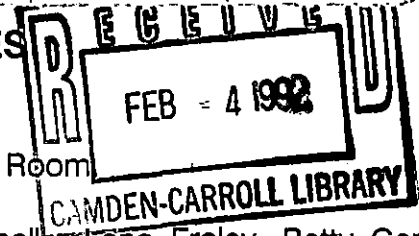


STAFF CONGRESS MINUTES
January 6, 1992



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

Representatives Present:

Dwayne Cable, Robert Carroll, Dan Connell, Lana Fraley, Betty Gambill, Jackie Griffey, Mike Hogge, Roger Holbrook, Mike Hopper, Betty Sue Hurley, Alane Lanham, William Mahaney, Arthur McCleese, Zachary McClurg, Carole Morella, Debra Morris, Teresia Parker, Jean Ramey, Ruth Robinson, Belva Sammons, Phillip Shay, Larry Stephenson, Carl White, and Kenneth White.

Representatives Absent:

Nell Bland, Thelma Bumgardner, Russell Howard, Jack Templeman, Angela White, and Sue Woodrow.

Others Present:

Porter Dailey, Vice President for Administration and Fiscal Services.

Rep. Lanham gave the invocation.

Minutes:

The minutes of December 1991 were approved with a wording change on page 3, paragraph 6, line 6 -- change "or" to "but".

Chair's Report:

Chair Parker received a memo from Robert Wolfe, Chair of the Faculty Senate, stating the Faculty Senate agreed and supported Staff Congress' proposed Sick Leave Pool policy. The Faculty Senate has forwarded the proposal to President Grote. The Faculty Senate is still discussing the proposed Long-term Disability Plan.

Chair Parker has received a copy of the staff early retirement policy and guidelines. A copy will be attached to the next agenda. One major change was brought about because the present policy was not consistent with KERS regulations for earnings limitations.

Chair Parker has received and worked on a draft memo as requested by Staff Congress at a prior meeting which addresses the top priority of Staff Congress -- to bring staff salaries to benchmark. After discussion, members suggested using the phrase "Kentucky benchmark" in place of "benchmark." Rep. Cable made a motion that the draft be finalized by the Staff Congress Executive Council and sent to President Grote. Motion seconded by Rep. Morella. Call for the vote: motion carried.

Rep. Cable expressed appreciation for the working relationship that Staff Congress has with the Faculty Senate. Staff Congress should make every effort to stay involved with proposals being sent to Faculty Senate. Rep. Morella suggested that Staff Congress send a memo to the President stating that Staff Congress does, in fact, support the Sick Leave Pool policy.

Chair Parker has talked with Betty Jean Wilson, Chair of the Librarian Status Committee. She stated the Committee has developed the UAR for the Professional Librarians which has been submitted to Dr. Philley and has forwarded the President.

Chair Parker received a memo from Virginia Wheelless in response to the Staff Congress concern with the staff classification of some of the members on the University Planning Committee. Rep. Cable did not feel that there was adequate staff representation on the original Planning Council and that perhaps there should be more staff representation on the present Planning Council. Chair Parker established the Ad Hoc Committee to study plans of the University Planning Council to study the rationale and number of staff members on the University Planning Committee. The following Congress members were appointed to the committee:

Dwayne Cable, Chair	Executive/Managerial
Carole Morella	Executive/Managerial
Mike Hopper	Professional/Non-faculty
Phillip Shay	Professional/Non-faculty
Mike Hogge	Tech/Para-Professional
Teresa Parker	Tech/Para-Professional
Alane Lanham	Secretarial/Clerical
Debra Morris	Secretarial/Clerical
Lana Fraley	Service/Maintenance
Betty Sue Hurley	Service/Maintenance
Zachary McClurg	Skilled Crafts
Arthur McCleese	Skilled Crafts

This committee will work to make a recommendation to Staff Congress before the end of the semester.

Vice Chair's Report:

Vice Chair Carroll: no report.

Secretary's Report:

A get-well card has been mailed to Sue Woodrow. Please notify Rep. Robinson or Chair Parker when a Staff Congress member is ill so a card can be sent.

COMMITTEE REPORTS:

Credentials & Elections Committee:

Chair: Ruth Robinson. Rep. Robinson reported that committee action since the last Staff Congress election included recommendations for replacements for Danice Nutter and Rhonda Perry in the Technical/Paraprofessional category who resigned from Staff Congress. As there were no other candidates to appoint from the last election, a telephone poll was conducted resulting in the committee nominating Jack Templeman to replace Danice Nutter and Russell G. Howard to replace Rhonda Perry.

- Fiscal Affairs Committee:** Chair: Belva Sammons. Rep. Sammons reported the committee is requesting information from other institutions regarding child care facilities available.
- Rep. Sammons recommended Staff Congress ask for input in the salary pool as soon as possible. Mr. Dailey discussed the factors involved in determining salary pools and possible budget cuts and concerns for the coming year.
- Liaison Committee:** Chair: Angela White. The committee has discussed the description of the committee's responsibilities and there will be further discussion at February's meeting.
- Personnel Policies & Benefits Committee:** Chair: Dan Connell. Rep. Connell presented PG-26, Tuition Waiver, and some recommended changes as discussed in committee. Staff Congress discussed possible costs involved; the reduction in staff work when attending classes; coverage of one-person offices; and the concern of inconsistency across campus with supervisors permitting employees to attend a class during work hours. Further discussion will follow in New Business.
- Ad Hoc Constitution & By-Laws Committee:** Chair: Larry Stephenson. No report.
- Ad Hoc Memorial Committee:** Chair: Robert Carroll. No report.
- Old Business:** None
- New Business:** Fiscal Affairs Committee recommended that Staff Congress send a request to the President to have input for salary distribution at the point when new dollars are determined for the staff pool, to request the pools for faculty, librarians, and coaches; and Staff Congress requests notification immediately upon the decision for the amount to be allotted for staff salaries. Call for the vote: motion carried.
- Rep. Morella made a motion that staff salaries be a major topic of discussion when the Staff Congress Executive Council meets with Vice President Dailey. Seconded by Rep. Cable. Call for the vote: motion carried. (Staff Congress Executive Council consists of the Chair, Vice Chair, Secretary, and Committee Chairs. Chair Parker will arrange a meeting with Mr. Dailey.
- Personnel Policies and Benefits Committee recommended changes to PG-26, Tuition Waiver Policy, and adoption of resolution. After discussion of credit hours, time away from work, and cost to the University, Rep. Hopper recommended the policy go back to Committee for further discussion and presented again in the February meeting. Seconded by Vice Chair Carroll. Call for the vote: motion carried. Committee agreed to do so.
- Staff members who have had difficulty taking a class are to contact their representative or any member of Staff Congress.

Discussion:

Rep. Holbrook, Chair of the Legislative Liaison Committee, has talked with State Representative Walter Blevins concerning a voting staff member on the Board of Regents. Rep. Blevins will present an amendment to the bill which will be presented to the legislature by the Governor Jones. Also Rep. Blevins will again introduce a tuition waiver bill to the legislature. A toll-free telephone number is available (1-800-248-8132) for checking the status of a bill before the legislature -- the bill number must be known. When the bill number and amendment number are known, members will be notified. Messages can be left for legislators at 1-800-372-7181. The Committee plans to contact other state universities to get their support for a voting staff member on the Board of Regents.

Rep. Holbrook suggested Staff Congress have a plan of action should the amount allocated for staff salaries not be appropriate for maintaining current staff salaries. Rep. Mahaney feels Staff Congress has several options to voice displeasure if our recommendation for salaries is not taken i.e., the Trail Blazer, Morehead newspaper, radio, and writing the President and Governor. Rep. Sammons recommended that this be considered and discussed further at the February meeting.

Announcements:

January 9-10, 1992, Spring Registration; Classes begin January 13.

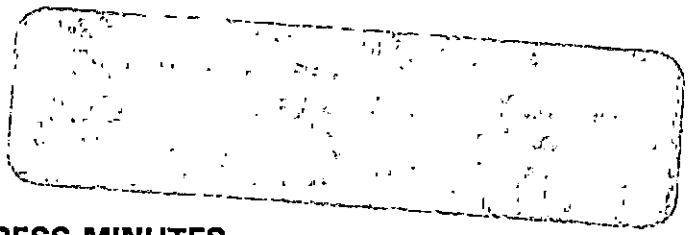
January 20, 1992, Martin Luther King's birthday--no classes or office hours.

Please review your Faculty/Staff Development listing for Spring 1992.

Next Staff Congress Meeting: Monday, February 3, 1992, Riggle Room, 1:30 p.m.

Rep. Sammons made a motion for adjournment. Seconded by Rep. Morella. Meeting adjourned at 4:05 p.m.

Submitted by: Ruth Robinson, Secretary to Staff Congress



STAFF CONGRESS MINUTES
May 4, 1992

Chair Parker called the meeting to order at 1:00 p.m. in the Riggle Room.

Representatives Present:

Thelma Bumgardner, Robert Carroll, Dan Connell, Lana Fraley, Jackie Griffey, Mike Hogge, Roger Holbrook, Mike Hopper, Russell Howard, Betty Sue Hurley, Alane Lanham, William Mahaney, Arthur McCleese, Zachary McClurg, Carole Morella, Debra Morris, Teresia Parker, Jean Ramey, Ruth Robinson, Belva Sammons, Phillip Shay, Jack Templeman, Angela White, and Kenneth White.

Representatives Absent:

Dwayne Cable, Betty Gambill, Larry Stephenson, Carl White.

Others Present:

John Back of WMKY Radio; Bill Riley, Director of Personnel Services; and Paula Williams from Veterinary Technology.

Minutes of April 6, 1992 meeting were approved as distributed.

Chair's Report:

Chair Parker invited Paula Williams to express her concerns to Staff Congress. Ms. Williams has worked at the University for 15 ½ years and recently received notice that she will no longer be employed as of June 30, 1992. Ms. Williams believes that she and other employees who have contributed many years at the University are of great value to MSU and should not be dismissed without concern. She had hoped that others being laid-off would join her today to ask for staff support. She hopes that the staff will join together and perhaps take pay cuts to save the jobs of others. It would be wonderful if the staff could work together to accomplish this. Ms. Williams believes that there should not be so much concern over saving the Delta Dental Insurance, but saving employees instead. Since other universities in Kentucky have received budget cuts also and have not cut personnel, she believes that MSU could make cuts elsewhere and not in personnel. She would appreciate any suggestions from Staff Congress to help with the situation.

Chair Parker turned the meeting over to Mr. Riley to discuss possible changes in the health insurance plan. Mr. Riley reported that of the 976 employees covered by BCBS, 308 are covered by Plan I (80/20) and 668 by Plan II (90/10). In his discussion with BCBS, Mr. Riley was informed there would be a considerable increase in Plan II and the university may want to look at some options to curtail such an increase in the plan. One suggestion was to eliminate Plan II and all employees be covered by Plan I only. An increase of 50% has been projected for January 1993 and the Plan I increase is projected at about 18%. There could be enhancements to Plan I, i.e., a drug card which has a flat fee of \$10 per prescription after the deductible is met and a program for individual health assessments by BCBS.

Representatives of Staff Congress were not in favor of the elimination of Plan II as there are employees who wish the coverage of Plan II and elect to pay the premium. Suggestions were made to request bids again (last year, the University received only two responses from the insurance bid), check into a plan with a lesser co-payment (perhaps a 70/30 plan), and the possibility of a tiered plan for two-person families.

Employees changing from Plan II family to Plan I family, could save approximately \$60 but would have the lesser coverage of Plan I vs. Plan II. The University will continue to pay \$112 on the health insurance plan. The University is considering changing the insurance program from a calendar year to a fiscal year. The Employee Benefits Committee will meet on Wednesday, May 6 to further discuss insurance options.

Chair Parker met with Dr. Eaglin when he was on campus in April. She invited him to the July 13 meeting. Dr. Eaglin is looking forward to working with Staff Congress.

Chair Parker received a memo from Porter Dailey with copies of draft policy amendments attached. He asked for comments from Staff Congress by May 8. Amendments were for the following policies: PG-28 Related to University's Program of Personnel Benefits; PG-35 Related to the Effective Date of Termination; PG-44 Related to Staff Job Classification, Wage and Salary Administration; PG-48, Related to Vacation Leave; PSE-6 Related to Elimination of Staff Exempt Position; PSNE-2 Related to Probationary Period for Employees Classified as Staff Non-Exempt; and PSNE-7 Related to Layoff and Recall from Layoff.

There will be a special meeting of Staff Congress on Thursday, May 7, 1992 at 10:00 a.m. to review the amendments and forward comments to Porter Dailey.

Vice Chair's Report: No report.

Secretary's Report: No report.

Committee Reports:

**CREDENTIALS AND
ELECTIONS
COMMITTEE:**

Rep. Robinson distributed a list of new Staff Congress nominees. The deadline to request absentee ballots is May 8. Absentee ballots will be mailed May 11. Deadline to submit absentee ballots is May 15. Election reminders will be mailed to staff on May 18. Staff Congress election of representative will be Thursday, May 21, 1992 from 7:00 a.m. until 4:30 p.m., first floor lobby of ADUC. Chair of Staff Congress will mail notification to newly elected representatives on Tuesday, May 26.

**FISCAL AFFAIRS
COMMITTEE:** No report.

LIAISON COMMITTEE: No report.

**PERSONNEL POLICIES
AND BENEFITS
COMMITTEE:**

No report.

**AD HOC
CONSTITUTION
AND BYLAWS
COMMITTEE:**

No report.

**AD HOC MEMORIAL
COMMITTEE:**

No report.

**AD HOC LEGISLATIVE
LIAISON COMMITTEE:**

No report. This committee has completed its charge and is dissolved.

Old Business:

None

New Business:

There was discussion on the request from Paula Williams for assistance from Staff Congress. A memo will be sent to Dr. Grote stating that Staff Congress feels strongly that seniority be considered during layoffs. Also priority should be given to employees who are losing their jobs when other positions become available.

Announcements:

Executive Committee Meeting: May 18, 1992, 1:30 p.m.
901 Ginger Hall Conference Room

Staff Congress Elections: Thursday, May 21, 1992
7:00 a.m. - 4:30 p.m. ADUC First Floor Lobby

Next Meeting: Monday, June 1, 1992, Riggle Room, 1:00 p.m.

Minutes submitted by Ruth Robinson, Secretary to Staff Congress.



STAFF CONGRESS MINUTES
September 8, 1992

Chair Connell called the meeting to order at 1:00 p.m. in the Riggle Room.

Representatives Present: Alan Baldwin, Penny Bowman, Dwayne Cable, Debbie Caudill, Dan Connell, Betty Gambill, Jackie Griffey, Mike Hogge, Roger Holbrook, Mike Hopper, Betty Sue Hurley, Kenitha King, Zachary McClurg, Myra Mayse, Debra Morris, Lonnie Morris, Teresia Parker, Ruth Robinson, Belva Sammons, Diana Stevens, Jack Templeman, and Kenneth White.

Representatives Absent: Robert Carroll, Lana Fraley, Arthur McCleese, Carole Morella, Jean Ramey, Keni Spradling, Carl White.

Others Present: Ronald G. Eaglin, President, and Porter Dailey, Vice President for Administration and Fiscal Services.

President Eaglin: President Eaglin stated he supported communicating more with one another and to bring all parts of the institution to a place where they can make suggestions on how to make this a better place. There are several new groups being established to provide input to President Eaglin.

- 1) A University Council will consist of the Vice Presidents, Chair of the Faculty Senate, Chair of the Staff Congress, Director of Planning, Deans, and Director of Budgets. This group will meet on a regular monthly basis.
- 2) An Expanded University Council that will meet quarterly.
- 3) A Staff Advisory Group will consist of staff members only and will have direct access to President Eaglin communicating to him the needs and thoughts of the staff. This group will meet quarterly or as often as necessary. The Staff Advisory Group will set the agenda for the meeting with President Eaglin.
- 4) A Faculty Advisory Committee that will meet quarterly.
- 5) A Student Advisory Committee that will meet quarterly.

President Eaglin stated there will be no secrets -- there may not always be unanimous agreement on matters, but all will be aware of what is happening and what could happen. President Eaglin will make the decisions and everyone will be aware of why the decisions were made.

President Eaglin suggested establishing a meeting time with the fiscal committees of Staff Congress and Faculty Senate for ideas for

strategies that may have to be used to overcome shortfalls of dollars at Morehead State University as the institution is not immune from the state looking to higher education in terms of a way to save dollars again.

Representative Cable asked about organizational changes that had been announced in the UPDATE. President Eaglin stated there had been three changes. First, the title of Executive Vice President for Academic Affairs was given to the position of Vice President for Academic Affairs. President Eaglin feels the VPAA of an academic institution should be a greater equal among equals, and when the President is gone, the Executive VPAA will serve in his stead -- he will be second in command. Second, public safety was reorganized under the Division of Student Life to provide the opportunity for the unit to meet with student affairs staff and those who are working directly with students. Third, the Director of Planning and Institutional Research position, which reported to the President, is now titled Assistant Vice President for Academic Affairs. President Eaglin feels the university should assess the talents available and use those talents for the best interest of the institution.

Representative Connell asked President Eaglin's knowledge of the Performance Pay plan for staff. President Eaglin stated he personally believes there is no such thing as across the board raises and does not believe in cost of living raises and is in favor of a system based on merit pay. Those who work above and beyond need to be identifiable by some measure and somehow compensated with merit pay. He added that he would be comfortable with a plan that included both merit and across the board.

Representative Baldwin asked if there was a rethinking of the football alignment in the division adopted by all president. President Eaglin stated the OVC must accommodate those institutions who wish a higher level and those who do but cannot afford it. There are some ideas being discussed by institutions interested in the program. No additional money will be put into the athletic budget than what is currently being funded.

Porter Dailey:

Vice President Dailey stated the University Employee Benefits Committee has been talking with BCBS since early March in regard to health insurance to keep abreast of experience ratings and explore different options to hold increases down, i.e., wellness and self-insurance. They have also looked into other providers who may offer comparable programs at reasonable rates. BCBS has a 45% monopoly of the health market. The more the University uses the insurance plan, the more the rates are going to increase; costs are passed right back to the institution. BCBS has a self-insurance program they offer but it is not in the institution's best interest at this time.

BCBS was asked to make available a third plan that an employee could subscribe to for their family with the employee continuing under the single base plan paid by the University. BCBS drafted a proposal which had higher deductibles at a lower cost to the employee. The employee would have to be on the same plan as the family. This proposal is under review by the Employee Benefits Committee. Two other proposals from BCBS were reviewed. Every effort is being made to offer the same health benefits at no or minimal increase to the employee. There has not been a response from BCBS regarding the cost of Delta Dental for 1993. A proposal from BCBS to include Vision Care in the policy would result in a 6% increase in premiums. Another possibility still being discussed is a consortium where all public institutions of higher education will be covered together under BCBS. Employees will be given the opportunity to enroll in their current plan or to change policies as in the past.

MINUTES:

Representative Cable made a motion to accept the minutes of August 1992 as submitted. Roger Holbrook seconded the motion. Motion carried.

CHAIR'S REPORT:

A University Council meeting is scheduled for September 21, 1992.

Chair Connell attended the Faculty Senate dinner in August. He discussed the Tuition Waiver with several Faculty Senate Representatives and has asked the Fiscal Affairs Committee to review and submit to the total Senate.

VICE CHAIR'S REPORT:

The Job Classification Appeals Committee will be meeting tomorrow to discuss the responsibilities of the committee and to process any appeals forwarded to the committee.

SECRETARY'S REPORT:

No report.

COMMITTEE REPORTS:

No report.

Credentials and Election Committee:

Teresia Parker, Chair. The Credentials and Elections Committee will be meeting to recommend representatives to replace Sherman Roberts, Robert Carroll, and Al Baldwin on the Staff Congress.

Fiscal Affairs Committee:

Dwayne Cable, Chair. The committee has had lengthy discussion regarding a Staff Congress/Staff recognition program as to what the criteria might be and how the program would be implemented. The University Service Committee currently awards a Distinguished Staff Award and the committee is reviewing the criteria to determine if it characterizes the broad representation of staff and if it needs to be reviewed or enhanced.

Liaison Committee: Al Baldwin, Chair. The Committee has made recommendations and forwarded them to Chair Connell for replacements to the University Standing Committees of which Sherman Roberts was a member.

Personnel Policies and Benefits Committee: Roger Holbrook, Chair. The committee has discussed the Tuition Waiver Plan and also plan to have someone come to a Staff Congress meeting to discuss with the entire Congress the implementation of the Performance Pay Plan, possibly at the October meeting.

OLD BUSINESS: Recommendations from the Liaison Committee to replace Sherman Roberts include:

Affirmative Action Committee Diane Butler
Traffic Appeals Committee Lonnie Morris

Motion carried to accept the recommendations.

NEW BUSINESS: Staff Congress made the following recommendations to the process of preparing a health insurance proposal for employees:

- 1) An annual physical exam be included as an option to the Base Plan.
- 2) A vision care cost estimate be obtained from BCBS and included as an option.

Staff Congress Representatives are to share the information today with constituents and get any feedback or questions.

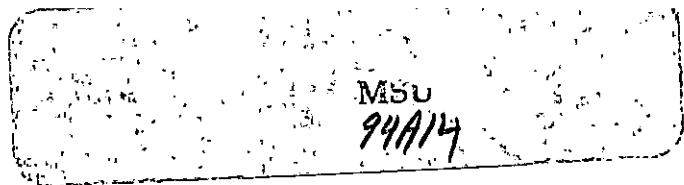
STAFF ADVISORY COMMITTEE: Committee will have quarterly meetings with President Eaglin. After discussion, representatives agreed membership on the committee should include at least four representatives of each employment category with two of those positions in each employment category coming from the Staff Congress. A survey will be sent to all staff to determine interest in serving in this capacity.

ANNOUNCEMENTS: **Executive Committee Meeting:**

Next Meeting: Monday, October 5, 1992, Riggle Room, 1:00 p.m.

Kenny White made a motion to adjourn. Jack Templeman seconded the motion. Meeting adjourned.

Minutes submitted by Teresia Parker, Secretary to Staff Congress.



STAFF CONGRESS MINUTES
October 5, 1992

Chair Connell called the meeting to order at 1:00 p.m. in the Riggle Room.

Representatives Present: Penny Bowman, Dwayne Cable, Debbie Caudill, Dan Connell, Lana Fraley, Mike Hogge, Roger Holbrook, Mike Hopper, Betty Sue Hurley, Kenitha King, Arthur McCleese, Zachary McClurg, Myra Mayse, Debra Morris, Lonnie Morris, Teresia Parker, Jean Ramey, Ruth Robinson, Belva Sammons, Keni Spradling, Jack Templeman, and Kenneth White.

Representatives Absent: Betty Gambill, Jackie Griffey, Carole Morella, Dianna Stevens, and Carl White.

Others Present: Porter Dailey, Vice President for Administration and Fiscal Services and Alan Baldwin, Interim Director of Personnel Services.

MINUTES: Motion was made to accept the minutes of August 3, 1992 and September 8, 1992 as submitted. Motion was seconded and carried.

CHAIR'S REPORT: Chair Connell reported on the meeting of the University Expanded Council last Monday. President Eaglin summarized the September Board of Regents meeting; a draft University Organizational Chart was distributed; the Staff Congress and Faculty Senate were requested to work together on an administrator assessment plan; President Eaglin reported on a meeting of the OVC Presidents; and a suggestion was made to discontinue the summer graduation ceremony and only have fall and spring commencements.

There will be an informational meeting for all supervisors regarding the impact of the Americans with Disabilities Act on the employment process on October 12 and 13 from 9:00-12:00 and 1:15-4:15 each day. Supervisors are requested to attend one of the sessions.

The Sexual Harassment Policy is presently being reviewed for compliance with current legislation.

A Trespassing Policy has been established for students who have been dismissed from dormitory areas and return.

The Fiscal Affairs Committees of Staff Congress and Faculty Senate have been asked to work together to review recommendations with regard to the budget and make suggestions to the administration should there be (or not be) an additional mid-year budget cut from the state.

The University Administrative Regulation (UAR) is being prepared for implementation of the Sick Leave Pool.

OLD BUSINESS:

The Staff Advisory Committee has been selected by the Congress Executive Council incorporating the previous recommendation from Representatives to include at least two persons from the Staff Congress, in addition to including persons not currently on another group meeting with the President, balancing between gender and race, and attempting to provide representation from all four divisions of the University.

NEW BUSINESS:

Representatives to Congress, Recommendation from the Credentials and Elections Committee: Neal Wheeler and Dianne Butler to serve through June 30, 1992 in the At-Large Category. Both representatives are in the Professional/NonFaculty staff.

Health Care Proposal -- Proposal II recommendation from the Personnel Policies and Benefits Committee: Vote of 10 in favor, 7 against, 2 abstained.

Staff Advisory Committee: Roger Holbrook moved to accept the recommendations submitted for membership. Kenitha King seconded the motion. Motion carried.

Administrator Assessment: Committee will be a joint Ad Hoc Committee consisting of representatives from the Staff Congress and the Faculty Senate. The committee will make recommendations for the assessment and who will complete the assessment. Chair Connell will contact representatives to serve in this capacity.

ANNOUNCEMENTS:

Executive Committee Meeting: Monday, October 19, 1992, 1:00 p.m. GH 110.

Next Meeting: Monday, November 2, 1992, Riggle Room, 1:00 p.m.

Dwayne Cable made a motion to adjourn. Keni Spradling seconded the motion. Meeting adjourned.

Minutes submitted by Teresia Parker, Secretary to Staff Congress.


STAFF CONGRESS MINUTES
November 2, 1992

Chair Connell called the meeting to order at 1:00 p.m. in the Riggle Room.

Representatives Present: Penny Bowman, Dianne Butler, Debbie Caudill, Dan Connell, Jackie Griffey, Mike Hogge, Roger Holbrook, Mike Hopper, Betty Sue Hurley, Kenitha King, Arthur McCleese, Myra Mayse, Debra Morris, Lonnie Morris, Teresia Parker, Jean Ramey, Ruth Robinson, Jack Templeman, Neal Wheeler.

Representatives Absent: Dwayne Cable, Lana Fraley, Betty Gambill, Zachary McClurg, Carole Morella, Belva Sammons, Keni Spradling, Dianna Stevens, Carl White, Kenneth White.

Others Present: Alan Baldwin, Acting Director of Personnel Services.

MINUTES: Motion was made to accept the minutes of October 5, 1992 with change of Office of Personnel Services in the Vice Chair's report to Office of the President. Motion was seconded and carried.

CHAIR'S REPORT: The 1993-94 Academic Calendar was approved at the last University Council meeting.

The Planning Council will be reviewing Capital Plan recommendations on how a 2% cut would be handled, should it be necessary, and then presented to the University Council.

Sick Leave Pool: An employee may receive a maximum of 1/3 of the pool balance or 90 work days, whichever is less. Once an employee has exhausted the benefits in #2 of the policy they are eligible to apply to the sick leave pool. Employees needing days for care of family members are eligible to apply to the sick leave pool after exhausting sick leave and vacation accumulation and may be granted up to 12 days as specified in PG-49. Alan Baldwin stated PG-49 provisions limit an employee to 12 days a year for emergency leave.

The Administrative Assessment Committee is made up of four staff and four faculty. Staff Congress members serving on this committee are Carole Morella, Mike Hopper, Roger Holbrook, and Myra Mayse.

The Tuition Waiver has gone back to Committee of the Faculty Senate to address some minor recommendations in wording and should be presented soon for a second reading to the total Senate.

VICE CHAIR'S REPORT: The Fiscal Affairs Committees of the Staff Congress and Faculty Senate met to review and make recommendations on the Proposal for Revenue Distribution which has been discussed at the University Council meeting.

SECRETARY'S REPORT: No report.

COMMITTEE REPORTS:

Credentials and Election Committee: Teresia Parker, Chair. No report.

Fiscal Affairs Committee: Dwayne Cable, Chair. No report.

Liaison Committee: Carole Morella, Chair. No report.

Personnel Policies and Benefits Committee: Roger Holbrook, Chair. Committee has reviewed PSE-6 and PSNE-7 and recommend Staff Congress accept the revisions to both policies.

Committee also discussed merit pay with regard to any salary increments next fiscal year and recommend that no more than 20% of the pool be allocated for merit pay.

OLD BUSINESS:

Survey responses were discussed. Chair Connell requested each constituent group of Staff Congress meet to decide how to follow up on the results of the survey.

NEW BUSINESS:

Mike Hopper requested the merit pay plan be presented again to Staff Congress. Representatives of Congress need to understand the plan to be able to answer questions of constituents. Chair Connell will arrange this for possibly the December meeting.

PSE-6 and PSNE-7: After discussion, motion from Personnel Policies and Benefits Committee to accept revisions to PSE-6 and PSNE-7 was seconded by Penny Bowman after a friendly amendment by Debbie Caudill to strike the word "non" from the purpose in PSE-6. Motion carried.

Motion made from Personnel Policies and Benefits Committee that merit pay not exceed 20% of entire salary pool. Jack Templeman seconded the motion. After discussion, motion carried.

DISCUSSION:

Roger Holbrook reminded Staff Congress members to be aware of the recent rash of thefts over the last few weeks on campus and recommended ways to protect personal property and deter someone from stealing.

ANNOUNCEMENTS:

Executive Committee Meeting: Monday, November 23, 1992, 1:00 p.m. GH 110.

Next Meeting: Monday, December 7, 1992, Riggle Room, 1:00 p.m.

Debbie Caudill made a motion to adjourn. Ruth Robinson seconded the motion. Meeting adjourned.

STAFF CONGRESS MINUTES
December 7, 1992

Chair Connell called the meeting to order at 1:00 p.m. in the Riggle Room.

Representatives Present: Dianne Butler, Dwayne Cable, Debbie Caudill, Dan Connell, Betty Gambill, Mike Hogge, Roger Holbrook, Mike Hopper, Betty Sue Hurley, Kenitha King, Myra Mayse, Carole Morella, Debra Morris, Lonnie Morris, Teresia Parker, Belva Sammons, Dianna Stevens, Neal Wheeler.

Representatives Absent: Penny Bowman, Lana Fraley, Jackie Griffey, Arthur McCleese, Zachary McClurg, Jean Ramey, Ruth Robinson, Keni Spradling, Jack Templeman, Carl White, Kenneth White.

Others Present: Alan Baldwin, Acting Director of Personnel Services.

MINUTES:

CHAIR'S REPORT: Chair Connell reported on an meeting of the faculty, and AAUP, with President Eaglin and William Seaton, Chairman of the Board of Regents.

Although there has been discussion of possible mid-year budget cuts, the state has not made a formal request. Recommendations have been made and reviewed as to what options the University would have if such a request is made.

Information from the University Council Meeting was attached to the agenda and will be discussed in New Business.

VICE CHAIR'S REPORT: No Report.

SECRETARY'S REPORT: A suggestion has been made to use a membership sign-in sheet vs. roll call at each meeting. Representatives agreed to try sign-in sheet for monitoring attendance at meetings.

COMMITTEE REPORTS:

Credentials and Election Committee: Teresia Parker, Chair. No report.

Fiscal Affairs Committee: Dwayne Cable, Chair. The committee met with the Office of Information Technology regarding replacement of the Administrative and Academic PRIME Computing System. The company, PRIME Computer, Inc., no longer exists as a company and as a result, software support for the system is dropped. The Committee unanimously supported the proposal to replace the system and it was also unanimously supported by the Fiscal Affairs Committee of the Faculty Senate. The Committee recommends support by Staff Congress for the system replacement.

Liaison Committee: Carole Morella, Chair. Committee is scheduled to meet December 10.

Personnel Policies and Benefits Committee: Roger Holbrook, Chair. Committee has reviewed UAR's and recommends Staff Congress approve them as submitted.

Committee is also looking about a consultant policy for staff and will present something at a later meeting.

Members have asked for draft policies from Personnel Services regarding a promotion policy and are not prepared to make a recommendation to Staff Congress at this time.

There is also no recommendation ready from committee at this time regarding the use of personal days and will be discussed further in New Business.

OLD BUSINESS:

Belva Sammons presented the results of the survey of the Professional/NonFaculty category. A recommendation was made to send Staff Congress agendas to all staff and also a list of each constituent category to individual staff members.

Alan Baldwin, Acting Director of Personnel Services, discussed the Merit Pay system as requested by representatives at a previous meeting.

NEW BUSINESS:

UAR's: From Personnel Policies and Benefits Committee. Rep. Wheeler asked about ownership of data/data custodian and security in the second UAR. Committee accepts amendment to motion to recommend a reference be made regarding administrative data responsibility in relationship to KRS statutes. Rep. Hopper seconded. Dwayne Cable abstained. Motion carried.

92-98 Six-Year Capital Plan: Copy attached for information. Plan was sent to the Council on Higher Education from all colleges and universities including community colleges and the projects are prioritized by the Council.

Update Administrative and Academic Computing System: From Fiscal Affairs Committee. Carole Morella seconded. Discussion followed. Dwayne Cable abstained. Motion carried.

MSU Organizational Structure Draft Recommendations: Recommendations are for discussion, suggestions, and input. Everyone is encouraged to submit written and verbal comments for input to the University Council which will then make recommendation to the President and then will come back to the Staff Congress, Faculty Senate, and employees again for review. January 15 is the deadline for written responses.

Smoking Policy: Chair Connell has asked the following to represent staff: Dianna Stevens, Neal Wheeler, Kirk Clark, and Gene Caudill. Representing faculty will be Richard Hunt, Brent Roberts, Hilary Iwu, and Laura Dean Brown. Committee will be looking at developing a policy.

Promotion Policy: From Personnel Policies and Benefits Committee. Committee recommends requesting the Office of Personnel Services to develop a plan and bring to Staff Congress for review. Rep. Spradling seconded. After discussion, motion carried.

Rep. R. Holbrook recommended Chair Connell appoint an Ad Hoc Legislative Liaison Committee: Roger Holbrook, Chair, Debra Morris, Neal Wheeler, Mike Hopper will constitute this committee.

Rep. Cable made a motion to request sick days and vacation time be reflected on payroll check stubs and be current as to days accumulated and days used to date with a separate indication of days donated to the sick leave pool, with also the possibility of this information being on-line in the University computing system. Rep. Wheeler seconded the motion. After discussion, motion carried.

DISCUSSION:

Rep. Morella reported on the meeting of the Administrative Assessment Committee consisting of joint committees of Staff Congress and Faculty Senate. Congress representatives are Roger Holbrook, Myra Mayse, Mike Hopper, and Carole Morella. Meeting will be 12/11/92 at 7:45 a.m. to discuss the charge to the committee by the Board of Regents and to look at existing forms. Plans are to have a recommendation by early spring for the Staff Congress and Faculty Senate to review.

Rep. Sammons reported she has been asked by Jackie Scott to attend a meeting for discussing the possibility of obtaining a grant for equipment and staff for child care for non-traditional students and the possibility faculty, staff, and students to also use the service. Rep. Sammons will report the findings of the meeting back to the Fiscal Affairs Committee.

ANNOUNCEMENTS:

Executive Committee Meeting: Monday, January 4, 1993, 1:00 p.m. GH 110.

Next Meeting: Monday, January 11, 1993, Riggle Room, 1:00 p.m.

Motion was made to adjourn and seconded. Meeting adjourned.