

91A19-1-3-12

STAFF CONGRESS MINUTES
February 4, 1991, 2 P.M.

Chair Parker called the meeting to order at 2:00 p.m. in the Riggle Room.

REPRESENTATIVES PRESENT.

Nell Bland, Thelma Bumgardner, Dwayne Cable, Dan Connell, George Eyster, Jackie Griffey, Mike Hopper, Madonna Huffman, Betty Sue Hurley, Bill Mahaney, Teresia Parker, Jean Ramey, Susette Redwine, Ruth Robinson, Belya Sammons, Jackie Scott, Larry Stephenson, Regena Stone, Rhonda Swim, Sue Townsend, Angela White, and Sue Woodrow.

REPRESENTATIVES ABSENT:

Sue Bang, Robert Carroll, Lana Fraley, Alane Lanham, Melinda Lowe, Wanda Mayse, Arthur McCleese, and Carl White.

Rep. Huffman gave the invocation.

Minutes of the January 7, 1991, meeting were approved as distributed.

CHAIR'S REPORT:

Staff Congress received letters of resignation from Melinda Lowe and Wanda Mayse. The Credentials and Elections Committee will make recommendations for their replacements.

At the last meeting, Chair Parker was asked to follow up on the educational bonuses for staff members working on soft money. Staff members paid with soft money are eligible for educational bonus but the money must come from the project budget.

There are new working hours in some departments of the Physical Plant: 7:00 a.m - 3:30 p.m. Discussion regarding the scheduled meeting time of Staff Congress will follow in New Business.

In follow up to the discussion at the last meeting concerning monthly pay vs biweekly pay for exempt employees, exempt staff (present employees and new hires) now have the option of being paid monthly or biweekly. Staff wishing to make changes should contact the Payroll Office.

Concerning "job-related duties", if the question or problem cannot be resolved with the immediate supervisor, action would be to go to the next up-line supervisor, who will be responsible for resolving the question.

Chair Parker contacted Bill Riley in the Office of Personnel Services regarding accumulated sick leave conversion for service credit upon retirement. All accumulated sick leave for KERS participants can be converted for service credit upon retirement (vs previous allowance of six months).

KERS--The retirement system pays for the first 6 months of sick leave conversion. A law was passed stipulating the amount in excess of 6 months could be used and mandated that the employer pay for the conversion.

KTRS--There is no law mandating the employer provide sick leave conversion costs. Only 2 of the 8 regional universities (MSU is one of them) has agreed to provide for the cost of 6 months sick leave conversion in KTRS. More than 6 months could be converted if the institution is willing to pay the added cost. Average cost is \$5,000 per employee for the 6 months conversion. A possible alternative: a program where the employee could "buy" the amount in excess of 6 months from MSU.

Chair Parker reported that the University Administrative Regulations for PG-50 (Performance Pay) have been drafted and will be forwarded to Staff Congress in the near future. Chair Parker requested the Personnel Policies Committee to handle this. There will also be a meeting with the Personnel Policies Committee, Porter Dailey, Larry Stephenson, and Chair Parker for presentation to total Staff Congress at the next meeting.

Essential staffing for the week of Spring Break will remain the same as in the past: Computing Services, Post Office, Public Safety, Power Plant, Library, etc., with the exception of a few offices, i.e., Admissions, Financial Aid, Business Services, possibly Personnel, remaining open to take care of visitors and prospective students to campus, answer inquiries, etc. Employees working the week of Spring Break will get equivalent time off later.

Regional universities whose offices are closed during the week of Spring Break are:

Morehead State University
Northern Kentucky University
Western Kentucky University.

Universities open are:

Eastern Kentucky University
University of Kentucky
University of Louisville

Kentucky State -- 2 days off
Murray St. Univ. -- 2 days off

VICE CHAIR'S REPORT: No report.

SECRETARY'S REPORT: No report.

COMMITTEE REPORTS:

CREDENTIALS & ELECTIONS COMMITTEE: Due to their resignation from the University, the following representatives have submitted letters of resignation: Melinda Lowe and Wanda Mayse.

FISCAL AFFAIRS COMMITTEE: No report.

LIAISON COMMITTEE: No report.

PERSONNEL BENEFITS COMMITTEE: Rep. Connell reported that the committee is still working on the tuition waiver plan and the possibility of a sick leave bank.

PERSONNEL POLICIES COMMITTEE: No report.

AD HOC BY-LAWS COMMITTEE: No report.

OLD BUSINESS: None.

NEW BUSINESS:

Many Physical Plant employees are now working on a new schedule and finish their work day at 3:30 instead of 4:00. Sufficient time is needed for Staff Congress meetings before the end of the working day for Physical Plant employees who are representatives. Rep. Woodrow made a motion to change the meeting time for Staff Congress from 2:00 p.m. to 1:30 p.m. Rep. Scott seconded the motion. Call for vote: motion carried.

The Credentials and Elections Committee suggested the following people to replace the two members who resigned: Danice Nutter, Technical/Paraprofessional; and Betty Gambill, Secretarial/Clerical. Procedure for replacing representatives upon resignation is to nominate the staff member who ran for Staff Congress at the last election and received the next highest number votes in their category. This staff member would serve until the end of June. Technical/Paraprofessional category had no other candidates. The

Committee met and selected a candidate. Betty Gambill received the next highest number of votes in the Secretarial/Clerical category. Rep. Huffman made a motion to contact B. Gambill to ask if she would serve on Staff Congress until the end of June, 1991; if she cannot serve, ask the person with the next highest number of votes. Motion seconded by Rep. Cable. Call for vote: motion carried. Rep. Cable made a motion to appoint Danice Nutter as the Technical/Paraprofessional representative to serve until the end of June, 1991. Rep. Eyster seconded the motion. Call for vote: motion carried.

DISCUSSION:

Rep. Hopper stated that some universities can accumulate up to 45 days of vacation, and if not used, can be applied to retirement. He would like to see Staff Congress pursue the possibility of MSU employees accumulating more than 30 days vacation.

Rep. A. White asked when the recycling specialist would be placing containers in buildings. Chair Parker will contact the recycling specialist and give a report at the next meeting.

Rep. Robinson asked about the possibility of expanding the tuition waiver to include textbooks from the University Store. Rep. Mahaney asked about the possibility of including a waiver for laboratory fees also. Chair Parker asked the Personnel Benefits Committee to investigate the possibilities and report back to Staff Congress.

ANNOUNCEMENTS:

Rep. Eyster announced a staff development seminar "Powerful Business Writing Skills" on Friday, February 8, 8:30-4:00 in ADUC.

The next Staff Congress meeting will be Monday, March 4, 1991, in the Riggle Room at 1:30 p.m.

Rep. Cable made a motion for adjournment. Rep. Connell seconded. Meeting adjourned at 3:15 p.m.

Submitted by: Ruth Robinson, Secretary to Staff Congress

91A19-1-5-23

STAFF CONGRESS MINUTES
April 1, 1991

Chair Parker called the meeting to order at 1:30 p.m. in the Riggle Room.

REPRESENTATIVES PRESENT:

Sue Bang, Thelma Bumgardner, Robert Carroll, Dwayne Cable, Dan Connell, George Eyster, Lana Fraley, Betty Gambill, Mike Hopper, Betty Sue Hurley, Alane Lanham, Bill Mahaney, Danice Nutter, Teresia Parker, Jean Ramey, Susette Redwine, Ruth Robinson, Belva Sammons, Jackie Scott, Larry Stephenson, Regena Stone, Angela White, and Sue Woodrow.

REPRESENTATIVES ABSENT:

Nell Bland, Jackie Griffey, Madonna Huffman, Arthur McCleese, Rhonda Swim, Sue Townsend, and Carl White.

GUESTS:

Porter Dailey, Vice President, Administration and Fiscal Services, and Ray Pinner, Director of Budgets and Management Information.

INFORMATION DISTRIBUTED:

Memo from Staff Congress Credentials and Elections Committee regarding nominations for representatives to serve on Staff Congress; Changes to the Bylaws, submitted by the Ad Hoc Committee; and memo from President Grote to Bob Lindahl and Teresia Parker.

Rep. Lanham gave the invocation.

Minutes of the March 4, 1991, meeting were approved as distributed.

CHAIR'S REPORT:

A list of staff representatives and the categories they represent will be attached to the minutes of this meeting.

Chair Parker turned the meeting over to Vice President Dailey for a response to the memo Staff Congress sent to President Grote.

VP Dailey reported that on March 1, the administration presented a budget spotlight report to the Board of Regents. This is preliminary information of where the University is in budget development. A faculty salary pool of 7% and staff salary pool of 8% was recommended. The administration realizes that the 8% pool is less than what staff believed would be made available for 1991/92 staff salary increases. Entering into the 1991/92 budget development process were a number of objectives, including maintaining current staffing levels; protecting new positions added in the 1990/91 year, as well as, any new positions needed in the 1991/92 year resulting from the University's growth. When the University's enrollment declined in 1984 to about 5,500, staff positions were protected; therefore, we had the staffing capacity to absorb student growth to approximately 7,200 -7,400 students. The University is expecting an enrollment of over 9,000 next fall, we have exceeded our ability to effectively respond to that growth in all support units.

Another objective was to create a staff salary pool which would be larger than the faculty salary pool, but at the same time maintain faculty salaries to the benchmark relationship pursuant to the Board of Regents directive to administration for the 1990-91 budget year.

This year \$550,000 was reallocated for salaries at MSU. These funds came from the budgets of support units of the institution. Most of those resources went to instruction and academic support because these areas are most sensitive to enrollment growth. The budgets for support units have not grown.

A further objective for the 1991/92 year is to maintain financial aid funding levels. Student enrollment fees have increased substantially and it is important to maintain the current financial aid budget. Also, the University has again set aside funds for health insurance premium increases.

The University conducts an annual salary survey which is focused on state institutions. This survey provided helpful information for faculty salaries. It is not as easy to get such information for staff, as all institutions do not have the same classification system and it is difficult to compare job titles.

The administration looked at the Consumer Price Index for the last calendar year and it was 6.2%. Some later results show the CPI to be between 5.9% and 6.1%. The survey information obtained for exempt staff indicates the exempt employees schedule for 1990/91 should have been approximately 3.9% higher on the average than it was. The non-exempt salary survey indicates that the 1990/91 schedule should have been 10.4% higher than it was. For non-exempt employees, the University relies on salary survey information from other institutions in the state. This survey is conducted by state government. Also used is a survey of the Associated Industries of

Kentucky, a survey of northeastern Kentucky businesses and institutions. For exempt employees, the University uses salary survey information of the other state institutions in Kentucky. The administration has spent considerable time over the last two weeks comparing the differences between exempt and non-exempt survey results. The administration has decided to put another percent in the non-exempt pool to address this inequity. The non-exempt salary pool for the 1991/92 year will be 9%. The exempt salary pool will be 8%. The average non-exempt staff salaries are 84.2% of the average benchmark objective. The average exempt staff salaries are 88.1% of the average benchmark objective. \$750,400 would get both exempt and non-exempt to benchmark. To get this \$750,400, would result in losing 32 positions (exempt and non-exempt) at the institution. These consequences would be severe. The salary pool is 8% for exempt and 9% for non-exempt to better address the inequity of non-exempt staff.

QUESTION: WHEN A POSITION IS VACATED AND IS FILLED AT AN ENTRY LEVEL SALARY, WHAT HAPPENS TO THE MONEY SAVED? VP Dailey responded that this is not a significant amount, about \$23,000 this year. Positions are being filled immediately when vacated, therefore, few vacancy credits are created.

QUESTION: ARE THE POSITIONS BEING FILLED WITH FULL-TIME OR PART-TIME EMPLOYEES? VP Dailey said that, if the positions were full-time when they were vacated, then they would be filled full time. The positions may be filled with a temporary employee until a permanent employee is hired.

QUESTION: TAKING A LOOK AT THE UNDERSTANDING OF WHAT THE PRESIDENT SAID HE WAS GOING TO DO, IT WAS A BIT OF DISAPPOINTMENT TO SEE THE SMALL DIFFERENCE BETWEEN SALARY POOLS FOR FACULTY AND STAFF FOR THE 1991/92 YEAR. WILL THE ADJUSTMENT BRING STAFF SALARIES TO BENCHMARKS? VP Daily answered no it will not. It would take \$750,000 more than the pool allowed for salaries. We are making some progress toward benchmark.

QUESTION: WHEN DETERMINING THE INCREASES FOR STAFF, WAS THERE CONSIDERATION GIVEN TO TRYING TO GET A LARGER POOL FOR STAFF SALARIES? The University administration went through a budgeting process to respond to various levels of reduction--the maximum reduction was 2%. The administration started out with higher objectives for staff salary pools. After looking at the consequences of the cuts, the administration could not increase the pool any further.

QUESTION: HOW DOES THE PRESIDENT FEEL ABOUT THIS ISSUE AND ABOUT ACTUALLY SETTING THE PERCENTAGE? The President met with the administrative staff several times to discuss the consequences of budget cuts and to try to find more money for staff salaries. He could not create as large a salary pool as he had hoped.

QUESTION: DOES THE SALARY ALLOCATIONS NOT SEEM TO BE FACULTY DRIVEN? One of administration's objectives was to not lose the ground gained in 1990/91 with faculty increases. This was a Board of Regents mandate to get the faculty where they are and keep them there.

QUESTION: WILL STAFF SALARIES RECEIVE PRIORITY UNTIL THEY REACH BENCHMARK? The administration has not talked about a long-range plan. Staff salaries should take a priority order, but it may take more than one or two years to reach benchmark. Faculty was brought to benchmark in one year because of a mandate from the Board of Regents in the 1990/91 budget year.

QUESTION: HAVE OPERATING BUDGET CUTS BEEN DISCUSSED? There is not much money in the discretionary budget so far. The Vice Presidents can reallocate some money in their budgets, but not much.

VP Dailey has prepared a 1991/92 salary schedule. The administration is asking for advice from Staff Congress on how to run salary models for exempt and non-exempt staff. VP Dailey asked for recommendations from Staff Congress by April 15.

Chair Parker thanked VP Dailey and Mr. Pinner for attending the meeting.

Chair Parker called a special meeting of Staff Congress for Monday, April 8 at 1:30 p.m. to finish remaining business and to decide on a recommendation to the administration on salary distributions.

As Chair of Staff Congress, Chair Parker has been asked to serve on the Honorary Degree Advisory Committee.

The first meeting of the Presidential Search Committee will be Thursday, April 4. This meeting is open to the public.

Chair Parker met with President Grote on March 27 to discuss the questions raised by Staff Congress regarding proposed staff salary increases for 1991/92. In the meeting, he discussed many of the items that VP Dailey mentioned in today's meeting. The President said that he felt that, although minimal, he had met his commitment to staff.

Committee reports will be postponed until the April 8 meeting.

OLD BUSINESS: None

NEW BUSINESS:

The Ad Hoc Committee on Constitution and Bylaws again submitted the changes in the Bylaws to correspond with the Constitution. The Committee made a motion that the changes be accepted. Rep. Carroll seconded the motion. Vote: motion carried.

The Credentials and Elections Committee made a motion for Staff Congress to accept the forms to go to all staff seeking nominations for Staff Congress members for 1991. Nominations should be hand delivered to Sue Townsend, ADUC 209; or Betty Gambill, Rice Maintenance Building by 4:00 p.m., May 6, 1991. Elections are scheduled for May 29, 1991. Rep. Woodrow seconded the motion. Vote: motion carried. PLEASE ENCOURAGE EVERYONE TO VOTE.

ANNOUNCEMENTS:

Founder's Day is April 5, 1991.

Special Called Staff Congress meeting will be Monday, April 8, 1991, in the Riggle Room at 1:30 p.m.

The next regular Staff Congress meeting will be Monday, May 6, 1991, in the Riggle Room at 1:30 p.m.

Nominations to Staff Congress are due May 6, 1991, by 4:00 p.m.

Staff Congress elections are May 29, 1991.

Rep. Carroll made a motion for adjournment. Rep. Hurley seconded. Meeting adjourned at 3:25 p.m.

Submitted by: Ruth Robinson, Secretary to Staff Congress

91A19-1-5-22

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April 1, 1991

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REPRESENTATIVES ABSENT:

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Committee reports will be postponed until the April 8 meeting.

OLD BUSINESS: None

NEW BUSINESS:

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Staff Congress elections are May 29, 1991.

Rep. Carroll made a motion for adjournment. Rep. Hurley seconded. Meeting adjourned at 3:25 p.m.

Submitted by: Ruth Robinson, Secretary to Staff Congress

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JUL 8 1991

Camden-Carroll Library

MSU ARCHIVES

91A19-1-7-1

STAFF CONGRESS MINUTES

July 9, 1991

Chair Parker called the meeting to order at 1:30 p.m. in the East Room A.

REPRESENTATIVES PRESENT:

Nell Bland, Thelma Bumgardner, Dwayne Cable, Robert Carroll, Dan Connell, Lana Fraley, Betty Gambill, Jackie Griffey, Mike Hogge, Roger Holbrook, Mike Hopper, Betty Sue Hurley, Alane Lanham, Zachary McClurg, Debra Morris, Teresia Parker, Rhonda Perry, Jean Ramey, Ruth Robinson, Belva Sammons, Phillip Shay, Angela White, Carl White, and Sue Woodrow.

REPRESENTATIVES ABSENT:

Arthur McCleese, William Mahaney, Carole Morella, Danice Nutter, Larry Stephenson, and Kenneth White.

INFORMATION DISTRIBUTED:

Staff Congress Constitution and By-Laws; List of Staff Congress meeting for 1991/92; Memo from Liaison Committee regarding nominations for University Standing Committees; Proposal for sick leave pool and long term disability plan; Memo from Virginia Wheelless discussing the Planning Council.

Rep. Lanham gave the invocation.

Minutes of the June 4, 1991, meeting were approved with a notation that the Personnel Benefits Committee and the Personnel Policies were combined in the latest revision to the Bylaws, effective 4/8/91.

CHAIR'S REPORT:

Chair Parker gave a brief overview of the Staff Congress Constitution and By-Laws for the new members.

Following discussion, the August 5 meeting was changed to August 12.

Chair Parker has been notified that Rep. Danice Nutter has changed positions and is no longer in the Technical/Paraprofessional category. There were no other representative in the Technical/Paraprofessional category or in the At-Large category for replacement according to the Bylaws. Rep. Sammons made a motion to postpone naming a replacement for. D. Nutter until the Credentials and Elections Committee can meet and recommend a replacement in this category. Rep. Woodrow seconded the motion. Motion carried.

The Presidential Search Committee will be meeting July 11 with the consultant, Bill Funk. Chair Parker sent out a survey to staff to collect criteria to use in the search procedure and appreciated the responses returned.

Chair Parker reminded members of the suggestion at the last Staff Congress meeting for changing the format of the minutes of the meetings and asked for any suggestions to be submitted.

VICE CHAIR'S REPORT: Vice Chair is on vacation.

SECRETARY'S REPORT: No report.

COMMITTEE REPORTS:

CREDENTIALS & ELECTIONS COMMITTEE: No report.

FISCAL AFFAIRS COMMITTEE: No report.

LIAISON COMMITTEE: Rep. A. White reported that the Liaison Committee has met and will be submitting recommendations for University standing committees for 1991/92 in new business. The newly formed Service Committee needs two more recommendations for members, one from Skilled Crafts and one from Service/Maintenance. Zachary McClurg will be recommended from the Skilled Crafts category and Jean Ramey from Service/Maintenance.

PERSONNEL BENEFITS COMMITTEE: Rep. Connell discussed the results of the survey sent to staff regarding interest in a catastrophic insurance plan. Seven people replied that they would like to purchase catastrophic insurance; three people said maybe; and 123 people said no they were not interested.

Rep. Connell presented the Sick Leave Pool proposal for discussion. Staff members may contribute from one to three days to the pool. When a staff member has used all sick leave and vacation days for a long-term illness or accident, they can request days from the Sick Leave Pool.

The long term disability plan will cover staff members who have less than five years of service and participate in the KERS plan and staff members who participate in the KTRS plan. Employees presently in the KERS plan automatically have a long term disability plan after five years of service. Employees in the KTRS plan do not have a long term disability plan after five years unless they are eligible for retirement. The cost for the University for both plans is estimated to be about \$50,000 a year.

PERSONNEL POLICIES COMMITTEE: No report.

OLD BUSINESS:

Rep. Cable asked if Staff Congress has received a response to the memo asking for a plan to bring staff salaries to benchmark. Staff Congress has not received a reply, but expects to receive a reply before the next meeting.

Rep. Connell asked if Staff Congress has received a reply to receiving representation for staff on the Board of Regents. Staff Congress has not received a reply. Staff Congress will be working with State Representative Walter Blevins to submit a bill at the Kentucky legislature session for staff representation on the Board of Regents of all state universities.

Rep. Sammons made a motion to suspend all old business and move into new business for a election of officers. Seconded by Rep. Carroll. Motion carried.

NEW BUSINESS:

ELECTION OF OFFICERS: Parliamentarian, Rep. Sammons, asked Rep. Woodrow and Rep. Bumgardner to serve as tellers for the election of officers.

Rep. Sammons asked for nominations for Chair: Rep. Holbrook nominated Dwayne Cable and Rep. Connell nominated Teresia Parker. Rep. Shay made a motion that nominations cease. Seconded by Rep. Cable. Vote was conducted by written ballot. Teresia Parker was elected Chair of Staff Congress for 1991/92.

Rep. Sammons asked for nominations for Vice Chair: Rep. C. White nominated Robert Carroll and Rep. Cable nominated Mike Hopper. Rep. Robinson made a motion that nomination cease. Seconded by Rep. Cable. Vote was conducted by written ballot. Robert Carroll was elected Vice Chair of Staff Congress for 1991/92.

Rep. Sammons asked for nomination for Secretary: Rep. Carroll nominated Ruth Robinson. Rep. Shay made a motion that nominations cease. Seconded by Rep. Fraley. Ruth Robinson was elected Secretary of Staff Congress by acclamation.

Chair Parker passed out name plates and Staff Congress pins to new members: Roger Holbrook, Zachary McClurg, Debra Morris, and Phillip Shay.

The Liaison Committee recommended Staff Congress approve the recommendations for nominations to University Standing Committees as submitted in committee report. Also, the following names were submitted for nomination to the Service Committee: Carole Morella, Jeannie Scruggs, Vanessa Cecil, Penny Bowman, Zachary McClurg, and Jean Ramey. Call for the vote. Motion carried. These names will be submitted to President Grote.

The Personnel Benefits Committee recommended Staff Congress approve the proposal for a Sick Leave Pool. Call for the vote. Motion carried.

The Personnel Benefits Committee recommended Staff Congress approve the proposal for a Long Term Disability Policy. Call for the vote. Motion carried. Also, the Committee recommended both proposals be forwarded to Faculty Senate for their review and approval.

Chair Parker made appointments to Staff Congress standing committees:

Personnel Policies and Benefits Committee

Dan Connell, Chair*
Robert Carroll
Mike Hogge
Roger Holbrook
Rhonda Perry
Bill Mahaney

Carole Morella
Phillip Shay
Betty Gambill
Mike Hopper
Debra Morris

Fiscal Affairs:

Belva Sammons, Chair*
Lana Fraley
Dwayne Cable
Nell Bland

William Mahaney
Kenneth White
Larry Stephenson

Credentials and Elections Committee:

Ruth Robinson, Chair*
Betty Sue Hurley
Jean Ramey

Sue Woodrow
Carl White
Zachary McClurg

Liaison Committee:

Angela White, Chair*
Jackie Griffey
Thelma Bumgardner

Ruth Robinson
Alane Lanham
Arthur McCleese

According to the By-Laws the Vice Chair is responsible for calling the first meeting of these committees for the purpose of electing a chair.

Chair Parker turned the meeting over to Virginia Wheelless.

Dr. Wheelless distributed and discussed the Strategic Directions for 1992-96 for Morehead State University. She discussed the process of planning at the University. Also the University Planning Council will now be a University Standing Committee. The membership will consist of staff, faculty and student members. Dr. Wheelless discussed the strategic themes, goals, and directives for 1992-1996. The President has asked Sharon Jackson (Professional/Non-Faculty category) to continue serving on the committee and Staff Congress will need to recommend staff members to serve in the other two positions. The University Planning Committee will be meeting before September 15. Chair Parker thanked Dr. Wheelless for sharing this information.

Vice Chair Carroll made a motion for Staff Congress to take a short recess for the committees to convene and elect a chair. Seconded by Rep. Perry. Call for the vote: Motion carried. Chair Parker gave the committees five minutes convene and elect a chair.

Chair Parker called the meeting back to order. The asterisks on the previous committee lists indicate the elected chairs of the committees.

Rep. Connell made a commendation for Staff Congress officers for the work they have done during the past year, and also for the staff who were willing to run for office.

DISCUSSION:

Rep. Hopper asked if there is a current practice of distributing information to new employees informing them about Staff Congress. At present, there is no formal means of informing new staff. Chair Parker asked the Fiscal Affairs Committee to work on a recommendation for informing new staff about Staff Congress and letting them know who the Staff Congress representative is in their category.

With Staff Congress establishing its leadership for the coming year, Rep. Cable asked if Staff Congress could establish and set goals and objectives for the coming year. Chair Parker asked the Committee Chairs to call meetings of each committee and come up with goals and objectives for Staff Congress and report at the August meeting.

ANNOUNCEMENTS:

The next Staff Congress meeting will be Monday, August 12, 1991, in the Riggle Room at 1:30 p.m.

Rep. Cable made a motion for adjournment. Seconded by Rep. Carroll. Meeting adjourned at 3:30 p.m.

Submitted by: Ruth Robinson, Secretary to Staff Congress

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SEP 6 1991

Camden-Carroll Library

91A19-1-7-2
STAFF CONGRESS MINUTES

August 12, 1991

MSU ARCHIVES

Chair Parker called the meeting to order at 1:30 p.m. in the Riggle Room.

REPRESENTATIVES PRESENT:

Thelma Bumgardner, Robert Carroll, Lana Fraley, Jackie Griffey, Mike Hogge, Betty Sue Hurley, Arthur McCleese, Zachary McClurg, William Mahaney, Carole Morella, Debra Morris, Teresia Parker, Jean Ramey, Ruth Robinson, Phillip Shay, Larry Stephenson, Angela White, Kenneth White and Sue Woodrow.

REPRESENTATIVES ABSENT:

Nell Bland, Dwayne Cable, Dan Connell, Betty Gambill, Roger Holbrook, Mike Hopper, Alane Lanham, Rhonda Perry, Belva Sammons, and Carl White.

INFORMATION DISTRIBUTED:

Copy of Organizational and Administrative Titles for the University; and a copy of a memo from President Grote to Chair Parker regarding Staff Salaries.

Minutes of the July 9, 1991, meeting were approved.

CHAIR'S REPORT:

Chair Parker presented name plates and Staff Congress pins to the following new members: Mike Hogge, Carole Morella, and Kenneth White.

Chair Parker met with Vice President Porter Dailey. Chair Parker expressed the concern of staff members about the \$10 computer fee being charged to full and part-time students, which includes staff members taking a class utilizing a tuition wavier. Mr. Dailey stated the tuition waiver would not cover the fee this semester, but felt the fee could be taken care of for employees possibly by next semester.

Rep. Shay made a motion that Staff Congress immediately write a memo to President Grote and express our concern regarding the \$10 computer fee for staff and request the fee be covered by the tuition wavier for this semester. Seconded by Vice Chair Carroll. Discussion. Call for the vote: motion carried.

Chair Parker mentioned again the meetings that have been held in developing the Pay for Performance Plan and how the plan would be implemented. There should be an announcement sometime in November about the plan, and reminded Congress members that the performance evaluation period of January 1, 1991 - December 31, 1991, is the evaluation period which will be used to determine a staff member's eligibility in the merit pool of July 1, 1992.

Chair Parker discussed with Mr. Dailey that it has been brought to her attention that when raises became effective July 1, workers who were still on probation (hired at the old entry level) were not eligible for a raise and also were not brought up to the new entry level of the position, and staff hired on July 1 or later were hired at the new entry level. Mr. Dailey stated this situation had not occurred before, and in the future, staff

employees will receive raises on July 1. Chair Parker asked the Staff Personnel Policies and Benefits Committee to look into the policy and bring back a recommendation which would be retroactive to July 1, 1991.

Chair Parker reported that during the last election of Staff Congress officers, several librarians came to vote, but were not eligible. The constitution is written: "Staff Congress represents staff employees at the University. A staff employee is defined in the Personnel Policy Manual, PG-2, items 3 and 4, which states:

3. Staff Exempt--Those individuals whose primary responsibilities are the performance of professional, administrative, and supervisory work. Designation in this category is the responsibility of the Director of Personnel Services.
4. Staff Nonexempt--Those individuals who perform technical, paraprofessional, secretarial, clerical, service, maintenance, and/or skilled trades work and who are designated as nonexempt. Designation in this category is the responsibility of the Director of Personnel Services.

Staff employment categories and representation are further defined in the Bylaws."

However, at the May, 1991, Board of Regents meeting, a Policy for Professional Librarians (PAC-23) was approved. Staff Congress members discussed if approval of the PAC-23 policy excluded librarians from representation by the Staff Congress. Chair Parker appointed an Ad Hoc Constitution and By-Laws Committee to explore the implications of PAC-23 and make a recommendation to the total Congress at a future date. Committee Members are: Larry Stephenson, Chair; Phil Shay; Mike Hogge; Angela White; Arthur McCleese; and Jean Ramey.

VICE CHAIR'S REPORT: No report.

SECRETARY'S REPORT: No report.

COMMITTEE REPORTS:

CREDENTIALS & ELECTIONS COMMITTEE:

Rep. Robinson reported that Committee members felt Staff Congress should be stricter on the attendance policy for meetings as Staff Congress members are elected to represent the University staff and should attend meetings.

Committee members had the following suggestions for Staff Congress goals for the coming year: continue to work on staff salaries; further investigate insurance options; continue efforts for getting a staff person on the Board of Regents; and staff benefits.

FISCAL AFFAIRS COMMITTEE: No report.

LIAISON COMMITTEE:

Committee recommended the following nominations to the University Planning Council: Dwayne Cable, Madonna Huffman, Carole Morella, Phil Shay, Dan Connell, Bill Redwine, Todd Bowman and Angela Martin.

Committee submitted the following staff members as nominations for replacement to the Affirmative Action Committee: Peggy Hall and Neal Wheeler.

Committee members had the following suggestions for Staff Congress goals for the coming year: work on getting a staff representative on the Board of Regents; tuition wavier policies; costs of insurance benefits; and an effort to promote more interest for Staff Congress among staff members.

PERSONNEL POLICIES & BENEFITS COMMITTEE: No report.

OLD BUSINESS:

Brief recess to review handouts from Chair.

Discussion of memo from President Grote answering Staff Congress' memo regarding staff salaries. Although there is no explicit written plan for improvement of staff salaries, staff salaries are addressed as an initiative in the Strategic Plan and the Plan has been approved by the Board of Regents.

Chair Parker will be contacting State Representative Walter Blevins to discuss presentation to the legislature of House Bill 164.320 with a change in the membership of Boards of Regents to include a staff representative.

NEW BUSINESS:

Rep. Morella made a motion that all information distributed at Staff Congress meetings be forwarded to members absent within a week of the meeting and that any information to be disseminated at the meeting be sent to members with the agenda, including information from committee reports. Seconded by Rep. Shay. Call for the vote: motion carried.

Liaison Committee nominations to the University Planning Council: Dwayne Cable, Madonna Huffman, Carole Morella, Phil Shay, Dan Connell, Bill Redwine, Todd Bowman and Angela Martin. Call for the vote: motion carried.

Liaison Committee nominations to replace Autumn Grubb-Swetnam on the Affirmative Action Committee: Neal Wheeler and Peggy Hall. Call for the vote: motion carried.

After discussion, the floor was opened for nominations for the invocation for Staff Congress meetings. Vice Chair Carroll nominated Arthur McCleese. Rep. A. White nominated Alane Lanham. Rep. Stephenson made a motion that nominations cease. Rep. McCleese declined the nomination. Rep. Lanham was nominated by acclamation.

DISCUSSION:

Chair Parker has been invited to attend a Faculty Senate retreat at the Holiday Inn on August 23. The Chair of the Board of Regents will be the speaker for the program.

There was discussion and some interest for a Staff Congress retreat.

Chair Parker read a newspaper article announcing the Regents at Western Kentucky University had approved a tuition wavier plan for children of full-time faculty and staff to begin this fall. The tuition wavier will pay one-

half of the cost of tuition of those attending Western. The Personnel Policies and Benefits Committee will contact WKU's personnel office for a copy of this plan.

Rep. A. White expressed staff interest in using the tuition wavier to cover CLEP test or proficiency test costs if a staff member chooses not to take a class on tuition wavier for a semester.

Chair Parker stated a suggestion had been made that Staff Congress keep the present format of the minutes and perhaps also do a newsletter throughout the year. There was also discussion on including information about Staff Congress in the packet given to new University employees from the Office of Personnel.

Chair Parker announced the opening school activities for the week.

Rep. Shay asked if there was an internal search when a vacancy is filled by a lateral move of a staff person. Chair Parker will check with the Office of Personnel for a specific policy and report back to the Congress.

ANNOUNCEMENTS:

Fall registration is Thursday and Friday, August 15 and 16. Classes begin Monday, August 19.

Faculty/Staff Professional Development schedules were mailed to staff this week. Please make plans to attend these seminars.

Next Staff Congress meeting: Monday, September 9, 1991 at 1:30 p.m. in the Riggle Room.

Rep. Mahaney made a motion for adjournment. Seconded by Rep. Hurley. Meeting adjourned at 3:15 p.m.

Submitted by: Ruth Robinson, Secretary to Staff Congress

MSU ARCHIVES

Larry R. Resant
Off. Library & Instruc. Media
CAMDEN-CARROLL LIS

91A19-1-7-3
STAFF CONGRESS MINUTES
September 9, 1991

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OCT 17 1991

Camden-Carroll Library

Chair Parker called the meeting to order at 1:30 p.m. in the Riggle Room.

REPRESENTATIVES PRESENT:

Nell Bland, Dwayne Cable, Dan Connell, Robert Carroll, Lana Fraley, Betty Gambill, Jackie Griffey, Mike Hogge, Roger Holbrook, Mike Hopper, Alane Lanham, Zachary McClurg, William Mahaney, Carole Morella, Debra Morris, Teresia Parker, Rhonda Perry, Ruth Robinson, Belva Sammons, Phillip Shay, Larry Stephenson, Angela White, and Kenneth White.

REPRESENTATIVES ABSENT:

Thelma Bumgardner, Betty Sue Hurley, Arthur McCleese, Jean Ramey, Carl White, and Sue Woodrow.

GUEST: Vice President Porter Dailey.

Invocation by Alana Lanham.

INFORMATION DISTRIBUTED:

Memo from Dan Connell, Chair of Personnel Policies and Benefits Committee to Chair Parker concerning recommendations for salary adjustment for probationary employees.

Minutes of the August 12, 1991, meeting were approved as submitted.

CHAIR'S REPORT:

Chair Parker is waiting for a return call from State Representative Walter Blevins to determine a time to meet and discuss legislation for a voting staff member on the Board of Regents and also possibly a state-wide tuition waiver. She has asked Larry Stephenson to meet with them.

Chair Parker received a call from the chair of the Librarian Status Committee. This committee worked on the original policy approved by the BOR for Professional Librarians in May. The committee is presently working on the UAR for the Professional Librarians. The committee appreciates Staff Congress considering librarian representation, but until the UAR is complete, it is uncertain where representation will be. The committee asked that Staff Congress not pursue representing them at this time and the UAR will establish their representation with the administration.

Rep. Morella asked for a definition of academic personnel and if the same academic rights and privileges granted to Professional Librarians will be granted to other academic personnel in Academic Affairs. Vice President Dailey stated that on Thursday, September 12, the administration will meet to discuss the definition of administrator, academic administrator, and executive administrators for clarification in some policies.

Chair Parker has received a suggestion from some staff to establish a committee to work on a memorial in honor of an employee upon their death for their years of service to the university and for a similar recognition for years of service when they retire. Chair Parker appointed the following staff to serve on the Ad Hoc Memorial Committee: Robert Carroll, Chair; Carole Morella; Zack McClurg; Rhonda Perry; and Ruth Robinson.

Chair Parker will be out of the office for two-three weeks for surgery. Vice Chair Carroll will be available for any Staff Congress concerns during this time. A message can be left for him at the Office of Physical Plant, phone 2066.

Chair Parker sent a letter from Staff Congress to the BOR regarding staff representation on the Board. The issue is scheduled to be on the agenda for discussion at the next Board meeting. The BOR meeting scheduled for September 13 has been rescheduled due to the death of a family member of Mr. Seaton. The meeting has been rescheduled for October 4.

The pay for performance formula has been established that will distribute the money once the amount has been determined. The UAR will be sent back to Staff Congress for review by the next meeting. VP Dailey reported that more specific plans on how to use and handle the plan is being established.

Staff Congress will contact WKU and obtain a copy of their new tuition waiver plan. This information may help in working with Dr. Walter Blevins.

Chair Parker has been contacted by some staff members regarding some staff employees working a 40-hour week vs. 37 1/2 hours for other employees. This is not an option for the employees and is based on the need of individual offices. Should an office require a 40-hour employee(s), the supervisor can provide a justification for the hours, the money for the increased hours, and present a plan to the appropriate vice president. Other employees have asked about working an 11 months year instead of 12 months. This again is dependent on the work load of individual offices and supervisor approval. However, the employee would work 11 months and also be paid for 11 months.

The staff early retirement policy is being revised to be consistent with the faculty policy. Chair Parker has a copy of the current retirement policies for faculty and staff. They will be sent out with the agenda for review.

VICE CHAIR'S REPORT: No report.

SECRETARY'S REPORT: No report.

COMMITTEE REPORTS:

CREDENTIALS & ELECTIONS COMMITTEE:

FISCAL AFFAIRS COMMITTEE: No report.

LIAISON COMMITTEE: No report

PERSONNEL POLICIES & BENEFITS COMMITTEE: The Committee met and discussed goals and objectives and developed a policy of recommendation. The committee would like to see Staff Congress continue to work on: tuition waiver plans with the possibility of transferring tuition waiver to spouse or dependents;

book exchange plan for employees taking classes; CLEP fees paid by tuition waiver; establishment of a payroll deduction for parking permits; work on the possibility of a free wellness program for employees; and employees being permitted to take classes during working hours.

The Committee suggested the following as recommended goals for Staff Congress for the coming year: salaries should be the highest priority; and Staff Congress should continue to pursue obtaining staff representation on the Board of Regents.

OLD BUSINESS:

Chair Parker attended the Faculty Senate Retreat dinner. She asked a couple of Senators the purpose of the retreat which was to indoctrinate members on Faculty Senate responsibilities and goals and inform members of the attendance policy. Faculty Senate and Staff Congress will be exchanging minutes to keep each group informed.

The Fiscal Affairs Committee of the Senate has received our proposals on a disability policy and sick leave bank and will be reviewing these.

NEW BUSINESS:

The Personnel Policies and Benefits Committee recommended that Staff Congress approve and forward to President Grote the following: That salaries of those staff employees on probation as of July 1, 1991, be increased to reflect the salary to which they are entitled according to the University plan. Furthermore, the new salary will be retroactive to July 1, 1991, and employees will receive the difference as soon as possible. Call for the vote: motion carried.

DISCUSSION:

Rep. Cable asked for information regarding goals and objectives for Staff Congress. Chair Parker stated that some committees suggested goals and objectives at the last meeting and requested all committee chairs contact her or the Secretary with their goals for compilation and distribution with the minutes. Staff Congress will set goals and objectives at the October meeting.

Rep. A. White asked if there was still interest in a provision for child care on campus. The Fiscal Affairs Committee will be sending out a questionnaire to other schools to see what they are doing.

Rep. Perry asked if staff will be off from work on the October Fall Break day. Fall Break, October 18, is a holiday and marked on the calendar as offices being closed that day.

Rep. Shay asked if Staff Congress had obtained any information on the policy for advertising a position when there is a lateral move to fill a vacancy. VP Dailey said that most positions are advertised; however, if the titles are the same, then it is up to the supervisor to decide whether to advertise a position or transfer a person laterally.

ANNOUNCEMENTS:

Next Staff Congress meeting: Monday, October 7, 1991 at 1:30 p.m. in the Riggle Room.

Board of Regents meeting on October 4. The Presidential Search Committee will also meet this day.

Rep. Mahaney made a motion for adjournment. Seconded by Vice Chair Carroll. Meeting adjourned at 3:00 p.m.

Submitted by: Ruth Robinson, Secretary to Staff Congress

91A19-1-7-4

MSU ARCHIVES

**STAFF CONGRESS MINUTES
NOVEMBER 11, 1991**

Chair Parker called the meeting to order at 1:30 p.m. in the Riggle Room.

Representatives Present:

Nell Bland, Dan Connell, Lana Fraley, Betty Gambill, Jackie Griffey, Roger Holbrook, Mike Hopper, Betty Sue Hurley, Alane Lanham, Carole Morella, Teresia Parker, Ruth Robinson, Belva Sammons, Phillip Shay, Larry Stephenson, Angela White, and Kenneth White.

Representatives Absent:

Thelma Bumgardner, Dwayne Cable, Robert Carroll, Mike Hogge, William Mahaney, Arthur McCleese, Zachary McClurg, Debra Morris, Danice Nutter, Rhonda Perry, Jean Ramey, Carl White, and Sue Woodrow.

Guests Present:

Dr. Walter Blevins, State Representative, and Porter Dailey, Vice President for Administration and Fiscal Services.

Rep. Lanham gave the invocation.

Rep. Sammons made a motion to suspend the order of business and turn the meeting over to Dr. Blevins. Seconded by Larry Stephenson. Motion carried.

Report by Walter Blevins:

Dr. Blevins expressed appreciation for the opportunity to speak to Staff Congress. He discussed a bill to be reintroduced in the 91-92 session that would cover tuition for staff and faculty, their spouses, and children. This benefit will be an added incentive for employees to stay with the university and Dr. Blevins believes the bill will pass this session.

Dr. Blevins discussed staff representation in a voting capacity on the Board of Regents of Kentucky universities. The Chair of Staff Congress of has been granted a non-voting capacity on the MSU Board of Regents presently; however, Staff Congress is attempting to obtain staff representation as a voting member of the Board. Dr. Blevins discussed the importance of the staff of universities and their vital roles on campuses.

Dr. Blevins discussed the state budget shortfall and the \$1.4 million shortfall for the University. He believes the economy is at the bottom of the recession and that the economy will begin to pick up shortly and that the University could receive more operating funds if the shortfall is less than projected. During the last year, MSU was the only university that received a \$2 million appropriation for equipment and this appropriation possibly freed up money to be distributed in other areas, i.e., salaries.

When asked about the purpose for a tuition bill, Dr. Blevins stated Kentucky is in competition with surrounding states and a tuition plan for employees, spouses, and children would serve as a recruitment tool for attracting and

keeping qualified employees at Kentucky universities. Dr. Blevins urged members of Staff Congress and their constituents to contact other members of the legislative committees and express interest in a tuition plan. He will provide the Chair of Staff Congress with a list of the membership of the appropriate committees to contact.

Dr. Blevins discussed the construction of the Morehead Bypass. Contracts have been awarded and work is still underway and also, bids will be let for the KY 801 interchange soon.

Dr. Blevins again thanked members for inviting him to the address Staff Congress. Please contact him anytime for assistance.

Minutes of the October 7 meeting were approved as distributed.

Chair's Report:

Chair Parker discussed a memo from Porter Daily concerning the Staff Performance Management System UAR. VP Dailey forwarded a memo to President Grote indicating changes in the UAR which were recommended by Staff Congress. Dr. Grote has approved the amended UAR.

Chair Parker discussed a memo from VP Dailey in response to the request from Staff Congress to review salary adjustments for those staff members on probation on July 1. Staff on probation July 1 did not receive a raise in salary until after their probation was completed and the request was to compensate employees the difference between their old salary and new salary, retroactive to July 1. This request has been granted. Staff members on probation in the future on July 1 (at the time of raises) will be compensated at the time their probation is completed. (See attached memo).

Chair Parker reported that the Presidential Search Committee will meet on Wednesday, November 13, to continue reviewing applications and working toward the timeline for presenting a panel of candidates for presentation to the Board of Regents.

Chair Parker was asked to participate as Chair of Staff Congress on a panel for the Ethics in the Workplace Faculty/Staff Development workshop, conducted by Jack Weir, dealing with sexual harassment. A suggestion was made that PG-6, Claims of Sexual Harassment, be reviewed for compliance with what the law mandates be available for an employee having a complaint of sexual harassment. Rep. Stephenson made a motion that Staff Congress send a memo to the administration about the questions raised regarding PG-6 and request a review by legal counsel. Seconded by Rep. Shay. Motion carried.

Chair Parker presented a handout, Implementing Strategic Directions for Morehead State University, which was distributed by the Office of Planning.

Vice Chair's Report:

Vice Chair Carroll: no report.

Secretary's Report: No report.

COMMITTEE REPORTS:

Credentials & Elections Committee: Chair: Ruth Robinson. The Committee was asked to nominate two staff members from the Technical/ Paraprofessional category to replace Danice Nutter, who changed employment categories, and Rhonda Perry, who has terminated employment with MSU. The Committee has nominated Russell G. Howard and Jack Templeman as replacements for the positions.

Fiscal Affairs Committee: Chair: Belva Sammons. No report.

Liaison Committee: Chair: Angela White. John Back has resigned from the Traffic Appeals Committee due to unavailability to meet at the time determined by the majority of that committee. Mr. Back has expressed a willingness to serve on other University-Standing Committees. The Liaison Committee has selected Craig Dennis to replace John Back on the Traffic Appeals University Standing Committee.

Personnel Policies & Benefits Committee: Chair: Dan Connell. No report.

Ad Hoc Constitution & By-Laws Committee: Chair: Larry Stephenson. No report, the committee is waiting to hear from the group Staff Congress would be determining representation for in the changes to the Constitution and By-Laws.

Ad Hoc Memorial Committee: Chair: Robert Carroll. No report.

Old Business: Rep. Cable is working on a memo to express increases in staff salaries as the number one priority of Staff Congress for the year and will report at the next meeting.

New Business: Credentials and Elections Committee recommendation for Russell Howard and Jack Templeman to replace Danice Nutter and Rhonda Perry as representatives in the Technical/Paraprofessional category. Call for the vote: motion carried. These representatives will serve until June 30, 1992.

Liaison Committee recommendation for Craig Dennis to replace John Back on the Traffic Appeals Committee. Call for the vote: motion carried.

Discussion: Rep. Sammons, Parliamentarian, stressed the importance of attendance at Staff Congress meeting. Staff Congress attendance policy states: A MEMBER WILL BE DISMISSED FROM STAFF CONGRESS AFTER THREE (3) CONSECUTIVE UNEXCUSED ABSENCES AND A TOTAL OF FIVE (5) UNEXCUSED ABSENCES IN ONE YEAR. Representatives are to notify Ruth Robinson, secretary to Staff Congress, at ext. 2143, when they are unavailable to attend a meeting.

Staff Congress representatives requested sending get-well wishes to representatives who are ill. Please notify Ruth Robinson in the event of an illness of a Staff Congress representative.

Rep. Shay discussed VP Dailey as the Staff Congress liaison to the President, and expressed a concern whether the Vice President relayed Staff Congress' concerns or if he added his own suggestions.

There was discussion of staff members being on probation when transferring to new positions. If a staff member is making a lateral transfer, there is no probation, but when the transfer is to a higher grade, then the staff member is subject to a probationary period.

Rep. Shay suggested that when decisions are made in response to Staff Congress requests and Staff Congress receives correspondence regarding the decisions, copies should be sent to all staff, possibly attached to the minutes, to keep them informed of the decisions.

It was noted and discussed that although the University Planning Committee was given recommendations of staff members from various constituencies, there is currently no staff representation below the executive/managerial level.

Announcements:

Spring pre-registration during the week of November 11, 1991.

Presidential Search Committee will meet Friday, December 13, 1991.

AIDS Quilt on display through November 14, 11:00 a.m.-7:00 p.m. Crager Room.

Next Staff Congress Meeting: Monday December 2, 1:30; Riggle Room.

Rep. Connell made a motion to adjourn. Seconded by Rep. K. White. Meeting adjourned at 3:25 p.m.

Submitted by: Ruth Robinson, Secretary to Staff Congress