.

3. Mr. Dailey reported that President Grote stresses faculty and staff development; therefore, some of the funds donated by Ashland Oil will be used in 1988-89 for faculty and staff development. One faculty (Glenn Rogers) and one staff (Shirley Hamilton) have been appointed to assist the Personnel Office in determining the type of development (seminars, etc.) to be provided.

Chair Davis reported that Vice Chair Jones attend a reception in Frankfort for legislators and a KHESSA meeting.

Chair Davis distributed copies of the Staff Congress budget indicating monies spent to date.

#### COMMITTEE REPORTS:

CREDENTIALS AND ELECTIONS COMMITTEE: Rep. Larry Stephenson, Chair, reported that this Committee would meet today to set the date for election of new representatives.

#### NEW BUSINESS:

Shirley Hamilton, Chair, of the newly organized Staff Development Task Force reported that this committee had been organized for the purpose of assisting the Personnel Office in providing staff development. Members are Debra Cundiff, Mike Eldridge, Wanda Mayse, Sue Woodrow, and Kenny White. Members were selected from the six job categories. Input from representatives and employees was encouraged, send the requests/information to one of the members. The President wants this plan in place by July 1, 1988. The requests will be prioritized and submitted to Jack Jones, Personnel Officer.

Vice Chair Jones stated that the Staff Congresses from the other universities in the state had lapel pins for their officers and representatives. Rep. Stephenson made a motion that lapel pins/badges be ordered for the executive officers and Representatives of the Staff Congress. Bill Mahaney seconded. Discussion. Motion carried.

Chair Davis asked the Representatives for suggestions for use of the Staff Congress monies and to bring the suggestions to the April meeting.

Chair Davis stated that the Staff Congress Chair had received 20 percent release time. Sue Bang made a motion that release time be requested for the Secretary to the Staff Congress. Amended to 15 percent release time. Evelyn Stewart seconded. Discussion. Motion passed.

Chair Davis distributed information on the criteria for SACS Accreditation, and asked the representatives to read before April meeting so the representatives can discuss.

Chair Davis stated a committee needed to be appointed to review the Bylaws of the Staff Congress. One member will be appointed from each Standing Committee.

Fiscal Affairs Committee--Jo Brewer  
Liaison Committee--Arthur McCleese  
Credentials & Elections Committee--Richard Brown  
Personnel Policies Committee--Evelyn Stewart  
Personnel Benefits Committee--Bill Mahaney

Chair Davis asked that this committee select their Chair and set their first meeting date.

Chair Davis reported that the Job Classification and Evaluation Committee had asked three Staff Congress Representatives to set in on their meeting on March 8. The Representatives are Gene Caudill, Bea Falls, Bill Mahaney. Chair Davis asked for input for this meeting.

Chair Davis asked if all representatives had seen copies of the Appeals Process for staff. Larry Stephenson made a motion that information and forms on the Appeals Process be disseminated to all staff employees; thereby making the employees aware of their right to appeal. Bill Mahaney amended this motion to include the name and telephone number of the contact person. Gene Caudill seconded. Discussion. Motion carried.

Chair Davis asked the Liaison committee to ask for clarification from Mike Seelig on the article in The Trail Blazer on the consultant for administrative monies.

Rep. Mahaney asked under the new Job Classification and Compensation plan if salaries would be based on job evaluation. Rep. Redwine asked if there was a standardized format for the job evaluations. Chair Davis stated that the job evaluation format be considered and will bring it up at the April meeting.

Evelyn Stewart made a motion for adjournment. Gene Caudill seconded. Adjourned at 4 p.m.

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



91A19-1-6-11

## STAFF CONGRESS MEETING MINUTES

March 7, 1988

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

### REPRESENTATIVES PRESENT:

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

### REPRESENTATIVES ABSENT:

Carolyn Brown, Thelma Bumgardner, Ellen Carscaddon, Bea Falls, Gary Messer, Bill Sharp

### MINUTES:

Larry Stephenson made a motion that the minutes of the last meeting be approved as written. Sue Bang seconded. Motion passed.

### CHAIRS REPORT:

Chair Davis reported on the lack of distribution to all full-time employees of the Job Classification and Compensation Plan and apologized to the members for not notifying them that the Plan would not be distributed.

Chair Davis introduced Vice President Porter Dailey who is the Staff Congress Liaison. Mr. Dailey reported on the Plan.

1. The Board of Regents approved the Plan on January 29. Some positions were omitted from the Plan, and the Job Classification and Evaluation Committee has corrected the Plan to include these positions. The date of April 1 is the implementation date to bring employees up to the first quartile at the rate of \$17,000.

2. Governor Wilkinson is not supportive of higher education for the 1988-89 operating budget. A House committee has moved capital construction funds into salary funds. This is both good and bad--good for the salary fund but bad for the University utility tunnel which is in the capital construction funds. However, the University will have an opportunity to respond to the utility project.

3. Mr. Dailey reported that President Grote stresses faculty and staff development; therefore, some of the funds donated by Ashland Oil will be used in 1988-89 for faculty and staff development. One faculty (Glenn Rogers) and one staff (Shirley Hamilton) have been appointed to assist the Personnel Office in determining the type of development (seminars, etc.) to be provided.

Chair Davis reported that Vice Chair Jones attend a reception in Frankfort for legislators and a KHESSA meeting.

Chair Davis distributed copies of the Staff Congress budget indicating monies spent to date.

#### COMMITTEE REPORTS:

CREDENTIALS AND ELECTIONS COMMITTEE: Rep. Larry Stephenson, Chair, reported that this Committee would meet today to set the date for election of new representatives.

#### NEW BUSINESS:

Shirley Hamilton, Chair, of the newly organized Staff Development Task Force reported that this committee had been organized for the purpose of assisting the Personnel Office in providing staff development. Members are Debra Cundiff, Mike Eldridge, Wanda Mayse, Sue Woodrow, and Kenny White. Members were selected from the six job categories. Input from representatives and employees was encouraged, send the requests/information to one of the members. The President wants this plan in place by July 1, 1988. The requests will be prioritized and submitted to Jack Jones, Personnel Officer.

Vice Chair Jones stated that the Staff Congresses from the other universities in the state had lapel pins for their officers and representatives. Rep. Stephenson made a motion that lapel pins/badges be ordered for the executive officers and Representatives of the Staff Congress. Bill Mahaney seconded. Discussion. Motion carried.

Chair Davis asked the Representatives for suggestions for use of the Staff Congress monies and to bring the suggestions to the April meeting.

Chair Davis stated that the Staff Congress Chair had received 20 percent release time. Sue Bang made a motion that release time be requested for the Secretary to the Staff Congress. Amended to 15 percent release time. Evelyn Stewart seconded. Discussion. Motion passed.

Chair Davis distributed information on the criteria for SACS Accreditation, and asked the representatives to read before April meeting so the representatives can discuss.

Chair Davis stated a committee needed to be appointed to review the Bylaws of the Staff Congress. One member will be appointed from each Standing Committee.

Fiscal Affairs Committee--Jo Brewer  
Liaison Committee--Arthur McCleese  
Credentials & Elections Committee--Richard Brown  
Personnel Policies Committee--Evelyn Stewart  
Personnel Benefits Committee--Bill Mahaney

Chair Davis asked that this committee select their Chair and set their first meeting date.

Chair Davis reported that the Job Classification and Evaluation Committee had asked three Staff Congress Representatives to set in on their meeting on March 8. The Representatives are Gene Caudill, Bea Falls, Bill Mahaney. Chair Davis asked for input for this meeting.

Chair Davis asked if all representatives had seen copies of the Appeals Process for staff. Larry Stephenson made a motion that information and forms on the Appeals Process be disseminated to all staff employees; thereby making the employees aware of their right to appeal. Bill Mahaney amended this motion to include the name and telephone number of the contact person. Gene Caudill seconded. Discussion. Motion carried.

Chair Davis asked the Liaison committee to ask for clarification from Mike Seelig on the article in The Trail Blazer on the consultant for administrative monies.

Rep. Mahaney asked under the new Job Classification and Compensation plan if salaries would be based on job evaluation. Rep. Redwine asked if there was a standardized format for the job evaluations. Chair Davis stated that the job evaluation format be considered and will bring it up at the April meeting.

Evelyn Stewart made a motion for adjournment. Gene Caudill seconded. Adjourned at 4 p.m.

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

91A19-1-6-12

## STAFF CONGRESS MEETING MINUTES

March 7, 1988

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

### REPRESENTATIVES PRESENT:

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

### REPRESENTATIVES ABSENT:

Carolyn Brown, Thelma Bumgardner, Ellen Carscaddon, Bea Falls, Gary Messer, Bill Sharp

### MINUTES:

Larry Stephenson made a motion that the minutes of the last meeting be approved as written. Sue Bang seconded. Motion passed.

### CHAIRS REPORT:

Chair Davis reported on the lack of distribution to all full-time employees of the Job Classification and Compensation Plan and apologized to the members for not notifying them that the Plan would not be distributed.

Chair Davis introduced Vice President Porter Dailey who is the Staff Congress Liaison. Mr. Dailey reported on the Plan.

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3. Mr. Dailey reported that President Grote stresses faculty and staff development; therefore, some of the funds donated by Ashland Oil will be used in 1988-89 for faculty and staff development. One faculty (Glenn Rogers) and one staff (Shirley Hamilton) have been appointed to assist the Personnel Office in determining the type of development (seminars, etc.) to be provided.

Chair Davis reported that Vice Chair Jones attend a reception in Frankfort for legislators and a KHESSA meeting.

Chair Davis distributed copies of the Staff Congress budget indicating monies spent to date.

#### COMMITTEE REPORTS:

CREDENTIALS AND ELECTIONS COMMITTEE: Rep. Larry Stephenson, Chair, reported that this Committee would meet today to set the date for election of new representatives.

#### NEW BUSINESS:

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Vice Chair Jones stated that the Staff Congresses from the other universities in the state had lapel pins for their officers and representatives. Rep. Stephenson made a motion that lapel pins/badges be ordered for the executive officers and Representatives of the Staff Congress. Bill Mahaney seconded. Discussion. Motion carried.

Chair Davis asked the Representatives for suggestions for use of the Staff Congress monies and to bring the suggestions to the April meeting.

Chair Davis stated that the Staff Congress Chair had received 20 percent release time. Sue Bang made a motion that release time be requested for the Secretary to the Staff Congress. Amended to 15 percent release time. Evelyn Stewart seconded. Discussion. Motion passed.

Chair Davis distributed information on the criteria for SACS Accreditation, and asked the representatives to read before April meeting so the representatives can discuss.

Chair Davis stated a committee needed to be appointed to review the Bylaws of the Staff Congress. One member will be appointed from each Standing Committee.

Fiscal Affairs Committee--Jo Brewer  
Liaison Committee--Arthur McCleese  
Credentials & Elections Committee--Richard Brown  
Personnel Policies Committee--Evelyn Stewart  
Personnel Benefits Committee--Bill Mahaney

Chair Davis asked that this committee select their Chair and set their first meeting date.

Chair Davis reported that the Job Classification and Evaluation Committee had asked three Staff Congress Representatives to set in on their meeting on March 8. The Representatives are Gene Caudill, Bea Falls, Bill Mahaney. Chair Davis asked for input for this meeting.

Chair Davis asked if all representatives had seen copies of the Appeals Process for staff. Larry Stephenson made a motion that information and forms on the Appeals Process be disseminated to all staff employees; thereby making the employees aware of their right to appeal. Bill Mahaney amended this motion to include the name and telephone number of the contact person. Gene Caudill seconded. Discussion. Motion carried.

Chair Davis asked the Liaison committee to ask for clarification from Mike Seelig on the article in The Trail Blazer on the consultant for administrative monies.

Rep. Mahaney asked under the new Job Classification and Compensation plan if salaries would be based on job evaluation. Rep. Redwine asked if there was a standardized format for the job evaluations. Chair Davis stated that the job evaluation format be considered and will bring it up at the April meeting.

Evelyn Stewart made a motion for adjournment. Gene Caudill seconded. Adjourned at 4 p.m.

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

## STAFF CONGRESS MEETING MINUTES

April 11, 1988

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

## REPRESENTATIVES PRESENT:

Sue Bang, Nell Bland, Jo Brewer, Richard Brown, Elwood Bumgardner, Thelma Bumgardner, Gene Caudill, Ruth Davis, Phyllis Dehart, Mike Eldridge, Bea Falls, Evlynn Fugate, Shirley Hamilton, Mike Hopper, Ron Jones, Bill Mahaney, Wanda Mayse, Arthur McCleese, Gary Messer, Bill Redwine, Larry Stephenson, Regena Stone, Kenny White, Sue Woodrow

## REPRESENTATIVES ABSENT:

Carolyn Brown, Ellen Carscaddon, Debra Cundiff, Bill Sharp, Evelyn Stewart, Betty Washington

GUEST: Porter Dailey, Vice President

## MINUTES:

Phyllis Dehart made a motion that the minutes of the March 7 meeting be approved. Regena Stone seconded. Approved as written.

Bea Falls made a motion that the minutes of the special meeting on March 25 be approved. Sue Woodrow seconded. Approved as written.

## CHAIRS REPORT:

Chair Davis asked Mr. Dailey if he had any comments to make to the Staff Congress.

Mr. Dailey reported on the status of the higher education bill, capital expenditures, and the 1988-89 operating budget. Mr. Dailey reported that on Wednesday, April 13, the first of several meeting will take place between the three Vice Presidents, the President, the Chair of the Faculty Senate Fiscal Affairs Committee, and the Chair of the Staff Congress Fiscal Affairs Committee on the 1988-89 operating budget. Decisions will be made on 1) How available resources will be distributed and 2) How salary monies will be allocated. Mr. Dailey reported that the operating budget is extremely lean this year because of the growth in student enrollment (which is good) but this growth stimulates the need for more faculty and more services to be provided.

Chair Davis reported that the Job Classification Committee would meet on Wednesday, April 13. She reported that the answers to the questions from the March 25 meeting would be sent to the staff members as soon as she received them.

Chair Davis reported that the Staff Congress budget had a balance of \$4,189.36.

#### COMMITTEE REPORTS:

**BYLAWS REVIEW COMMITTEE:** Bill Mahaney distributed a handout of the suggested changes to the Bylaws, Article 1, Section 5, Permanent Vacancies. Rep. Mahaney made a motion that these changes to the Bylaws be accepted. Rep. Stephenson, the Parliamentarian, stated that since this motion was coming from a committee, a second was not required. Discussion. Changes approved as submitted. (A copy of Article 1, Section 5 is attached.)

**CREDENTIALS AND ELECTIONS COMMITTEE:** Larry Stephenson distributed copies of the guidelines for the 1988 election. Included were copies of the nomination form, agenda, and memo to staff members. Rep. Stephenson stated that the election would cost approximately \$300 for the three voting machines. Staff members will be required to sign a printout before voting. Rep. Stephenson made a motion that the guidelines for the May 25 Staff Congress election be approved. The motion was amended to state the number of seats to be filled in the memo to the staff. No second needed as this motion comes from committee. Discussion. Guidelines approved with change to memo.

**STAFF DEVELOPMENT COMMITTEE:** Shirley Hamilton stated that a report was submitted to the President with various ideas for staff development. Rep. Hamilton stated that the President was in favor of staff development and encouraged staff members to pursue their education, whether it be GED, college degree, etc. Rep. Hamilton stated that another meeting was scheduled with the President, Jack Jones, and Glenn Rogers.

**LIAISON COMMITTEE:** Bill Redwine stated that he had asked Mike Seelig about the Article in the Trail Blazer and Mr. Seelig said the article was fairly accurate. He did not intend to take anything away from the staff but he was representing the faculty.

Mr. Dailey stated that a request for proposals had been submitted to employ a consultant to advise the Faculty Senate on institutional resource utilization, and to compare faculty salaries to benchmark institutions at the state, regional, and national levels.



FISCAL AFFAIRS COMMITTEE: Mike Eldridge commented on the meeting with the Vice Presidents, the President, and the Chair of the Faculty Senate Fiscal Affairs Committee regarding the operating budget.

OLD BUSINESS: Bill Redwine reported that he had contacted two companies on the lapel pins for the representatives. Rep. Redwine asked that a committee be appointed to determine the style of the pin. Chair Davis stated that each of the five standing committees would choose one member to serve on the Pin Committee. Representatives chosen were:

Credentials & Elections Committee--Sue Bang, Chair  
Fiscal Affairs Committee--Nell Bland  
Liaison Committee--Bill Redwine  
Personnel Benefits Committee--Ron Jones  
Personnel Policies Committee--Evlynn Fugate

Chair Davis stated that if any of the representatives had suggestions for the areas in which the staff are involved in the SACS accreditation to send this information to her at UPO 1320 by April 18.

Chair Davis stated that the job evaluation form was discussed at the last meeting and there is no standardized way to evaluate employees. A new form would have to be developed for evaluation for merit pay as the present form was not designed for that purpose.

Chair Davis stated that no response had been received on the release time for the secretary to the Staff Congress.

NEW BUSINESS: None

Bill Mahaney made a motion for adjournment. Phyllis Dehart seconded. Adjourned at 3:30 p.m.

Next meeting at 2:00 p.m. on May 9, 1988.

Submitted by: Wanda Mayse, Secretary to Staff Congress

## ARTICLE I

### Section 5. Permanent Vacancy.

- A. A permanent vacancy occurs for a term when an elected Representative terminates employment with the University.
- B. A permanent vacancy for a term occurs when a Representative misses three consecutive meetings or five meetings within the Congress year without cause as determined by the Credentials and Elections Committee.
- C. A permanent vacancy for a term occurs when a candidate is not nominated for election to serve the unexpired term of a permanent vacancy or for an expired term.
- D. A permanent vacancy occurs when a Representative transfers from one position to another within the University, thereby changing the constituency.
- E. A permanent vacancy occurs when a Representative resigns his/her seat on the Staff Congress.
- F. 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. In the event no candidate received the next highest number of votes, a replacement shall be recommended to the Congress for its approval by the Credentials and Elections Committee. 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.
- G. The appointee will serve the remainder of the current year. The vacancy will then be placed for election for the unexpired term. After the 1989 election is completed, this no longer applies.
- H. A temporary leave of absence of up to one year may be granted by petitioning the Congress. If approved, a replacement shall be chosen according to Item F of this section except electing a successor.

## STAFF CONGRESS MEETING MINUTES

April 11, 1988

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

## REPRESENTATIVES PRESENT:

Sue Bang, Nell Bland, Jo Brewer, Richard Brown, Elwood Bumgardner, Thelma Bumgardner, Gene Caudill, Ruth Davis, Phyllis Dehart, Mike Eldridge, Bea Falls, Evlynn Fugate, Shirley Hamilton, Mike Hopper, Ron Jones, Bill Mahaney, Wanda Mayse, Arthur McCleese, Gary Messer, Bill Redwine, Larry Stephenson, Regena Stone, Kenny White, Sue Woodrow

## REPRESENTATIVES ABSENT:

Carolyn Brown, Ellen Carscaddon, Debra Cundiff, Bill Sharp, Evelyn Stewart, Betty Washington

GUEST: Porter Dailey, Vice President

## MINUTES:

Phyllis Dehart made a motion that the minutes of the March 7 meeting be approved. Regena Stone seconded. Approved as written.

Bea Falls made a motion that the minutes of the special meeting on March 25 be approved. Sue Woodrow seconded. Approved as written.

## CHAIRS REPORT:

Chair Davis asked Mr. Dailey if he had any comments to make to the Staff Congress.

Mr. Dailey reported on the status of the higher education bill, capital expenditures, and the 1988-89 operating budget. Mr. Dailey reported that on Wednesday, April 13, the first of several meeting will take place between the three Vice Presidents, the President, the Chair of the Faculty Senate Fiscal Affairs Committee, and the Chair of the Staff Congress Fiscal Affairs Committee on the 1988-89 operating budget. Decisions will be made on 1) How available resources will be distributed and 2) How salary monies will be allocated. Mr. Dailey reported that the operating budget is extremely lean this year because of the growth in student enrollment (which is good) but this growth stimulates the need for more faculty and more services to be provided.

Chair Davis reported that the Job Classification Committee would meet on Wednesday, April 13. She reported that the answers to the questions from the March 25 meeting would be sent to the staff members as soon as she received them.

Chair Davis reported that the Staff Congress budget had a balance of \$4,189.36.

#### COMMITTEE REPORTS:

**BYLAWS REVIEW COMMITTEE:** Bill Mahaney distributed a handout of the suggested changes to the Bylaws, Article 1, Section 5, Permanent Vacancies. Rep. Mahaney made a motion that these changes to the Bylaws be accepted. Rep. Stephenson, the Parliamentarian, stated that since this motion was coming from a committee, a second was not required. Discussion. Changes approved as submitted. (A copy of Article 1, Section 5 is attached.)

**CREDENTIALS AND ELECTIONS COMMITTEE:** Larry Stephenson distributed copies of the guidelines for the 1988 election. Included were copies of the nomination form, agenda, and memo to staff members. Rep. Stephenson stated that the election would cost approximately \$300 for the three voting machines. Staff members will be required to sign a printout before voting. Rep. Stephenson made a motion that the guidelines for the May 25 Staff Congress election be approved. The motion was amended to state the number of seats to be filled in the memo to the staff. No second needed as this motion comes from committee. Discussion. Guidelines approved with change to memo.

**STAFF DEVELOPMENT COMMITTEE:** Shirley Hamilton stated that a report was submitted to the President with various ideas for staff development. Rep. Hamilton stated that the President was in favor of staff development and encouraged staff members to pursue their education, whether it be GED, college degree, etc. Rep. Hamilton stated that another meeting was scheduled with the President, Jack Jones, and Glenn Rogers.

**LIAISON COMMITTEE:** Bill Redwine stated that he had asked Mike Seelig about the Article in the Trail Blazer and Mr. Seelig said the article was fairly accurate. He did not intend to take anything away from the staff but he was representing the faculty.

Mr. Dailey stated that a request for proposals had been submitted to employ a consultant to advise the Faculty Senate on institutional resource utilization, and to compare faculty salaries to benchmark institutions at the state, regional, and national levels.

FISCAL AFFAIRS COMMITTEE: Mike Eldridge commented on the meeting with the Vice Presidents, the President, and the Chair of the Faculty Senate Fiscal Affairs Committee regarding the operating budget.

OLD BUSINESS: Bill Redwine reported that he had contacted two companies on the lapel pins for the representatives. Rep. Redwine asked that a committee be appointed to determine the style of the pin. Chair Davis stated that each of the five standing committees would choose one member to serve on the Pin Committee. Representatives chosen were:

Credentials & Elections Committee--Sue Bang, Chair  
Fiscal Affairs Committee--Nell Bland  
Liaison Committee--Bill Redwine  
Personnel Benefits Committee--Ron Jones  
Personnel Policies Committee--Evlynn Fugate

Chair Davis stated that if any of the representatives had suggestions for the areas in which the staff are involved in the SACS accreditation to send this information to her at UPO 1320 by April 18.

Chair Davis stated that the job evaluation form was discussed at the last meeting and there is no standardized way to evaluate employees. A new form would have to be developed for evaluation for merit pay as the present form was not designed for that purpose.

Chair Davis stated that no response had been received on the release time for the secretary to the Staff Congress.

NEW BUSINESS: None

Bill Mahaney made a motion for adjournment. Phyllis Dehart seconded. Adjourned at 3:30 p.m.

Next meeting at 2:00 p.m. on May 9, 1988.

Submitted by: Wanda Mayse, Secretary to Staff Congress

## ARTICLE I

### Section 5. Permanent Vacancy.

- A. A permanent vacancy occurs for a term when an elected Representative terminates employment with the University.
- B. A permanent vacancy for a term occurs when a Representative misses three consecutive meetings or five meetings within the Congress year without cause as determined by the Credentials and Elections Committee.
- C. A permanent vacancy for a term occurs when a candidate is not nominated for election to serve the unexpired term of a permanent vacancy or for an expired term.
- D. A permanent vacancy occurs when a Representative transfers from one position to another within the University, thereby changing the constituency.
- E. A permanent vacancy occurs when a Representative resigns his/her seat on the Staff Congress.
- F. 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. In the event no candidate received the next highest number of votes, a replacement shall be recommended to the Congress for its approval by the Credentials and Elections Committee. 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.
- G. The appointee will serve the remainder of the current year. The vacancy will then be placed for election for the unexpired term. After the 1989 election is completed, this no longer applies.
- H. A temporary leave of absence of up to one year may be granted by petitioning the Congress. If approved, a replacement shall be chosen according to Item F of this section except electing a successor.

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**STAFF CONGRESS MEETING MINUTES**  
May 9, 1988

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

**REPRESENTATIVES PRESENT:**

Sue Bang, Nell Bland, Jo Brewer, Carolyn Brown, Richard Brown, Ellen Carscaddon, Debra Cundiff, Ruth Davis, Phyllis Dehart, Mike Eldridge, Evlynn Fugate, Shirley Hamilton, Ron Jones, Bill Mahaney, Wanda Mayse, Arthur McCleese, Bill Sharp, Larry Stephenson, Evelyn Stewart, Regena Stone, Betty Washington, Kenny White, Sue Woodrow.

**REPRESENTATIVES ABSENT:**

Elwood Bumgardner, Thelma Bumgardner, Gene Caudill, Bea Falls, Mike Hopper, Gary Messer, Bill Redwine.

**MINUTES:**

Evelyn Stewart made a motion that the minutes of the April 11 meeting be approved. Sue Woodrow seconded. Minutes approved.

**CHAIR'S REPORT:**

Chair Davis reported that questions and answers on the Job Classification and Compensation Plan had been sent to all staff employees.

Chair Davis distributed copies of the staff congress budget with a balance of \$4,028.59.

**COMMITTEE REPORTS:**

**FISCAL AFFAIRS COMMITTEE:** Rep. Eldridge reported on the meeting with the Vice Presidents and President on the budget and stated that recommendations would be submitted to the Board of Regents on May 13.

**CREDENTIALS & ELECTIONS COMMITTEE:** Rep. Larry Stephenson reported that ballots have been prepared for the election on May 25. He stated that three candidates, Dwayne Cable, Teresa Parker, and David Michaels, were not eligible to run in the election because of the one-year employment rule. In the Executive/Managerial category there were only three nominations and there are three vacancies: a one year, a two year, and a three year term. Rep. Stephenson reported that Betty Washington had been reclassified from the Secretarial/Clerical category; therefore, there are two vacancies in that category: one-year term and two-year term. Rep. Stephenson made the motion that Rep. Washington complete the remainder of this fiscal year in the Secretarial/Clerical category. No

seconded needed as the motion came from committee. Motion approved.

Rep. Stephenson reported there were no nominations in the Skilled Crafts category; therefore, this committee will make a recommendation for appointment at the next meeting.

Staff employees will vote in their job category and in the at-large category on WEDNESDAY, MAY 25, 1988, and write-in candidates will not be considered in the election.

The results of the election will be sent to all staff members by the Credentials and Elections committee the week of the election.

UNIVERSITY STAFF DEVELOPMENT COMMITTEE: Rep. Shirley Hamilton reported that she had met with Glenn Rogers and Jack Jones, and they had submitted a proposal to the President for his consideration. Jack Jones will submit the cost figures to the President for on-campus and off-campus seminars.

OLD BUSINESS: Rep. Sue Bang, Chair of the Pin Committee, distributed copies of a sketch of the proposed pin for the representatives of the Staff Congress. Rep. Bang made a motion that the design as indicated on the sketch be approved. The words "Established 1987" were added to the sketch. No second needed as this motion comes from committee. Motion approved with addition.

Chair Davis reported that she did not receive any responses from the staff on the SACS Criteria for Accreditation.

#### NEW BUSINESS:

Chair Davis stated that the Executive Council and the Chairs of the Standing Committees had met and made suggestions for expenditures from the Staff Congress budget. The recommendations included: gavel, electric stapler, letterhead w/envelopes, file folders, Xerox typewriter, folders and notebooks for the representatives. Also suggested were liquid refreshments for the Staff Congress monthly meetings.

Rep. Hamilton made a motion to authorize the Chair to make purchases as she deems necessary for the Staff Congress. Rep. Stephenson seconded. Discussion. Motion passed.

Chair Davis reported that the Staff Congress budget for 1988-89 will remain at \$5,000.

Rep. Dehart made a motion for adjournment. Rep. Stephenson seconded. Meeting adjourned at 3:30 p.m.

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



Lists of Memberships of Morehead State University's

SACS Steering Committee and Principal Committees

STEERING COMMITTEE

John C. Philley, Chair  
Alan Baldwin  
Porter Dailey  
Ruth Davis  
Gerald DeMoss  
Charles Derrickson  
Robert Franzini  
Jim Gotsick  
Janet Gross  
C. Nelson Grote  
Rodger Hammons  
Larry Jones  
Larry Keenan  
Robert Lindahl  
Robert Meadows  
Mike Mincey  
Jeanne Osborne  
Charles Patrick  
Diane Ris  
Steve Strathmann  
Steve Taylor  
Alban Wheeler  
Robert Wolfe  
Gene Young, Editor  
Marc Glasser  
Judy Rogers

INSTITUTIONAL PURPOSE  
COMMITTEE

Larry Keenan, Chair  
Charles Derrickson  
Beverly McCormick  
Matt Pryor  
Anna M. Riggle  
Tom Stroik  
Student

INSTITUTIONAL EFFECTIVENESS  
COMMITTEE

Janet Gross, Co-Chair

Rodger Hammons, Co-Chair

Planning and Evaluation  
Subcommittee

Lynne Fitzgerald, Chair  
Gary Cox  
Dick Dandeneau  
Jane Ellington  
Bonnie McNeely  
Rose Orlich  
Steve Young  
Student

Institutional Research  
Subcommittee

Mike Hopper, Chair  
Ron Fiel  
George Mays  
Carole Morella  
Helen Northcutt  
Ed Reeves  
Judy Willard  
Student

## EDUCATIONAL PROGRAM COMMITTEE

Robert Franzini, Co-Chair

Robert Lindahl, Co-Chair

Undergraduate Program  
Subcommittee

Jim Gotsick, Chair  
David Cutts  
Anna Demaree  
Dan Fasko  
Dennis Karwatka  
Gordon Nolen  
Betty Jo Peters  
Bill Pierce  
Scott Rundell  
Joe Sartor  
Undergraduate Student

Graduate Program  
Subcommittee

Sue Luckey, Chair  
Joe Bendixen  
David Brumagen  
Dan Grace  
Roger Jones  
Glenn Rogers  
George Tapp  
Charles Thompson  
Graduate Student

Special Education Activities  
Subcommittee

Tom Scott, Chair  
John Alcorn  
George Eyster  
Robert Goodpaster  
Joyce LeMaster  
Ed Nass  
Mary Ann Pollock  
Pauline Ramey  
George Troutt  
Student

## Faculty Subcommittee

Richard Hunt, Chair  
Jack Bizzel  
Janice Brumagen  
Colleta Grindstaff  
Earle Louder  
George Luckey  
Carolyn Taylor  
Patsy Whitson  
Student

EDUCATIONAL SUPPORT SERVICES COMMITTEE

Alan Baldwin, Co-Chair

Robert Meadows, Co-Chair

Library Support  
Subcommittee

Frances Helphinstine, Chair  
Larry Besant  
Carol Nutter  
Elsie Pritchard  
Dreama Price  
Bonnie Bailey  
Toney Phillips  
David Rudy  
Jim Martin  
Deborah Bailey  
Beth Hensel

Computer Support  
Subcommittee

Bill Rodgers, Chair  
Dwayne Cable  
  
Beth Patrick  
Gene Ranvier  
Mike Walters  
  
Frank Osborne  
Glenn Johnston  
  
Sheryl Luchtefeld  
Tony Dotson  
Paul Howe

Instructional Support  
Subcommittee

Wade Cain, Chair  
Larry Albert  
Carolyn Flatt  
Roland Buck  
Pat Eldridge  
Priscilla Gotsick  
Martin Huffman  
Judy Edinger  
Amy Dullagan

Student Development  
Services Subcommittee

Don Applegate, Chair  
Tim Rhodes  
Jane Blair  
Jerry Gore  
Perry Leroy  
Ken White  
Larry Stephenson  
Mickey Wells  
Deborah Bembry  
John Vanhoose  
Wayne Morella  
Jennifer Jump  
Rick Whelan

Intercollegiate Athletics  
Subcommittee

This subcommittee  
is presently being  
formed.

ADMINISTRATIVE PROCESSES COMMITTEE

Gerald DeMoss, Co-Chair

Charles Patrick, Co-Chair

Organization and Administration  
Subcommittee

Ronald Dobler, Chair  
Broadus Jackson  
Jack Jones  
Loretta Lykins  
Donna Meade  
Peggy Overly  
Joyce Saxon  
Student

Financial Resources  
Subcommittee

Alex Conyers, Chair  
Laradean Brown  
Ellen Carscaddon  
Charles Francis  
Wanda Mayse  
Bill Redwine  
Phil Smith  
Student

Institutional Advancement/  
Externally Funded Grants &  
Contracts Subcommittee

Ted Pass, Chair  
Abdollah Ardeshir  
Ray Bernardi  
Madonna Huffman  
Clyde James  
Barbara Krakoff  
Student

Physical Resources  
Subcommittee

Herb Hedgecock, Chair  
George Auxier  
Joe Planck  
Betty Porter  
Bill Riley  
Craig Van Bell  
Student

STAFF CONGRESS MEETING MINUTES  
June 13, 1988

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

REPRESENTATIVES PRESENT:

Sue Bang, Jo Brewer, Richard Brown, Gene Caudill, Ruth Davis, Mike Eldridge, Evelyn Fugate, Shirley Hamilton, Bill Mahaney, Wanda Mayse, Arthur McCleese, Bill Sharp, Larry Stephenson, Evelyn Stewart, Regena Stone, Kenny White, Sue Woodrow.

REPRESENTATIVES ABSENT:

Nell Bland, Carolyn Brown, Elwood Bumgardner, Thelma Bumgardner, Ellen Carscaddon, Debra Cundiff, Phyllis Dehart, Bea Falls, Mike Hopper, Ron Jones, Gary Messer, Bill Redwine, Betty Washington.

GUEST: Vice President Porter Dailey

Rep. Bang made a motion that the minutes of the May 9 meeting be approved and Rep. Stephenson seconded. Minutes approved as written.

Chair Davis asked Mr. Dailey if he would like to address the Staff Congress and he confirmed.

Mr. Dailey briefed the Staff Congress on the payroll changes for nonexempt employees. He explained that this payroll process would be an after-the-fact payroll according to the Department of Labor statute and on the recommendation of our internal auditors. The statute states that hourly employees are to be paid every two weeks--after the hours are actually worked. Mr. Dailey stated that he had met with the Chair and Vice Chair of the Staff Congress on this new payroll change. The pay period affected will be the October payroll; time for the first biweekly payroll will end on Saturday, October 8, with time sheets due in the Payroll office by 4:30 p.m. on Monday, October 10, 1988. The first checks will be issued on Friday, October 21, and every other Friday thereafter. There will now be 26 pay periods per year instead of the present 24 semimonthly pay periods. Under the new system, overtime will be added to the regular biweekly checks rather than separate checks being issued. The internal auditors had complaints about the paying of overtime in separate checks.

There will be six pay periods before the short pay period in October to enable employees to compensate for the short pay

period by setting aside a portion of their salaries. The Payroll Office will be conducting seminars the week of June 20 to inform employees about the new pay periods.

Mr. Dailey also stated that a letter would be sent out to all nonexempt employees the week of June 13 explaining the new pay period.

Mr. Dailey stated that President Grote will be sending a letter to all faculty and staff regarding the raise increases effective July 1, 1988.

Mr. Dailey stated that contract letters will be sent out after the budget is approved by the Board of Regents on June 17. The letters will be distributed before June 30.

#### CHAIR'S REPORT:

Chair Davis distributed copies of the budget summary and approximately \$1,243 is remaining; however, a few small supplies will still need to be purchased before June 30.

Chair Davis stated that a letter had been sent to President Grote regarding staff appointments to the University Standing Committees. The Staff Congress Executive Council and Chairs of the Standing Committees will recommend staff employees to the Staff Congress for approval prior to forwarding to Mr. Dailey and the President, hopefully by August.

Chair Davis stated that as Chair of the Staff Congress she had been appointed by the President to the Honorary Doctorate Degree Committee.

#### COMMITTEE REPORTS:

Credentials and Elections Committee: Rep. Stephenson suggested that because of Summer II registration being on July 11, that the next meeting date be changed to either July 5 or July 18. The consensus of the members present were for the next meeting to be held on July 5 at 2:00 p.m. in the Riggle Room. He stated that at the July meeting all the newly-elected representatives would be present.

Rep. Stephenson stated that for the May election there were 165 votes cast which included 44 absentee ballots, copies of the election results were distributed to members. Results are as follows:

At-Large Category: Evlynn Fugate (three-year term)  
 Madonna Huffman (three-year term)  
 Sue Moore (three-year term)  
 Susette Redwine (three-year term)

Executive/Managerial: Gary Messer (three-year term)  
 Kenneth White (two-year term)  
 James Morton (one-year term)

Professional/Non Faculty: Anna Mae Riggle (three-year term)

Secretarial/Clerical: Ruth Robinson  
 Regena Stone

(Same number of votes, therefore, a run-off election will have to be held to determine three-year and one-year terms)

Service/Maintenance: Linda Caudill (three-year term)

Skilled Crafts: No nominations.

Technical/Paraprofessionals: Mike Eldridge (three-year term)

Rep. Stephenson stated that his committee did not have a recommendation for the Skilled Crafts position but the Staff Congress representatives could make recommendations if they so desired. He also stated that Gary Messer had received the highest number of votes for the three-year position in the Executive/Managerial category, but his job category had changed; and he was no longer eligible for this position. He stated that the Staff Congress representatives may also want to make recommendations to fill this position on a temporary basis.

Rep. Stephenson distributed copies of the recommendations of the committee. They are as follows:

1. Only one voting machine.
2. Indicated the number of staff members who may be elected as at-large representatives from each employment category on the sample ballot sent to all employees and in the minutes.
3. Review of Bylaws Article I, Section 2A, which addresses only the first Staff Congress election.
4. Additional mailing to all staff members to announce the election, nearer the election date, or designate areas for placement of sample ballots.
5. Skilled Crafts position - no nominations or declarations. Recommend no appointment.
6. Run-off election for Secretarial/Clerical representative, three-year term and one-year term.
7. Gary Messer not eligible to serve in the Executive/Managerial category because of change in job to the Professional/Non Faculty category.

Sue Woodrow suggested that next year prior to the election that an informal meeting be held to explain the difference

between the at-large category and the six job categories as some employees are confused.

Chair Davis asked the Elections and Credentials Committee to meet and nominate some employees for the Skilled Crafts and Executive/Managerials positions. Meeting was recessed for ten minutes. Chair Davis called the meeting back into session.

The Credentials and Elections Committee made a motion for nominations and requested the vote be taken by secret ballot.

Skilled Crafts Position: Elwood Bumgardner  
Charlie Riggs

Executive/Managerials Position: Larry Besant  
Joe Planck

No second needed as this motion came from committee. Motion passed. Results of the secret ballot election were:

Skilled Crafts Position: Charlie Riggs (three-year term)

Executive/Managerial Position: Joe Planck (temporary appointment for one-year of three-year term)

Rep. Stephenson also recommended that if the two employees in the Secretarial/Clerical category agreed, their term would be determined by a toss of the coin and if they did not agree, then an election would be held on June 21. No second needed as this motion came from committee. Motion passed.

Fiscal Affairs Committee: Rep. Eldridge stated that as Chair of the Staff Congress Fiscal Affairs Committee, he was appointed to the search committee for Director of Budgets. Hopefully, this position will be filled in early fall.

Liaison Committee: No report.

Personnel Benefits Committee: Rep. Caudill stated that his committee had received a petition for a child care center on campus. He stated that his committee was very favorable and they would coordinate with the Faculty Senate to look into this recommendation.

Rep. Caudill stated that since his committee had so many requests, he needed some direction, or for the Staff Congress to set some priorities to deal with these requests. Requests were: Dental Insurance (family), Tuition Waiver (spouse & dependents), Staff Lounges, Child Care, Conversion of sick/vacation days, Sympathy club. Members of the Staff Congress voted on priorities for the committee: (1) tuition



waivers for spouse & dependents; (2) dental insurance for family; (3) child Care facility; (4) staff lounge; (5) conversion of sick/vacation days; and (6) sympathy club.

Personnel Policies Committee: No report.

University Staff Development Committee: Rep. Hamilton stated that recommendations by Glenn Rogers, Jack Jones and herself had been submitted to and approved by the President for the development program to begin after July 1. Rep. Hamilton distributed copies of the recommendations for faculty and staff development. The list of events will be confirmed with dates shortly after July 1. Funds approved were from the Ashland Oil grant. She stated that the President was very much in favor of faculty and staff development, and she encouraged attendance at these programs.

Lapel Pin Committee: Sue Bang stated that lapel pins would be given to the representatives who had only one-year terms as well as the present representatives.

Chair Davis stated that for continuity, membership on the present committees will remain the same and new members will be added by the Executive Council to vacancies.

Old Business: Bill Mahaney asked what, if anything, was the University Employee Benefits Committee going to do for the staff employees who had worked over the 30-year period. A motion was made by Rep. Caudill that the Staff Congress award employees, of 35 years or longer, who were active, full-time, and permanent, with a gift and reception for their years of service at Morehead State University. Motion was seconded by Rep. Stewart. Pins showing the years of service and perhaps a larger gift were discussed. Motion passed.

Chair Davis stated that she would appoint a committee to act on this motion.

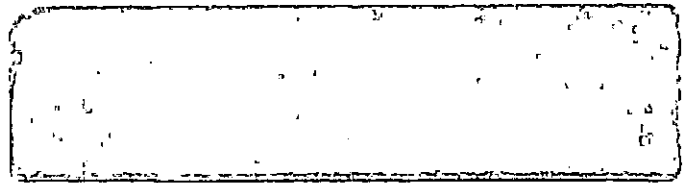
Rep. Eldridge inquired about nameplates for the new members of the Staff Congress. Rep. Caudill indicated that they would be made at the Physical Plant.

New Business: None

Rep. Stewart moved for adjournment and Rep. Caudill seconded the motion. Meeting adjourned at 4:37 p.m.

Submitted by Wanda J. Mayse, Secretary to Staff Congress

91A19-1-5-4



STAFF CONGRESS MEETING MINUTES  
June 13, 1988

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6. Run-off election for Secretarial/Clerical representative, three-year term and one-year term.
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Executive/Managerial Position: Joe Planck (temporary appointment for one-year of three-year term)

Rep. Stephenson also recommended that if the two employees in the Secretarial/Clerical category agreed, their term would be determined by a toss of the coin and if they did not agree, then an election would be held on June 21. No second needed as this motion came from committee. Motion passed.

Fiscal Affairs Committee: Rep. Eldridge stated that as Chair of the Staff Congress Fiscal Affairs Committee, he was appointed to the search committee for Director of Budgets. Hopefully, this position will be filled in early fall.

Liaison Committee: No report.

Personnel Benefits Committee: Rep. Caudill stated that his committee had received a petition for a child care center on campus. He stated that his committee was very favorable and they would coordinate with the Faculty Senate to look into this recommendation.

Rep. Caudill stated that since his committee had so many requests, he needed some direction, or for the Staff Congress to set some priorities to deal with these requests. Requests were: Dental Insurance (family), Tuition Waiver (spouse & dependents), Staff Lounges, Child Care, Conversion of sick/vacation days, Sympathy club. Members of the Staff Congress voted on priorities for the committee: (1) tuition

waivers for spouse & dependents; (2) dental insurance for family; (3) child Care facility; (4) staff lounge; (5) conversion of sick/vacation days; and (6) sympathy club.

Personnel Policies Committee: No report.

University Staff Development Committee: Rep. Hamilton stated that recommendations by Glenn Rogers, Jack Jones and herself had been submitted to and approved by the President for the development program to begin after July 1. Rep. Hamilton distributed copies of the recommendations for faculty and staff development. The list of events will be confirmed with dates shortly after July 1. Funds approved were from the Ashland Oil grant. She stated that the President was very much in favor of faculty and staff development, and she encouraged attendance at these programs.

Lapel Pin Committee: Sue Bang stated that lapel pins would be given to the representatives who had only one-year terms as well as the present representatives.

Chair Davis stated that for continuity, membership on the present committees will remain the same and new members will be added by the Executive Council to vacancies.

Old Business: Bill Mahaney asked what, if anything, was the University Employee Benefits Committee going to do for the staff employees who had worked over the 30-year period. A motion was made by Rep. Caudill that the Staff Congress award employees, of 35 years or longer, who were active, full-time, and permanent, with a gift and reception for their years of service at Morehead State University. Motion was seconded by Rep. Stewart. Pins showing the years of service and perhaps a larger gift were discussed. Motion passed.

Chair Davis stated that she would appoint a committee to act on this motion.

Rep. Eldridge inquired about nameplates for the new members of the Staff Congress. Rep. Caudill indicated that they would be made at the Physical Plant.

New Business: None

Rep. Stewart moved for adjournment and Rep. Caudill seconded the motion. Meeting adjourned at 4:37 p.m.

Submitted by Wanda J. Mayse, Secretary to Staff Congress

91A191-55

STAFF CONGRESS MEETING MINUTES  
July 5, 1988

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

REPRESENTATIVES PRESENT:

Sue Bang, Nell Bland, Jo Brewer, Richard Brown, Linda Caudill, Ruth Davis, Phyllis Dehart, Jimmy Hall, Shirley Hamilton, Madonna Huffman, Bill Mahaney, Wanda Mayse, Arthur McCleese, Sue Moore, Joe Planck, Susette Redwine, Charlie Riggs, Ruth Robinson, Bill Sharp, Larry Stephenson, Evelyn Stewart, Sue Woodrow

REPRESENTATIVE ABSENT:

Carolyn Brown, Debra Cundiff, Evlynn Fugate, Jim Morton, Bill Redwine, Anna Mae Riggle, Regina Stone, Kenneth White

Rep. Stewart made a motion that the minutes of the June 13, 1988, meeting be approved and Rep. Bang seconded. Minutes approved as written.

CHAIR'S REPORT: Chair Davis distributed copies of the June 30, 1988, budget. Chair Davis stated that some of the items (pins and notebooks) that were ordered were not received by June 30; therefore, they will be paid from the 1988-89 budget.

Chair Davis stated that the Staff Congress will need to submit two names in nomination for each position on the University Standing Committees on which the President makes direct staff appointment. The letter from Dr. Grote concerning staff appointments to University Standing Committees was distributed to the members.

Chair Davis read a letter from Dr. Grote stating that the Chair of the Staff Congress had been appointed to the President's Cabinet for 1988-89.

COMMITTEE REPORTS:

Rep. Hamilton, co-chair of the University Staff Development Committee, circulated the faculty/staff development schedule for 1988-89. She stated that copies of the schedule would be distributed to all faculty and staff members. Rep. Hamilton stated all the seminars should be good ones and asked the members to encourage their constituents to attend the seminars which pertained to them. Dr. Grote will be encouraging the supervisors to allow staff members to attend, and reservations will be made through the personnel office.

Personnel Policies: None  
 Personnel Benefits Committee: None  
 Liaison Committee: None  
 Fiscal Affairs Committee: None  
 Credentials & Elections Committee: None

OLD BUSINESS: Chair Davis stated that at the last meeting a committee had been appointed to award employees with 35 or more years of employment at MSU, and Bill Mahaney was chair. Rep. Mahaney stated that a gift for these employees could not be purchased with state funds, but Dr. Grote was in favor of a reception and pin for these employees.

Credentials & Elections Committee: Rep. Stephenson stated that there was a tie in the Secretarial/Clerical category in the May election and by flip of a coin, Regina Stone won the three-year term and Ruth Robinson won the one-year term.

Rep. Stephenson stated that the Credentials & Elections Committee recommended that Mike Eldridge be replaced by James Hall, the next highest vote getter as determined by Article I, Section 5G, of the Bylaws. No seconded needed as recommendation came from committee. Motion passed.

Rep. Woodrow stated that for credibility the Staff Congress should have input on decisions affecting staff before a decision is made; not after the fact, such as the payroll changes. Chair Davis stated that Ron Jones and herself met with Mike Walters and Porter Dailey and got the payroll change postponed from July to October 1988, and this was discussed at the last meeting.

Chair Davis stated that she would be changing employment categories on July 18, and would be out of the Staff Congress for this year but stated that as past Chair she would be an ex-officio member on the Executive Council, Article III, Section 1 of the Bylaws.

NEW BUSINESS: Chair Davis stated that in Article III, Section 3, the election of officers will be by secret ballot at the July meeting and the Parliamentarian would conduct the election of new officers.

Chair Davis turned the meeting over to Rep. Stephenson, the Parliamentarian.

Rep. Stephenson appointed Rep. Bang and Rep. Dehart as tellers and stated that a representative is ineligible to serve as a teller if nominated for a position, and a temporary teller will be appointed.

The floor was open for nominations for Chair. Rep. Mahaney nominated Rep. Bland and Rep. Bland nominated Rep. Stephenson. Rep. Stephenson appointed Rep. Dehart to



serve as temporary Parliamentarian. Rep. Plank made a motion that the nominations cease. Rep. Sharp seconded. Rep. Bland declined nomination. The floor was again open for nominations. There were no further nominations, and Rep. Mahaney moved that Larry Stephenson be nominated by acclamation. Rep. Plank seconded. Motion carried. Rep. Dehart was released as temporary Parliamentation.

Chair Stephenson conducted remainder of meeting.

The floor was open for nominations for Vice Chair. Rep. Dehart nominated Rep. Hamilton; Rep. Hall nominated Rep. Brewer; Rep. McCleese nominated Rep. Woodrow; and Rep. Davis nominated Rep. Mahaney. Rep. Davis moved that the nominations cease. Rep. Dehart seconded. Rep. Brewer declined nomination. Tellers collected ballots. Rep. Hamilton 8 votes, Rep. Woodrow 8 votes, and Rep. Mahaney 6 votes. Because of tie between Hamilton and Woodrow, a second ballot was collected. Rep. Hamilton 9 votes and Rep. Woodrow 13 votes. Rep. Woodrow accepted as Vice Chair.

The floor was open for nominations for Secretary. Rep. Bang nominated Rep. Moore; Rep. Davis nominated Rep. Dehart; Rep. Sharp nominated Rep. Mayse; and Rep. Woodrow nominated Rep. Robinson. Rep. Bang moved that the nominations cease. Rep. Davis seconded. Rep. Moore declined nomination. Rep. Davis served as temporary teller as Rep. Dehart was in nomination. Tellers collected ballots. Rep. Dehart 4 votes, Rep. Mayse 12 votes; and Rep. Robinson 5 votes. Rep. Mayse accepted as Secretary for a second term.

Rep. Sharp moved for adjournment and Rep. McCleese seconded.

Next meeting August 8, 1988, in the Riggle Room at 2 p.m.

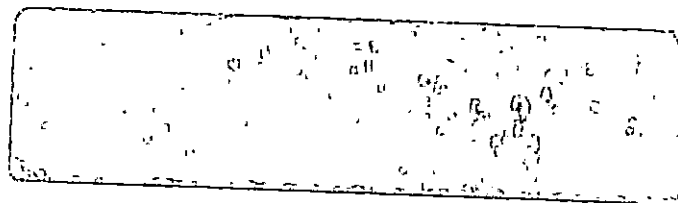
Meeting adjourned at 3 p.m.

Submitted by: Wanda J. Mayse, Secretary

MOREHEAD STATE UNIVERSITY STAFF CONGRESS  
REPRESENTATIVES FOR 1988-89 as of July 5, 1988

Sue Bang (1) GH 110--2445 Tech/Paraprof	Bill Mahaney (2) UPO 1320--2678 Prof/Nonfac*	Evelyn Stewart (2) Bookstore--2081 Tech/Paraprof
Nell Bland (2) HM 202--2309 Prof/Nonfac*	Wanda Mayse (2) RH 246--2628 Sec/Clerical	Regina Stone (3) UPO 724--2180 Sec/Clerical
Jo Brewer (1) HM 101--2121 Tech/Paraprof*	Arthur McCleese (1) UPO 831--2066 Skilled Crafts	Kenneth White (2) UPO 769--2060 Exec/Managerial
Carolyn Brown (2) UPO 831--2066 Service/Maint	Sue Moore (3) UPO 797--2071 Sec/Clerical*	Sue Woodrow (2) UPO 831--2990 Skilled Crafts*
Richard Brown (2) UPO 831--2066 Skilled Crafts	Jim Morton (1) UPO 699--2060 Exec/Managerial	EXECUTIVE COUNCIL
Linda Caudill (3) UC--2818 Service/Maint	Joe Planck (1) UPO 831--2066 Exec/Managerial	Larry Stephenson Chair
Debra Cundiff (1) UPO 831--2066 Service/Maint	Bill Redwine (1) AC--2080 Exec/Managerial*	Sue Woodrow Vice Chair
Ruth Davis (2) RH 430--2678 Tech/Paraprof*	Susette Redwine (3) UPO 797--2071 Prof/Nonfac*	Wanda Mayse Secretary
Phyllis Dehart (1) HM 101--2121 Tech/Paraprof*	Anna Mae Riggle (3) UPO 797--2071 Prof/Nonfac	The Executive Council is elected to a one-year term.
Evlynn Fugate (3) UPO 1102--2032 Sec/Clerical*	Charlie Riggs (1) UPO 831--2066 Skilled Crafts	Ex-Officio Member Past Chair, Ruth Davis
Jimmy Hall (1) UPO 750--2141 Tech/Paraprof	Ruth Robinson (1) CCL--2143 Sec/Clerical	*Denotes At-large representatives
Shirley Hamilton (2) BL 114--2077 Prof/Nonfac	Bill Sharp (1) Bookstore--2081 Prof/Nonfac	
Madonna Huffman (3) HM 310--2578 Exec/Managerial*	Larry Stephenson (1) UPO 797--2071 Exec/Managerial*	

91A19-1-5-6



STAFF CONGRESS MEETING MINUTES  
July 5, 1988

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

REPRESENTATIVES PRESENT:

Sue Bang, Nell Bland, Jo Brewer, Richard Brown, Linda Caudill, Ruth Davis, Phyllis Dehart, Jimmy Hall, Shirley Hamilton, Madonna Huffman, Bill Mahaney, Wanda Mayse, Arthur McCleese, Sue Moore, Joe Planck, Susette Redwine, Charlie Riggs, Ruth Robinson, Bill Sharp, Larry Stephenson, Evelyn Stewart, Sue Woodrow

REPRESENTATIVE ABSENT:

Carolyn Brown, Debra Cundiff, Evlynn Fugate, Jim Morton, Bill Redwine, Anna Mae Riggle, Regina Stone, Kenneth White

Rep. Stewart made a motion that the minutes of the June 13, 1988, meeting be approved and Rep. Bang seconded. Minutes approved as written.

CHAIR'S REPORT: Chair Davis distributed copies of the June 30, 1988, budget. Chair Davis stated that some of the items (pins and notebooks) that were ordered were not received by June 30; therefore, they will be paid from the 1988-89 budget.

Chair Davis stated that the Staff Congress will need to submit two names in nomination for each position on the University Standing Committees on which the President makes direct staff appointment. The letter from Dr. Grote concerning staff appointments to University Standing Committees was distributed to the members.

Chair Davis read a letter from Dr. Grote stating that the Chair of the Staff Congress had been appointed to the President's Cabinet for 1988-89.

COMMITTEE REPORTS:

Rep. Hamilton, co-chair of the University Staff Development Committee, circulated the faculty/staff development schedule for 1988-89. She stated that copies of the schedule would be distributed to all faculty and staff members. Rep. Hamilton stated all the seminars should be good ones and asked the members to encourage their constituents to attend the seminars which pertained to them. Dr. Grote will be encouraging the supervisors to allow staff members to attend, and reservations will be made through the personnel office.

Personnel Policies: None  
 Personnel Benefits Committee: None  
 Liaison Committee: None  
 Fiscal Affairs Committee: None  
 Credentials & Elections Committee: None

OLD BUSINESS: Chair Davis stated that at the last meeting a committee had been appointed to award employees with 35 or more years of employment at MSU, and Bill Mahaney was chair. Rep. Mahaney stated that a gift for these employees could not be purchased with state funds, but Dr. Grote was in favor of a reception and pin for these employees.

Credentials & Elections Committee: Rep. Stephenson stated that there was a tie in the Secretarial/Clerical category in the May election and by flip of a coin, Regina Stone won the three-year term and Ruth Robinson won the one-year term.

Rep. Stephenson stated that the Credentials & Elections Committee recommended that Mike Eldridge be replaced by James Hall, the next highest vote getter as determined by Article I, Section 5G, of the Bylaws. No seconded needed as recommendation came from committee. Motion passed.

Rep. Woodrow stated that for credibility the Staff Congress should have input on decisions affecting staff before a decision is made; not after the fact, such as the payroll changes. Chair Davis stated that Ron Jones and herself met with Mike Walters and Porter Dailey and got the payroll change postponed from July to October 1988, and this was discussed at the last meeting.

Chair Davis stated that she would be changing employment categories on July 18, and would be out of the Staff Congress for this year but stated that as past Chair she would be an ex-officio member on the Executive Council, Article III, Section 1 of the Bylaws.

NEW BUSINESS: Chair Davis stated that in Article III, Section 3, the election of officers will be by secret ballot at the July meeting and the Parliamentarian would conduct the election of new officers.

Chair Davis turned the meeting over to Rep. Stephenson, the Parliamentarian.

Rep. Stephenson appointed Rep. Bang and Rep. Dehart as tellers and stated that a representative is ineligible to serve as a teller if nominated for a position, and a temporary teller will be appointed.

The floor was open for nominations for Chair. Rep. Mahaney nominated Rep. Bland and Rep. Bland nominated Rep. Stephenson. Rep. Stephenson appointed Rep. Dehart to

serve as temporary Parliamentarian. Rep. Plank made a motion that the nominations cease. Rep. Sharp seconded. Rep. Bland declined nomination. The floor was again open for nominations. There were no further nominations, and Rep. Mahaney moved that Larry Stephenson be nominated by acclamation. Rep. Plank seconded, Motion carried. Rep. Dehart was released as temporary Parliamentation.

Chair Stephenson conducted remainder of meeting.

The floor was open for nominations for Vice Chair. Rep. Dehart nominated Rep. Hamilton; Rep. Hall nominated Rep. Brewer; Rep. McCleese nominated Rep. Woodrow; and Rep. Davis nominated Rep. Mahaney. Rep. Davis moved that the nominations cease. Rep. Dehart seconded. Rep. Brewer declined nomination. Tellers collected ballots. Rep. Hamilton 8 votes, Rep. Woodrow 8 votes, and Rep. Mahaney 6 votes. Because of tie between Hamilton and Woodrow, a second ballot was collected. Rep. Hamilton 9 votes and Rep. Woodrow 13 votes. Rep. Woodrow accepted as Vice Chair.

The floor was open for nominations for Secretary. Rep. Bang nominated Rep. Moore; Rep. Davis nominated Rep. Dehart; Rep. Sharp nominated Rep. Mayse; and Rep. Woodrow nominated Rep. Robinson. Rep. Bang moved that the nominations cease. Rep. Davis seconded. Rep. Moore declined nomination. Rep. Davis served as temporary teller as Rep. Dehart was in nomination. Tellers collected ballots. Rep. Dehart 4 votes, Rep. Mayse 12 votes; and Rep. Robinson 5 votes. Rep. Mayse accepted as Secretary for a second term.

Rep. Sharp moved for adjournment and Rep. McCleese seconded.

Next meeting August 8, 1988, in the Riggle Room at 2 p.m.

Meeting adjourned at 3 p.m.

Submitted by: Wanda J. Mayse, Secretary

MOREHEAD STATE UNIVERSITY STAFF CONGRESS  
REPRESENTATIVES FOR 1988-89 as of July 5, 1988

Sue Bang (1) GH 110--2445 Tech/Paraprof	Bill Mahaney (2) UP0 1320--2678 Prof/Nonfac*	Evelyn Stewart (2) Bookstore--2081 Tech/Paraprof
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Carolyn Brown (2) UP0 831--2066 Service/Maint	Sue Moore (3) UP0 797--2071 Sec/Clerical*	Sue Woodrow (2) UP0 831--2990 Skilled Crafts*
Richard Brown (2) UP0 831--2066 Skilled Crafts	Jim Morton (1) UP0 699--2060 Exec/Managerial	EXECUTIVE COUNCIL
Linda Caudill (3) UC--2818 Service/Maint	Joe Planck (1) UP0 831--2066 Exec/Managerial	Larry Stephenson Chair
Debra Cundiff (1) UP0 831--2066 Service/Maint	Bill Redwine (1) AC--2080 Exec/Managerial*	Sue Woodrow Vice Chair
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Phyllis Dehart (1) HM 101--2121 Tech/Paraprof*	Anna Mae Riggle (3) UP0 797--2071 Prof/Nonfac	The Executive Council is elected to a one-year term.
Evlynn Fugate (3) UP0 1102--2032 Sec/Clerical*	Charlie Riggs (1) UP0 831--2066 Skilled Crafts	Ex-Officio Member Past Chair, Ruth Davis
Jimmy Hall (1) UP0 750--2141 Tech/Paraprof	Ruth Robinson (1) CCL--2143 Sec/Clerical	*Denotes At-large representatives
Shirley Hamilton (2) BL 114--2077 Prof/Nonfac	Bill Sharp (1) Bookstore--2081 Prof/Nonfac	
Madonna Huffman (3) HM 310--2578 Exec/Managerial*	Larry Stephenson (1) UP0 797--2071 Exec/Managerial*	

91A19-1-5-7

STAFF CONGRESS MEETING MINUTES  
August 8, 1988

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

REPRESENTATIVES PRESENT:

Sue Bang, Nell Bland, Jo Brewer, Carolyn Brown, Richard Brown, Linda Caudill, Debbie Cundiff, Phyllis Dehart, Evelyn Fugate, Jim Hall, Shirley Hamilton, Wanda Mayse, Arthur McCleese, Sue Moore, Bill Redwine, Suzette Redwine, Anna Mae Riggle, Ruth Robinson, Bill Sharp, Larry Stephenson, Evelyn Stewart, Regina Stone, Angela White, Kenneth White, Sue Woodrow

REPRESENTATIVES ABSENT:

Madonna Huffman, Bill Mahaney, Jim Morton, Joe Planck, Charlie Riggs

VISITORS: Porter Dailey, Vice President; Andy Parker, President, Student Government; Sheridan Martin, Student Regent; Dwayne Cable, Director, Computing Services; and Ruth Davis, Past President, Staff Congress.

Rep. Sharp made a motion that the minutes of the July 5, 1988, meeting be approved and Rep. Hamilton seconded. Minutes approved as written.

CHAIR'S REPORT: Chair Stephenson stated that Ruth Davis, Past President, will remain on the Honorary Doctorate Degree Committee.

Chair Stephenson distributed copies of the 1988-89 Staff Congress meeting dates; copies of the revised By-laws; copies of the Staff Congress Representatives for 1988-89; copies of the Board of Regents Agenda of August 6, 1988; copies of the Staff Congress Standing Committees; and copies of the memo on opening of the school year.

Chair Stephenson stated that he had attended one meeting of the President's Cabinet and one meeting of the Job Evaluation Committee.

Chair Stephenson stated that the Staff Congress may have an office in Thompson Hall in the near future and a part-time secretary (15-20 hours per month).

COMMITTEE REPORTS: None

OLD BUSINESS: Rep. Stewart inquired about the pins and reception for 30-plus years employees. Chair Stephenson stated that this matter would go back to committee.

Rep. Hall asked for some input from the Personnel Benefits Committee on prioritized benefits. Chair Stephenson stated that he would contact Rep. Mahaney and ask him to give a report at the next meeting. Rep. Brewer stated that in the June 13 meeting minutes there is a prioritized list of projects for the committee. Rep. Bang stated that lapel pins for Staff Congress Representatives had been shipped but not yet received.

NEW BUSINESS: Chair Stephenson stated that the Executive Council had met and nominated new members to fill the vacancies on the five standing committees. Chair Stephenson called for nominations from the floor. There were no further nominations. Rep. Bang made a motion to approve the nominations of the new members to the standing committees. Nell Bland seconded. Motion passed.

Chair Stephenson stated that the Executive Council had met and made recommendations for Chairs of the Standing Committees. Rep. Dehart made a motion to approved the recommendations for Chairs. Rep. S. Redwine seconded. Motion passed.

Chair Stephenson stated that the Executive Council had met and, according to the Bylaws Article III, Section 7, made the appointment of Rep. Sharp as the Parliamentarian.

Chair Stephenson stated that Rep. Davis had changed job categories; therefore, her position as an at-large representative was vacant. According to the Bylaws, the employee receiving the next highest number of votes in the last election in the employment category in which the vacancy occurs shall be appointed for the remainder of the current year, but that no more than three at-large representatives be elected from any one employment category. Chair Stephenson stated that Angela White was the employee with the next highest number of votes. Rep. Moore made a motion that Angela White fill the vacancy created by Rep. Davis. Rep. S. Redwine seconded. Motion passed.

DISCUSSION: Rep. Riggle asked for a list of employees in each employment category so that the representatives would know who they are representing. Chair Stephenson stated that he would ask the Personnel Office to furnish the Staff Congress with a listing of employees by employment category.

Rep. Hall asked how benefits were negotiated. Rep. Redwine stated that he was on the University Employee Benefits Committee and this committee made proposals, but the University administrators approved the actual costs of the



benefits. Mr. Dailey suggested that the members of the Staff Congress Personnel Benefits Committee work with the University Employee Benefits Committee and make recommendations to that committee. Chair Stephenson suggested that maybe one member of the Staff Congress Benefits Committee could serve on the University Employee Benefits Committee.

Rep. Bland stated she had received questions on how the University insurance policies were negotiated, whether by the state or individually. Mr. Dailey stated that the University did not want to join the state group as costs would be higher for employees and, compared to the other seven state universities, Morehead State has very good coverage.

Rep. Redwine suggested that maybe the Staff Congress could establish a grant/scholarship for children of staff employees similar to the Alumni scholarship with specific criteria.

Rep. Hamilton stated that at one time the Personnel Benefits Committee was going to prepare a survey to be sent to all faculty and staff requesting information which could not be pulled from the data base such as the number of dependents, college age dependents, etc. Chair Stephenson stated this was a project of the Personnel Benefits Committee.

Rep. Hamilton stated that posters/flyers from the University Staff Development Committee would be mailed to all faculty and staff this month listing seminars, meetings, etc., which have been scheduled for this school year. She encouraged everyone to attend these sessions. Rep. Hamilton asked for volunteers to assist at these sessions.

Mr. Dailey stated that on August 29 the Council on Higher Education would hold the first public hearing on formula funding at 2:00 p.m. in the Crager Room and stated that anyone can provide testimony. Governor Nunn will make a presentation on behalf of the University.

Mr. Dailey stated that the firm of Peat, Marwick, Main & Co., fiscal resources consultants, would be on campus performing the study on resource allocation on August 30 and 31, 1988.

Chair Stephenson stated that because of the projected enrollment increase, there would be problems with housing, parking, classrooms, etc., but we must assist these student, whenever possible.

Mr. Dailey stated that it would be another year before Fields Hall is ready for student occupancy. Also, various properties have been acquired for new parking spaces (approximately 425-430) for faculty/staff, commuters, and residents.

Chair Stephenson asked that any suggestions/comments from any University staff member be sent to the Staff Congress at UPO 588.

Rep. Sharp made a motion for adjournment, seconded by Rep. Hamilton. Meeting adjourned at 3:00 p.m.

Next meeting on September 12, 1988, at 2:00 p.m. in the Riggle Room.

Submitted by Wanda J. Mayse, Secretary to Staff Congress

91A19-1-5-8

STAFF CONGRESS MEETING MINUTES  
August 8, 1988

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

REPRESENTATIVES PRESENT:

Sue Bang, Nell Bland, Jo Brewer, Carolyn Brown, Richard Brown, Linda Caudill, Debbie Cundiff, Phyllis Dehart, Evelyn Fugate, Jim Hall, Shirley Hamilton, Wanda Mayse, Arthur McCleese, Sue Moore, Bill Redwine, Suzette Redwine, Anna Mae Riggle, Ruth Robinson, Bill Sharp, Larry Stephenson, Evelyn Stewart, Regina Stone, Angela White, Kenneth White, Sue Woodrow

REPRESENTATIVES ABSENT:

Madonna Huffman, Bill Mahaney, Jim Morton, Joe Planck, Charlie Riggs

VISITORS: Porter Dailey, Vice President; Andy Parker, President, Student Government; Sheridan Martin, Student Regent; Dwayne Cable, Director, Computing Services; and Ruth Davis, Past President, Staff Congress.

Rep. Sharp made a motion that the minutes of the July 5, 1988, meeting be approved and Rep. Hamilton seconded. Minutes approved as written.

CHAIR'S REPORT: Chair Stephenson stated that Ruth Davis, Past President, will remain on the Honorary Doctorate Degree Committee.

Chair Stephenson distributed copies of the 1988-89 Staff Congress meeting dates; copies of the revised By-laws; copies of the Staff Congress Representatives for 1988-89; copies of the Board of Regents Agenda of August 6, 1988; copies of the Staff Congress Standing Committees; and copies of the memo on opening of the school year.

Chair Stephenson stated that he had attended one meeting of the President's Cabinet and one meeting of the Job Evaluation Committee.

Chair Stephenson stated that the Staff Congress may have an office in Thompson Hall in the near future and a part-time secretary (15-20 hours per month).

COMMITTEE REPORTS: None

OLD BUSINESS: Rep. Stewart inquired about the pins and reception for 30-plus years employees. Chair Stephenson stated that this matter would go back to committee.

Rep. Hall asked for some input from the Personnel Benefits Committee on prioritized benefits. Chair Stephenson stated that he would contact Rep. Mahaney and ask him to give a report at the next meeting. Rep. Brewer stated that in the June 13 meeting minutes there is a prioritized list of projects for the committee. Rep. Bang stated that lapel pins for Staff Congress Representatives had been shipped but not yet received.

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DISCUSSION: Rep. Riggle asked for a list of employees in each employment category so that the representatives would know who they are representing. Chair Stephenson stated that he would ask the Personnel Office to furnish the Staff Congress with a listing of employees by employment category.

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benefits. Mr. Dailey suggested that the members of the Staff Congress Personnel Benefits Committee work with the University Employee Benefits Committee and make recommendations to that committee. Chair Stephenson suggested that maybe one member of the Staff Congress Benefits Committee could serve on the University Employee Benefits Committee.

Rep. Bland stated she had received questions on how the University insurance policies were negotiated, whether by the state or individually. Mr. Dailey stated that the University did not want to join the state group as costs would be higher for employees and, compared to the other seven state universities, Morehead State has very good coverage.

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Rep. Hamilton stated that posters/flyers from the University Staff Development Committee would be mailed to all faculty and staff this month listing seminars, meetings, etc., which have been scheduled for this school year. She encouraged everyone to attend these sessions. Rep. Hamilton asked for volunteers to assist at these sessions.

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Chair Stephenson asked that any suggestions/comments from any University staff member be sent to the Staff Congress at UPO 588.

Rep. Sharp made a motion for adjournment, seconded by Rep. Hamilton. Meeting adjourned at 3:00 p.m.

Next meeting on September 12, 1988, at 2:00 p.m. in the Riggle Room.

Submitted by Wanda J. Mayse, Secretary to Staff Congress

9/19-1-5-9

5th

STAFF CONGRESS MEETING MINUTES  
September 12, 1988

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

REPRESENTATIVES PRESENT:

Sue Bang, Nell Bland, Richard Brown, Linda Caudill, Evelyn Fugate, Jim Hall, Shirley Hamilton, Madonna Huffman, Bill Mahaney, Wanda Mayse, Arthur McCleese, Sue Moore, Joe Planck, Bill Redwine, Suzette Redwine, Anna Mae Riggle, Charlie Riggs, Ruth Robinson, Bill Sharp, Larry Stephenson, Evelyn Stewart, Regina Stone, Kenneth White, Sue Woodrow

REPRESENTATIVES ABSENT:

Jo Brewer, Carolyn Brown, Debbie Cundiff, Phyllis Dehart, Jim Morton, Angela White

VISITORS: Mike Hopper, Thelma Bungardner

CHAIR'S REPORT: Chair Stephenson stated that the lapel pins had been received and he had invited the former staff congress representatives to the meeting today to receive their pin. Rep. Bang, Chair, Lapel Pin Committee, distributed pins to two former representatives, Mike Hopper and Thelma Bungardner, and to the current representatives present. Pins will be sent to the former Staff Congress Representatives who could not attend this meeting.

Chair Stephenson stated that the meeting scheduled for January 9, 1989, was also registration day, and since quite a few members would be working registration, the date should be changed. The meeting date was changed to Tuesday, January 17, 1989.

Chair Stephenson stated that when Ruth Davis was Chair of the Staff Congress, a request was made to the President that staff appointments to University Standing Committees be made through the Staff Congress. However, a response was not received from the President's Office until August 24, requesting recommendations for appointments to Standing Committees be made by August 25. Chair Stephenson stated that he was very reluctant to make recommendations without the approval of the entire Staff Congress, however, due to the late deadline date, he discussed the situation with the Executive Council (Sue Woodrow and Wanda Mayse) and made the following recommendations. Two names were submitted for each vacancy.

Affirmative Action Committee

Two executive/administrative staff members  
(to replace Jack Jones and Judy Yancy)

Jack Jones  
Madonna Huffman  
Mike Walters  
Anna Mae Riggle

Two support staff members  
(to replace Ruth Davis and Lee Waddell)

Ron Jones  
Peggy Overly  
Greg Strouse  
Sue Woodrow

Concert and Lecture Series Committee

One staff member  
(to replace Bill Rosenberg)  
Susette Redwine  
Clyde James

Employee Benefits Committee

One member of executive/administrative staff  
(to replace Bill Redwine)  
Shirley Hamilton  
Kenneth White

One member of support staff  
(to replace Roger Hilderbrand)  
Bill Mahaney  
Jim Hall

International Student Advisory Committee

Two professional staff or administrative  
(to replace Jim Morton and Charlie Myers)  
Mike Hopper  
Tim Rhodes  
Dan Anderson  
Bill Sharp

Safety and Security Advisory Committee

One professional staff member  
(to replace Beth Patrick)  
Ellen Carscaddon  
Jacqueline Scott

Student Life Committee

Two professional staff members  
(to replace Larry Stephenson and Myron Doan)  
Larry Stephenson  
Myron Doan  
Rhonda Baldwin  
Belva Sammons



Traffic Appeals Committee

Two professional staff members

(to replace Harold Justice and Mark Stahley)

Harold Justice

Mark Stahley

Mike Eldridge

Jerry Gore

Chair Stephenson asked if anyone had been notified of appointments to these committees and no one had been notified.

Chair Stephenson stated that the employment categories listed for these Standing Committees were not the same employment categories which are now listed with the Personnel Office. Rep. Planck stated that these committees were composed of mainly the professional categories; but what about representation by the other employment categories? Chair Stephenson stated that in the future, the representation on these committees may need to be changed; therefore, Chair Stephenson referred this matter to the Liaison Committee for further study.

Chair Stephenson stated that the Staff Congress office in Thompson Hall was not completed. A cost figure of \$213 was received from maintenance for this project. He polled 22 of the Staff Congress members for approval of the costs, and all had given positive approval, so he authorized maintenance to begin work on the office.

Chair Stephenson stated that the part-time secretarial position, grade three, had been advertised internally and the closing date was September 14. Members of the search committee are: Larry Stephenson, Jo Brewer, Jim Hall, Arthur McCleese, and Sue Woodrow. Chair Stephenson stated that this was supplemental pay for an employee presently employed by the University, and the additional hours (20/month) must be approved by the immediate supervisor.

Chair Stephenson stated that the Council on Higher Education had a three hour hearing on campus last month and he was asked to speak on formula funding. Some of the concerns he presented to the council were: utilization of university funds for financial aid; fully funded formula; Grade 1 of the Job Classification and Compensation Plan is extremely low; the Job Classification and Compensation Plan could be a good plan, if fully implemented; and state funding of the financial aid program.

Chair Stephenson distributed copies of the budget summary through September 12, 1988.

Chair Stephenson stated that President Grote would be at the October 10 meeting.

#### COMMITTEE REPORTS:

CREDENTIALS AND ELECTIONS COMMITTEE--None.

FISCAL AFFAIRS COMMITTEE--None.

LIAISON COMMITTEE--Rep. Redwine stated that his committee would study the makeup of the University Standing Committees by employment categories. Rep. B. Redwine asked where the committee was on the faculty/staff survey. His committee would work with the Faculty Senate on this survey.

PERSONNEL BENEFITS COMMITTEE--Rep. Mahaney asked that Rep. Hall be appointed to this committee. Chair Stephenson confirmed the appointment. Rep. Mahaney stated that this committee would begin work on the survey form.

PERSONNEL POLICIES COMMITTEE--Rep. Hamilton stated this committee needs to meet and discuss the present sick leave policy.

UNIVERSITY FACULTY/STAFF DEVELOPMENT COMMITTEE--Rep. Hamilton stated that the first staff seminar for 1988-89 was held last week and 29 employees participated. She encouraged all staff members to take advantage of these seminars. The next seminar, Telephone Techniques, is on September 29. She also stated that continuing education units are given for these seminars.

Rep. Hamilton stated that the Personnel Policy Manual covers educational advancement for staff employees. She stated that Sue Black is the new VISTA volunteer, and encouraged staff employees to call her for GED or improvement of basic skills. The Adult Learning Center is located in the American Health Building and is open late two days per week and 8:00 a.m. to 4:30 p.m. the other three days.

Rep. Hamilton discussed the community education classes and encouraged staff members who might have a skill to think about teaching one of these community education classes.

OLD BUSINESS: None.

NEW BUSINESS: None.

DISCUSSION: None.

ANNOUNCEMENTS: Rep. B. Redwine made the announcement that Morehead State University would be playing the University of Nebraska in the Chaminade Tournament in Hawaii in December. The Alumni Association and the Eagle Athletic Fund has 50

reservations available to Hawaii for \$1095 each for MSU basketball fans.

Rep. B. Redwine also announced the Collegiate License Plates are now available for a one time cost of \$55 each and the plates are for five years; however, the annual costs are the same as for regular plates. Legislation which was passed during the 1988 session authorized each of the eight state universities these license plates.

Rep. B. Redwine reminded the members of Homecoming activities October 6 - 9, 1988, and of the Faculty/Staff coffee on Friday, October 7, from 8:30 to 11:00 a.m. at the Alumni Center.

Rep. Planck stated that the faculty/staff appreciated the reduction in tickets to the concerts this fall and wanted to thank the people responsible.

Chair Stephenson stated that Andy Parker was responsible for the reduced tickets.

Past Chair Davis commented on the selection of the lapel pins.

Vice Chair Woodrow asked if faculty/staff could get discount or reduced tickets for the basketball and football games. Rep. B. Redwine stated that the Alumni Association has season tickets at a reduced price for MSU alumnus.

Rep. Mahaney asked that the Personnel Benefits Committee meet after this meeting.

Chair Stephenson urged all committees to meet before the next Staff Congress regular meeting.

Chair Stephenson urged all representatives to remind non-exempt employees of the new pay schedule beginning in October.

Rep. Mahaney suggested that a regular meeting date be set for Staff Congress committees. Rep. Planck suggested that the Chair of each committee set the date for the meeting.

Rep. Mahaney made a motion for adjournment. Rep. Hamilton seconded.

Meeting adjourned at 3:10 p.m.

Next meeting of the Staff Congress will be on October 10.

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

91A19-1-5-10

STAFF CONGRESS MEETING MINUTES  
October 10, 1988

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

REPRESENTATIVES PRESENT:

Sue Bang, Nell Bland, Jo Brewer, Carolyn Brown, Richard Brown, Linda Caudill, Debbie Cundiff, Phyllis Dehart, Evlynn Fugate, Shirley Hamilton, Jim Hall, Madonna Huffman, Bill Mahaney, Wanda Mayse, Arthur McCleese, Sue Moore, Jim Morton, Joe Planck, Bill Redwine, Susette Redwine, Anna Mae Riggle, Charlie Riggs, Ruth Robinson, Bill Sharp, Larry Stephenson, Evelyn Stewart, Regena Stone, Angela White, Kenneth White, Sue Woodrow

GUESTS: Dr. C. Nelson Grote, and Past Chair Ruth Davis

Rep. Sharp made a motion that the minutes of the September 12 meeting be approved as written. Rep. Bland seconded. Motion passed.

Chair Stephenson introduced Dr. Grote.

Dr. Grote stated that since he had not met with the Staff Congress, he felt this was a good time to do so, and he would be meeting with the Staff Congress from time to time where specific topics are concerned.

Dr. Grote stated the school year had a great start, and stated that he appreciated the assistance and cooperation of everyone during that time.

Dr. Grote stated that during Homecoming weekend he had numerous comments from alumni on how great the campus looked, how clean and well tended, how great the building looked, and how impressed they were with what they saw throughout the campus. Dr. Grote commended the employees of the physical plant on their efforts to keep the campus attractive.

Dr. Grote stated that an alumnus was invited back to campus and he was really impressed with what he saw on campus. He is going to make a major gift to the University based upon his feelings for the University now.

Dr. Grote stated there is a sense of pride in our students and he attributes this to the fact that there is a sense of pride in our faculty and staff.

Dr. Grote commended Ruth Davis and the Steering Committee on the organization of the Staff Congress and stated that they are ready to be productive.

Dr. Grote explained the mid-year salary and wage increases and the one-time only salary supplement proposal as submitted to and approved by the Board of Regents on October 7.

All full-time faculty with the exception of those on new term appointments. Funds were allocated equal to three percent (3%) of aggregate base salary. Two percent (2%) of the three percent (3%) will be distributed for the primary purpose of addressing faculty rank inequities, and the remaining one percent (1%) will be distributed to further address individual inequities. Guidelines will have to be approved by the President.

Allocated funds to provide a \$400 one-time, non-recurring salary supplement for full-time faculty.

Create funds equal to one percent (1%) of the aggregate base salary for employees other than faculty. The one percent (1%) base salary pool will be distributed to staff to address individual's salary inequities and to continue funding of the Staff Compensation Schedule. The integrity of the Schedule will be upheld. The guidelines for the distribution of this pool have not been finalized. However, the Staff Congress will be involved in the preparation of these guidelines. Porter Dailey and Chair Stephenson will determine how representation will be made from the Staff Congress for recommendations/suggestions for this pool. Guidelines will have to be approved by the President.

Allocate funds to provide a \$400 one-time, non-recurring salary supplement for approximately 625 full-time staff employees.

The difference in the two percent (2%) and one percent (1%) pool for faculty and staff is:

Last April one percent (1%) monies were used for staff when the Staff Compensation Schedule was implemented. Therefore, the staff who received this one percent (1%) in April also received the two percent (2%) in July.

The \$400 supplement will have a higher value on staff than faculty.

Faculty are further below their benchmark institutions (86% of the benchmark) than hourly staff (90% of the mid-point of the compensation schedule) and salaried staff (92% of their mid-point objective).

Dr. Grote stated that 7,304 students are currently enrolled compared to the budgeted number of approximately 6,800

students. Dr. Grote stated he felt it was only fair to distribute monies back to the people who are making this growth happen.

Dr. Grote stated that \$450,000 had been committed to salaries for next year; however, this is independent of the five percent (5%) pool. The administration feels this is a step in the right direction for raising faculty and staff salaries. An effort is being made to be consistent and fair to everyone concerned.

Dr. Grote asked if there were any questions?

Rep. Mahaney asked when the one percent (1%) would be distributed. Dr. Grote stated that as soon as the guidelines had been approved but hopefully before December 31, 1988.

Rep. Mahaney stated that he was concerned how these funds would be distributed whether the inequities are the managerial level or the lower levels of the Job Classification and Compensation Plan. Dr. Grote stated that he had not looked at distribution because the guidelines for the distribution of funds had not been finalized.

Porter Dailey stated that the guidelines for the distribution of funds will not be a simple process. The guidelines for the four quartiles have not been established.

Dr. Grote stated that his main concern was that this one percent (1%) would not go very far toward the inequities.

Dr. Grote stated that he was very pleased with the staff development program this year. Monies are available for the first time. The administration has recognized the need and made a commitment for the continuation of this program. Dr. Grote urged everyone to take advantage of the staff development activities. Dr. Grote urged the staff to let Shirley Hamilton know if new seminars need to be added next year as he will be requesting recommendations in March 1989.

Dr. Grote stated that the staff seminars are a good source of investment for the university. Dr. Grote stated that he was very supportive of staff development.

Dr. Grote stated that he has two projects for the Staff Congress.

1. Dr. Grote stated that there is a policy statement on how to recognize the educational advancement of faculty. Therefore, he would like for the Staff Congress to put together some guidelines on the appropriate way to recognize a staff member when educational levels are attained or achieved. Make recommendations for self improvement, whether

it be a class, correspondence study, continuing education units, etc. How should this employee be recognized.

2. Dr. Grote asked the Staff Congress to make recommendations to indicate that education is important to an educational institution in the employment process. Is preference given to education when jobs are advertised?

Dr. Grote stated that in the private industry, businesses are giving incentives to their part-time employees that, if they stay in school, they could be hired full-time but, if they drop out of school, they have no job. A county official in Pike County is doing this for county employees. Please communicate to everyone that education is important.

Rep. Robinson asked when could the supplement be expected because of the financial difficulty some employees were experiencing this month. Dr. Grote stated a date had not yet been set for distribution. Dr. Grote stated that the supplement was in no way tied to the new payroll schedule which went into effect this month.

Rep. Caudill asked if the fixed-term people would get the supplement. Dr. Grote stated that more than likely they would.

Rep. Hall stated that more staff members would attend the staff development seminars if they were not required to make up the time. Dr. Grote stated that if these are official staff development programs and on university time, then the employee does not have to make up that time.

Rep. McCleese asked if the hold back of pay was mandated by the State of Kentucky. Porter Dailey stated this was strongly encouraged by the external auditors and the State Department of Labor. Dr. Grote stated that all new employees will automatically be under the new pay system.

#### CHAIR'S REPORT:

Chair Stephenson distributed copies of the budget summary and copies of the employment categories.

Chair Stephenson stated that lapel pins had been distributed.

Chair Stephenson stated that the office space had been finished and the room cleaned, now we are awaiting office furniture. The office will be open 8:30 a.m. to 12 noon on Wednesday mornings effective October 19. Rep. Bang stated that Computing Services could furnish the office furniture.

Chair Stephenson stated that the Secretarial Committee had met and interviewed individuals for the supplementary

contract. A Personnel Action Recommendation form has been completed for Wanda Mayse and approved by Porter Dailey and also by Dr. Derrickson.

Chair Stephenson stated that some staff members had received letters of appointment for University Standing Committees.

#### COMMITTEE REPORTS:

Credentials and Elections Committee: Rep. Bang stated that the Staff Congress members need to review their bylaws on attendance. Please plan to attend every meeting. She stated that a concern of the committee was "what constitutes an absence." This has not yet been resolved. Rep. Mahaney asked if the attendance of every Representative could be put in the minutes. Note from Secretary, absences of Representatives since beginning of new year, July 5.

Jo Brewer - one absence  
 Carolyn Brown - two absences  
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 Madonna Huffman - one absence  
 Bill Mahaney - one absence  
 Jim Morton - three absences  
 Joe Planck - one absence  
 Bill Redwine - one absence  
 Anna Mae Riggle - one absence  
 Charlie Riggs - one absence  
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 Kenneth White - one absence

Fiscal Affairs Committee - Rep. Brewer recommended that the Chair consider appointing an Ad Hoc Committee to establish guidelines for the one percent (1%) pool with equal representation from each of the six job categories (two from each) and the Executive Council.

Liaison Committee - Rep. B. Redwine stated that his committee had not met but would like to meet at the end of today's meeting.

Personnel Benefits Committee - Rep. Mahaney stated that his committee had met several times with various university personnel on benefits. Priority items are child care, and tuition waiver for spouse/dependents. They still need to produce an instrument to gather information from staff as well as faculty. A subcommittee has been appointed. The instrument should be available in the next few days.

Personnel Policies Committee - Rep. Stewart distributed copies of the Draft copy of the Staff Congress Personnel



Policy on "Recommendations for Changes in Sick Leave Policy". Rep. Hamilton asked for suggestions to submit to the University Standing Committee.

University Staff Development Committee - Rep. Hamilton stated that a policy is being drafted with guidelines for employees who want to work on a GED or basic skills. Rep. Hamilton stated that time taken to attend the staff development seminar does not have to be made up, if offered on university time. This policy is currently listed in the Personnel Manual.

Some upcoming seminars include October 26 - Telephone Techniques as this seminar was rescheduled from September 29. and on October 21 - Get Acquainted Tours.

OLD BUSINESS: None

NEW BUSINESS: Rep. Brewer made a motion that the Chair appoint an Ad Hoc Committee consisting of two representatives from each job category and the Exective Council for the purpose of developing guidelines for disbtribution of the one percent (1%) salary pool. Chair Stephenson stated that since this motion came from committee a second is not required. Discussion. Rep. Planck asked why two representatives instead of one? Rep. Brewer stated this would be one-half of the Staff Congress members. Rep. Planck stated he could like to amend the motion to change from two to one representative and the Chair of the Staff Congress. A friendly amendment. so no seconded needed. Motion carried.

Chair Stephenson stated that the Staff Congress was in recess for five minutes to elect one person from each job category to serve on this Ad Hoc Committee.

Staff Congress was called back to order. Representatives were selected as listed below:

Professional/Non-faculty - Susette Redwine  
Executive/Managerial - Kenneth White  
Secretarial/Clerical - Angela White  
Service Maintenance - Linda Caudill  
Technical Paraprofessional - Jim Hall  
Skilled Crafts - Richard Brown  
and Chair Stephenson

Chair Stephenson stated that this Ad Hoc Committee would meet at 2 p.m. on October 13 & 20 in the Riggle Room.

Chair Stephenson stated that a special session of the Staff Congress would be held on October 24 at 2 p.m. to approve the recommended guidelines as established by the Ad Hoc Committee.

Rep. Planck stated that at the Board of Regents meeting on October 7 Governor Nunn stated that a Faculty Senate resolution had been forwarded to Governor Wilkinson asking for reappointment of the existing board members. Rep. Planck made a motion that the Executive Council prepare a resolution to Governor Wilkinson in support of the present MSU Board of Regents. Rep. B. Redwine seconded. Motion passed. Chair Stephenson stated that the Governor has the authority to reappoint the five members whose terms have expired or to appoint five new members.

Chair Stephenson read the resolution which was prepared by the Faculty Senate.

Rep. Planck made a motion that there be invocation at the beginning of each meeting after the roll call. Rep. Bland seconded. Motion passed.

Rep. Mahaney made a motion that Rep. Planck be appointed as Chaplain of this body. Rep. Woodrow seconded. Motion passed.

DISCUSSION: Rep. Bang asked about the possibility of the Staff Congress Chair getting a seat on the Board of Regents. Past Chair Davis stated that the recommendation needs to be discussed with State representatives.

Chair Stephenson stated that the Staff Congress and Faculty Senate could suggest items for the Board of Regents agenda.

Rep. Sharp made a motion for adjournment. Rep. Bang seconded. Adjourned at 4:15 p.m.

Next regular meeting on Monday, November 14 and special meeting on Monday, October 24.

Submitted by Wanda J. Mayse. Secretary to Staff Congress

91A19-1-5-11

STAFF CONGRESS MEETING MINUTES  
October 10, 1988

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OLD BUSINESS: None

NEW BUSINESS: Rep. Brewer made a motion that the Chair appoint an Ad Hoc Committee consisting of two representatives from each job category and the Executive Council for the purpose of developing guidelines for distribution of the one percent (1%) salary pool. Chair Stephenson stated that since this motion came from committee a second is not required. Discussion. Rep. Planck asked why two representatives instead of one? Rep. Brewer stated this would be one-half of the Staff Congress members. Rep. Planck stated he could like to amend the motion to change from two to one representative and the Chair of the Staff Congress. A friendly amendment, so no seconded needed. Motion carried.

Chair Stephenson stated that the Staff Congress was in recess for five minutes to elect one person from each job category to serve on this Ad Hoc Committee.

Staff Congress was called back to order. Representatives were selected as listed below:

Professional/Non-faculty - Susette Redwine  
Executive/Managerial - Kenneth White  
Secretarial/Clerical - Angela White  
Service Maintenance - Linda Caudill  
Technical Paraprofessional - Jim Hall  
Skilled Crafts - Richard Brown  
and Chair Stephenson

Chair Stephenson stated that this Ad Hoc Committee would meet at 2 p.m. on October 13 & 20 in the Riggle Room.

Chair Stephenson stated that a special session of the Staff Congress would be held on October 24 at 2 p.m. to approve the recommended guidelines as established by the Ad Hoc Committee.



Rep. Planck stated that at the Board of Regents meeting on October 7 Governor Nunn stated that a Faculty Senate resolution had been forwarded to Governor Wilkinson asking for reappointment of the existing board members. Rep. Planck made a motion that the Executive Council prepare a resolution to Governor Wilkinson in support of the present MSU Board of Regents. Rep. B. Redwine seconded. Motion passed. Chair Stephenson stated that the Governor has the authority to reappoint the five members whose terms have expired or to appoint five new members.

Chair Stephenson read the resolution which was prepared by the Faculty Senate.

Rep. Planck made a motion that there be invocation at the beginning of each meeting after the roll call. Rep. Bland seconded. Motion passed.

Rep. Mahaney made a motion that Rep. Planck be appointed as Chaplain of this body. Rep. Woodrow seconded. Motion passed.

DISCUSSION: Rep. Bang asked about the possibility of the Staff Congress Chair getting a seat on the Board of Regents. Past Chair Davis stated that the recommendation needs to be discussed with State representatives.

Chair Stephenson stated that the Staff Congress and Faculty Senate could suggest items for the Board of Regents agenda.

Rep. Sharp made a motion for adjournment. Rep. Bang seconded. Adjourned at 4:15 p.m.

Next regular meeting on Monday, November 14 and special meeting on Monday, October 24.

Submitted by Wanda J. Mayse, Secretary to Staff Congress

91A19-1-5-12

STAFF CONGRESS SPECIAL MEETING MINUTES

October 24, 1988

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

REPRESENTATIVES PRESENT:

Sue Bang, Nell Bland, Jo Brewer, Carolyn Brown, Linda Caudill, Phyllis Dehart, Evlynn Fugate, Shirley Hamilton, Jim Hall, Madonna Huffman, Bill Mahaney, Wanda Mayse, Arthur McCleese, Sue Moore, Jim Morton, Joe Planck, Bill Redwine, Susette Redwine, Anna Mae Riggle, Ruth Robinson, Bill Sharp, Larry Stephenson, Evelyn Stewart, Regena Stone, Angela White, Kenneth White, Sue Woodrow

REPRESENTATIVES ABSENT:

Richard Brown, Debbie Cundiff, Charlie Riggs

GUESTS: Past Chair Ruth Davis, Jack Jones, and Steve Schafer

Rep. Planck gave the invocation.

Chair Stephenson stated that the Staff Congress was meeting for the purpose of recommending guidelines for the mid-year salary increase to be submitted to the President.

Chair Stephenson stated that various people had been consulted while the Ad Hoc Committee was working on the guidelines. Chair Stephenson distributed copies of five methods which the Ad Hoc Committee had drafted to be considered by the Staff Congress. The five methods are listed below:

1. Quartile appropriation method
2. Equal amount method
3. Years of service method
4. Across the board method
5. Individual review method

Chair Stephenson stated that there were 549 classified employees by EEO categories and 99 non-classified employees. The non-classified employees include the employees who report directly to the President, hall directors, coaches, and at this point, librarians. Chair Stephenson stated that the one (1%) percent figure was approximately \$82,640.

Chair Stephenson opened the floor for discussion of the five methods presented by the Ad Hoc Committee. After discussion of these five methods, Chair Stephenson stated that he had talked with Steve Schafer about guidelines for the mid-year

salary adjustments. Mr. Schafer explained his proposed guidelines to the Staff Congress. Chair Stephenson opened the floor for discussion on Mr. Schafer's proposal.

Rep. Bland made a motion that the Staff Congress adopt the plan as presented by Steve Schafer entitled "Staff Salary Equity Proposal" as the number one plan to present to the President. Rep. Stewart seconded. One vote against this motion. Motion passed.

Rep. Sharp made a motion that the Staff Congress vote on the five plans as presented by the Ad Hoc Committee and submit two plans to the President, as alternate plans, based on the highest number of votes. Rep. Mahaney seconded. The Representatives voted by a show of hands for each plan.

Alternate Plan # 1--Quartile Appropriation Method  
Alternate Plan # 2--Equal Amount Method

Chair Stephenson stated that three plans would be submitted to the President as guidelines for the mid-year salary adjustment.

Plan #1--Staff Salary Equity Proposal  
Alternate Plan #1--Quartile Appropriation Method  
Alternate Plan #2--Equal Amount Method

Rep. Bland stated that the Ad Hoc Committee should be commended for their work on these plans.

Chair Stephenson stated that he would like to express appreciation to Randy Hall in Information Services and Steve Schafer for their assistance.

Chair Stephenson instructed the Personnel Benefits Committee to draft a proposal to bridge service time for employees.

Rep. Sharp made a motion for adjournment. Rep. Bland seconded. Meeting adjourned at 3:45 p.m.

Next regular meeting of the Staff Congress is Monday, November 14, 1988, at 2:00 p.m. in the Riggle Room.

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

STAFF SALARY EQUITY PROPOSAL

I am proposing for approval the following method for distributing the one per cent staff equity funds. It is based on distributing approximately \$82,640 to about 545 classified staff members. It does not address the approximately \$18,000 available to distribute to the unclassified staff members.

It has the following advantages:

1. It gives more money to people who have more years experience at MSU.
2. It gives more money to employees who are in lower quartiles based on their longevity and job classifications.
3. It sets a cap on higher salaried people who would clearly be aberrations on the per cent tables.
4. It gives at least \$100 to anyone who is not two quartiles or more above their targeted level.
5. It gives nothing to those people who are plus two quartiles or who are already paid more than their classifications' fourth quartile.
6. It gives slightly higher percentages to non-exempt employees than to exempt employees, since I feel they are as a group, more underpaid.
7. There are some employees who have had interrupted service and their years of service are understated on the computer supplied chart. Employees should receive full credit for all years of service at MSU.
8. Employees who are hired between now and January are presumed to be hired at the correct salary/wage and will not be included in this distribution.

The basic method is as follows:

1. Each employee's salary is reflected as an annual figure, although non-exempt employees are actually paid on an hourly basis.
2. An employee is expected to be in the following quartiles based on their years of MSU experience.

YEARS	0-5	6-10	11-15	16+
QUARTILE	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
0				

3. An employee's actual quartile is compared to the desired quartile and a per cent of their annual salary is considered as an increment based on the following table.

	$\frac{+3}{0}$	$\frac{+2}{0}$	$\frac{+1}{\$100}$	$\frac{0}{1\%}$	$\frac{-1}{1.5\%}$	$\frac{-2}{2\%}$	$\frac{-3}{3\%}$
NON-EXEMPT	0	0	\$100	.75%	1.0%	1.5%	2%
EXEMPT	0	0	\$100	.75%	1.0%	1.5%	2%

4. The maximum of \$300 is established no matter what the system calls for. The average increment is \$150 and \$300 is double the average.
5. Example 1: A non-exempt employee classified as N4 and has a current salary of \$14,331 and 11 years experience. \$14,331 is in the first quartile (\$12,636 to \$14,508). There are 1,950 hours in a year so hourly rates are converted to annual rates using this figure. With 11 years of experience, this employee should be in the third quartile. He is short two quartiles (-2) so the percent is 2%. 2% of \$14,331 equals \$286. Since \$286 is less than \$300, the increment is \$286.

Example 2: An employee earns \$12,167 and is classified N2 with four years experience. With four years experience, this employee should only be in the first quartile of N2 but is in the second quartile (\$10,822 to \$12,246). He is +1 quartile so the increment is \$100. See table.

Example 3: An employee earns \$39,000 with 16 years experience and is classified E9. This puts him in the first quartile (\$38,669 to \$43,503) but should be in the 4th quartile (-3). 2% of \$39,000 is \$780 but the maximum is \$300 and that is the increment. A situation like this is usually the result of a recently promoted employee who spent most of his career in lower grade jobs, although those were not classified as such at the time. Faculty salary systems can recognize years in grade with their clearly defined and long standing system. Since our staff system cannot do this, we need a cap to prevent an undeserved excessive raise.

I feel this system is more equitable than other systems that simply give flat rates to certain quartiles or use flat percentages. It could be used as a basis to eventually formulate an annual plan. I urge the Staff Congress to recommend it to the President.

*Steve F. Schlofer*

10/24/88

#1

## QUARTILE APPROPRIATION METHOD

- A. Allot a higher percentage of the total dollars to employees in Quartile 1, lesser to employees in Quartile 2, even less to employees in Quartile 3, and least to employees in Quartile 4.

	<u>% of Employees</u>	<u>Adjusted % of Funds Available</u>	<u>Funds Allotted</u>	<u>Raise %</u>	<u>Annual Average Raise</u>
Quartile 1	56.3%	58%	\$47,931	01.10	\$156
2	21.5%	22%	\$18,181	00.98	\$154
3	17.3%	16%	\$13,222	00.95	\$139
4	04.5%	04%	\$ 3,306	00.51	\$122
		<u>100%</u>	<u>\$82,640</u>		

## REVIEW:

Based on Quartile location of each employee

Employees in lower Quartiles get higher average. Helps accomplishes movement toward mid-point of grade.

Percentage of raise dollars will be higher for lower quartile employees.

Most recently hired employees and employees who were adjusted to entry level in April 1988 are in Quartile 1 and therefore will get higher raises.

Each staff employee would get an equal dollar amount. The \$101,000 annual raises would be divided by the total number of employees.

Based on total number of employees, the following is an example:

\$101,000 divided by 648 employees equals \$155.86 per employee on an annual basis.

REVIEW:

Equal amount in dollars.

Higher percentage of total pool dollars would go to lower salaried employees

Retains present gap between higher salaried employees and lower salaried employees.

Similar to distribution of the \$400 one time supplement.

91A19-1-5-14

STAFF CONGRESS MEETING MINUTES

November 14, 1988

The meeting was called to order by Chair Larry Stephenson at 2:00 p.m. in the Riggle Room.

REPRESENTATIVES PRESENT:

Sue Bang, Nell Bland, Jo Brewer, Richard Brown, Linda Caudill, Debbie Cundiff, Phyllis Dehart, Jim Hall, Madonna Huffman, Bill Mahaney, Wanda Mayse, Sue Moore, Jim Morton, Joe Planck, Bill Redwine, Susette Redwine, Anna Mae Riggle, Ruth Robinson, Bill Sharp, Larry Stephenson, Evelyn Stewart, Regina Stone, Angela White, Kenneth White, Sue Woodrow

REPRESENTATIVES ABSENT:

Carolyn Brown, Evelyn Fugate, Shirley Hamilton, Arthur McCleese, Charlie Riggs

GUESTS: Vice President Porter Dailey & Past Chair Ruth Davis

Rep. Planck gave the invocation.

Chair Stephenson asked if there were any corrections to the minutes of October 10 or October 24, 1988. Rep. Planck stated that Vice President Dailey's name was omitted, as a guest, from the October 10 minutes. Rep. Riggle stated that the October 10 minutes, page 3, line 13, should read January 1, 1989, instead of December 31, 1988. Rep. Sharp made a motion that the minutes be approved as corrected. Rep. Stone seconded. Minutes approved with corrections.

CHAIR'S REPORT:

Chair Stephenson distributed copies of the November 14, 1988, financial report.

Chair Stephenson asked Vice President Dailey to report on the status of the raise recommendations. Mr. Dailey stated that he had met with President Grote, Dr. Steve Taylor, Mr. Mike Mincey, and Mr. Ray Pinner on the one (1) percent staff pool to be distributed. Mr. Dailey reported that the "Staff Salary Equity Proposal" submitted by the Staff Congress had been accepted by the administration. Mr. Dailey reported that the Personnel Office was calculating raises according to the proposal. Chair Stephenson stated that Steve Schafer and he had already calculated raises for the staff employees and they would give their figures to Mr. Jack Jones in the Personnel Office.



Chair Stephenson reported that Ruth Davis was in the process of updating the booklet of University Standing Committees for the University and this booklet would be printed in the near future.

Chair Stephenson reported that the Executive Council had sent a letter to the Governor regarding re-appointment of current members on the Board of Regents.

#### COMMITTEE REPORTS:

Credentials & Elections Committee--none.

Fiscal Affairs Committee--none.

Liaison Committee--Rep. B. Redwine stated that the Staff Congress meetings are open meetings. To facilitate more input from staff members, he asked that staff members read the minutes and, if they had questions/suggestions/concerns, submit the questions/suggestions/concerns to a member of the Staff Congress.

Personnel Benefits Committee--Rep. Mahaney stated that this committee had met several times and they had prepared some documents for tuition waiver for dependents/spouse and child care. These documents will be presented to the Faculty Senate for further concerns, and if the Faculty Senate concurs, these documents will be sent to both the faculty and staff, and if they do not concur, the documents will be sent to staff members. The documents should be distributed in January 1989. The documents will be presented to the Staff Congress prior to forwarding to the President.

Rep. Mahaney stated that the concern of bridging of past and present employment had been assigned to his committee. He stated that there were many reasons why a employee leaves then returns to the University, and that some guidelines would have to be drafted. He asked if the Staff Congress would like for his committee to pursue this concern.

Rep. Bland suggested that the Personnel Benefits Committee continue the proposal with future discussions. Rep. Planck asked if military service could be considered.

Rep. Mahaney stated that the Blue Cross, Blue Shield representatives had met with the University Personnel Policies, of which he is a member, and made recommendations on how the university could continue present benefits in 1989. The three (3) plans presented were: Option 2000, HMO, and Comprehensive Major Medical. Rep. Mahaney stated that HMO may be discontinued because of the lack of participation.

	<u>Option 2000</u>		<u>Comp. Major Med.</u>		<u>HMO KY</u>	
	<u>1988</u>	<u>1989</u>	<u>1988</u>	<u>1989</u>	<u>1988</u>	<u>1989</u>
Single	\$ 52.02	\$ 78.34	\$ 52.57	\$ 79.41	\$ 70.58	\$105.87
Family	127.38	189.60	127.36	192.17	170.94	256.21

Employee's Share of the 1989 Monthly Premiums

Single	-0-	-0-	26.46
Family	\$110.19	\$112.76	\$176.80
Family*	30.78	33.35	97.39

\*Cost when both husband and wife are employed at MSU.

Mr. Dailey stated that the new rates would cost the University an additional \$285,000 in 1989. This is because Blue Cross, Blue Shield anticipates a 22 percent inflation rate in 1989.

Rep. Mahaney suggested that the Staff Congress express appreciation to President Grote and Mr. Dailey and their staff for time spent in obtaining funds to supplement the insurance plans.

Personnel Policies Committee--Rep. Planck distributed copies of a GED draft proposal. This proposal is an encouragement for staff members to further their education through the Adult Learning Center and to utilize the tuition waiver.

University Professional Development Committee--Chair Stephenson reminded the members about the seminars "How to Supervise People" on November 16 and 17; and the "Professional Image" seminar on December 7.

OLD BUSINESS: Rep. Brewer stated that the pay stubs would include the pay period. Hopefully, this would be on the stubs by January 1, 1989.

NEW BUSINESS: Rep. B. Redwine presented a directive from the Liaison Committee concerning staff appointments on all University Standing Committees. Whereas, the staff of Morehead State University is crucial for the successful day-to-day operation of the University; and Whereas, the standing committee system stipulates that the Faculty Senate shall elect representatives to the various committees and the Student Government Association shall appoint student members to said committees; and Whereas, there is no specific directive relating to staff appointments to these standing committees, the Liaison Committee of the Staff Congress of Morehead State University hereby places on the floor of Congress for vote the following motion "That a request be made to include in the standing committee structure and handbook a statement which specifies membership on each standing committee of which a staff position is designated be

approved by the Staff Congress from a list recommended by the Liaison Committee of the Staff Congress." Chair Stephenson stated that this motion comes from committee and does not require a second. Rep. B. Redwine stated that the list would be presented by the Liaison Committee to the Staff Congress for approval, and then forwarded to the President for his approval. There was some discussion on this motion. Chair Stephenson stated his concern was that the booklet needed to be distributed early in the semester to the university employees. Therefore, the Staff Congress should make recommendations in the old year, before June 30, for the following school year. Chair Stephenson stated that he would support this motion on the basis that the recommendations not be made in one day. Approval of the motion was by show of hands, 20 for and three against.

Chair Stephenson stated that he would send a letter to the President regarding the four committees where a staff member is not currently appointed.

Rep. Planck asked if in the letter to the President on the one (1) percent raise, did the Staff Congress ask for any involvement in determining how an employee moves within quartiles. Chair Stephenson stated that he feels that the Job Evaluation Committee will be utilized to make recommendations on movement within quartiles.

Rep. Planck made a motion that the Staff Congress prepare a letter to the President requesting that the Staff Congress recommend a plan for movement within quartiles as established in the Job Classification and Compensation Plan. Rep. Bland seconded. Discussion. Motion passed unanimously.

Discussion: The health care situation was again discussed.

Rep. Woodrow asked if there could not be some uniformity when employees retire. Chair Stephenson stated that retirement receptions depended a lot on funds within the individual departments.

Announcements: Chair Stephenson made the following announcements: 1) Board of Regents meeting on December 16 at 2:00 p.m. in the Riggle Room; 2) Campus-wide Christmas party on December 16; and 3) Graduation on December 17.

Rep. Mahaney made a motion for adjournment. Rep. Bang seconded. Meeting adjourned at 3:45 p.m.

Next meeting on Monday, December 12 at 2:00 p.m. in the Riggle Room.

Submitted by: Wanda Mayse, Secretary to the Staff Congress

91A19-1-5-15

STAFF CONGRESS MEETING MINUTES

December 12, 1988

The meeting was called to order by Chair Larry Stephenson at 2:00 p.m. in the Riggle Room.

REPRESENTATIVES PRESENT:

Nell Bland, Carolyn Brown, Richard Brown, Linda Caudill, Debbie Cundiff, Evelyn Fugate, Shirley Hamilton, Madonna Huffman, Bill Mahaney, Wanda Mayse, Arthur McCleese, Sue Moore, Jim Morton, Susette Redwine, Anna Mae Riggle, Charlie Riggs, Ruth Robinson, Larry Stephenson, Regena Stone, Angela White, Kenneth White, Sue Woodrow

REPRESENTATIVES ABSENT:

Sue Bang, Jo Brewer, Phyllis Dehart, Jim Hall, Joe Planck, Bill Redwine, Bill Sharp, Evelyn Stewart,

Rep. Riggs gave the invocation.

Chair Stephenson asked if there were any corrections to the minutes of November 14. Rep. Bland made a motion that the minutes of November 14 be approved as written. Rep. Redwine seconded.

CHAIR'S REPORT:

Chair Stephenson distributed copies of the budget summary.

Chair Stephenson stated that he had met with the President on concerns of the Staff Congress: (1) guidelines on the movement from one quartile to another, and (2) staff appointments to University Standing Committees.

COMMITTEE REPORTS:

Credentials & Elections Committee  
Fiscal Affairs Committee  
Liaison Committee

Personnel Benefits Committee --Rep. Mahaney stated that his committee had contacted the Faculty Senate about a letter and survey to be sent to faculty and staff employees. The purpose of the survey is to build a data base to assist in making decisions on the proposals for tuition waiver for spouse/dependents and child care. This letter and survey will be in the mail by January 9, 1989. Hopefully, there will be a good response.

Rep. Mahaney also stated that during the week of January 16, 1989, meetings will be held for interested staff employees to express their views and opinions on: (1) bridging of years of service and (2) using military time to count toward years of service. Rep. Mahaney encouraged employees to participate in these meetings.

Personnel Policies Committee --Rep. Hamilton distributed copies of the revised draft proposal on adult basic education classes for university employees. Rep. Hamilton stated that if the draft is approved by the Staff Congress; hopefully, it will be an agenda item for the Board of Regents meeting in February. Rep. Hamilton stated that she had received many positive comments on this policy. If approved by the Board of Regents, the policy states that the \$10 test fee will be waived through the tuition waiver process, and if approved by the immediate supervisor, employees can take classes up to three hours per week toward the GED. The class work must be approved through the Adult Learning Center.

Rep. Hamilton stated that a letter had been sent to the Personnel Office requesting the number of employees who do not have a high school diploma or GED.

University Staff Development Committee --Rep. Hamilton stated that the last staff development seminar "Professional Image" was held on December 7 and approximately sixty women and ten men attended the two seminars. She stated that they were very informational seminars. Rep. Bland stated that maybe booklets relating to these seminars could be obtained for employees.

Rep. Hamilton stated that the next activity "Wellness Workshop" is March 7, and encouraged staff members to attend this very beneficial workshop.

OLD BUSINESS: None

NEW BUSINESS: Chair Stephenson stated that he would like to replace Mike Eldridge on the University Staff Development Committee with Phyllis Dehart from Technical/Paraprofessional job category. Rep. Huffman made a motion that Phyllis Dehart replace Mike Eldridge on the University Staff Development Committee. Rep. Bland seconded. Motion passed.

Rep. Hamilton submitted a proposal from the Personnel Policies Committee on the Adult Basic Education Policy. The motion does not need a second as it comes from committee. Discussion. Rep. Hamilton explained the purpose of the Morehead State University Adult Learning Center. Tests for the GED are approximately 7.5 hours in length and are given at the Testing Center on a daily basis. The MSU-Morgan County Center also will give the GED tests. The proposal was

corrected to read "Permission may be granted by a supervisor upon written or oral request to take classes and the exam during working hours." Motion passed as corrected.

Rep. Hamilton reminded the members of the University Staff Development Committee that requests for seminars/workshops for next fiscal year are due on January 13. These requests will be submitted to the Personnel Office on January 20. Rep. Hamilton requested staff members to notify their representative of seminars/workshops they would like to see held next year. Current members of the University Staff Development Committee are:

Debra Cundiff--Service/Maintenance  
Phyllis Dehart--Technical/Paraprofessional  
Shirley Hamilton--Professional/Nonfaculty  
Wanda Mayse--Secretarial/Clerical  
Kenneth White--Executive/Managerial  
Sue Woodrow--Skilled Crafts

Chair Stephenson stated that he had been asked by the President to develop a committee to prepare guidelines on how to move from one quartile to another quartile. The committee will make recommendations to the Job Evaluation Committee. Chair Stephenson asked for recommendations for members of the committee. The Committee to Study Quartiles will include:

Jo Brewer--Technical/Paraprofessional  
Linda Caudill--Service/Maintenance  
Bill Mahaney--Professional/Nonfaculty  
Arthur McCleese--Skilled Crafts  
Bill Redwine--Executive/Managerial  
Ruth Robinson--Secretarial/Clerical  
Steve Schafer and the Executive Council

Chair Stephenson stated that he had been asked by the President to develop a committee to study the University Standing Committees. The committee on University Standing Committees will make recommendations for staff members on present committees and submit a brief argument for staff representation on committees which presently do not include staff members. Chair Stephenson asked for recommendations for members of the committee. The Committee to Study the University Standing Committees will include:

Sue Bang--Technical/Paraprofessional  
Carolyn Brown--Service/Maintenance  
Jim Morton--Executive/Managerial  
Anna Mae Riggle--Professional/Nonfaculty  
Charlie Riggs--Skilled Crafts  
Angela White--Secretaria/Clerical  
and the Executive Council

DISCUSSION: Rep. Mahaney would like for the Staff Congress to consider changing the meeting time from 2:00 p.m. to 2:30 p.m. on the second Monday of each month and schedule committee meetings at 1:00 p.m. on the second Monday prior to the regular meeting. Rep. Mahaney requested that this item be put on the agenda for the January 17 regular meeting.

Rep. Mahaney made some suggestions for stipends, etc for continuing education attainment.

ANNOUNCEMENTS:

President Grote's Christmas Dinner on December 16 at 6:30 p.m.

Board of Regents meeting on December 16 at 4:00 p.m.

Chair Stephenson distributed copies of the holiday schedule for ADUC and the Alumni Tower cafeteria.

Rep. S. Redwine made a motion for adjournment. Rep. K. White seconded. Meeting adjourned at 3:20 p.m.

Next regular meeting on Tuesday, January 17, 1989. at 2:00 p.m. in the Riggle Room.

Submitted by Wanda J. Mayse, Secretary to Staff Congress

MERRY CHRISTMAS AND HAPPY HOLIDAYS!

91A19-1-5-16

STAFF CONGRESS MEETING MINUTES

December 12, 1988

The meeting was called to order by Chair Larry Stephenson at 2:00 p.m. in the Riggle Room.

REPRESENTATIVES PRESENT:

Nell Bland, Carolyn Brown, Richard Brown, Linda Caudill, Debbie Cundiff, Evlynn Fugate, Shirley Hamilton, Madonna Huffman, Bill Mahaney, Wanda Mayse, Arthur McCleese, Sue Moore, Jim Morton, Susette Redwine, Anna Mae Riggle, Charlie Riggs, Ruth Robinson, Larry Stephenson, Regena Stone, Angela White, Kenneth White, Sue Woodrow

REPRESENTATIVES ABSENT:

Sue Bang, Jo Brewer, Phyllis Dehart, Jim Hall, Joe Planck, Bill Redwine, Bill Sharp, Evelyn Stewart.

Rep. Riggs gave the invocation.

Chair Stephenson asked if there were any corrections to the minutes of November 14. Rep. Bland made a motion that the minutes of November 14 be approved as written. Rep. Redwine seconded.

CHAIR'S REPORT:

Chair Stephenson distributed copies of the budget summary.

Chair Stephenson stated that he had met with the President on concerns of the Staff Congress: (1) guidelines on the movement from one quartile to another, and (2) staff appointments to University Standing Committees.

COMMITTEE REPORTS:

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Rep. Mahaney also stated that during the week of January 16, 1989, meetings will be held for interested staff employees to express their views and opinions on: (1) bridging of years of service and (2) using military time to count toward years of service. Rep. Mahaney encouraged employees to participate in these meetings.

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Rep. Hamilton stated that the next activity "Wellness Workshop" is March 7, and encouraged staff members to attend this very beneficial workshop.

OLD BUSINESS: None

NEW BUSINESS: Chair Stephenson stated that he would like to replace Mike Eldridge on the University Staff Development Committee with Phyllis Dehart from Technical/Paraprofessional job category. Rep. Huffman made a motion that Phyllis Dehart replace Mike Eldridge on the University Staff Development Committee. Rep. Bland seconded. Motion passed.

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- Debra Cundiff--Service/Maintenance
- Phyllis Dehart--Technical/Paraprofessional
- Shirley Hamilton--Professional/Nonfaculty
- Wanda Mayse--Secretarial/Clerical
- Kenneth White--Executive/Managerial
- Sue Woodrow--Skilled Crafts

Chair Stephenson stated that he had been asked by the President to develop a committee to prepare guidelines on how to move from one quartile to another quartile. The committee will make recommendations to the Job Evaluation Committee. Chair Stephenson asked for recommendations for members of the committee. The Committee to Study Quartiles will include:

- Jo Brewer--Technical/Paraprofessional
- Linda Caudill--Service/Maintenance
- Bill Mahaney--Professional/Nonfaculty
- Arthur McCleese--Skilled Crafts
- Bill Redwine--Executive/Managerial
- Ruth Robinson--Secretarial/Clerical
- Steve Schafer and the Executive Council

Chair Stephenson stated that he had been asked by the President to develop a committee to study the University Standing Committees. The committee on University Standing Committees will make recommendations for staff members on present committees and submit a brief argument for staff representation on committees which presently do not include staff members. Chair Stephenson asked for recommendations for members of the committee. The Committee to Study the University Standing Committees will include:

- Sue Bang--Technical/Paraprofessional
- Carolyn Brown--Service/Maintenance
- Jim Morton--Executive/Managerial
- Anna Mae Riggle--Professional/Nonfaculty
- Charlie Riggs--Skilled Crafts
- Angela White--Secretaria/Clerical
- and the Executive Council

DISCUSSION: Rep. Mahaney would like for the Staff Congress to consider changing the meeting time from 2:00 p.m. to 2:30 p.m. on the second Monday of each month and schedule committee meetings at 1:00 p.m. on the second Monday prior to the regular meeting. Rep. Mahaney requested that this item be put on the agenda for the January 17 regular meeting.

Rep. Mahaney made some suggestions for stipends, etc for continuing education attainment.

#### ANNOUNCEMENTS:

President Grote's Christmas Dinner on December 16 at 6:30 p.m.

Board of Regents meeting on December 16 at 4:00 p.m.

Chair Stephenson distributed copies of the holiday schedule for ADUC and the Alumni Tower cafeteria.

Rep. S. Redwine made a motion for adjournment. Rep. K. White seconded. Meeting adjourned at 3:20 p.m.

Next regular meeting on Tuesday, January 17, 1989. at 2:00 p.m. in the Riggle Room.

Submitted by Wanda J. Mayse, Secretary to Staff Congress

MERRY CHRISTMAS AND HAPPY HOLIDAYS!