

STAFF CONGRESS MINUTES
JULY 12, 1994

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

Representatives present: Darlene Allen, Jeffrey Barker, Scott Barker, Thelma Bumgardner, Gene Caudill, Dan Connell, Lana Fraley, Lois Hawkins, Michael Hopper, Russell Howard, Madonna Huffman, Linda Kegley, Rhonda Mackin, John Mahaney, Carole Morella, Debra Morris, Lonnie Morris, Joe Planck, Ruth Robinson, Jeffrey Smedley, Keni Spradling, Kenneth White, Ricky Joe Williams and Margaret Young.

Representatives absent: Phyllis Dehart, Brent Jones, Teresia Parker, Belva Sammons, Jack Templeman and Angela White.

Chair Connell welcomed new members by presenting them with their Staff Congress lapel pins.

Rep. Huffman made a motion to approve the minutes of the June 14 meeting as submitted; seconded by Rep. K. White. Motion passed.

CHAIR'S REPORT:

Copies of the 1994-1995 Operating Budget were distributed. Chair Connell highlighted the budget as follows:

- Approximate 4.5% increase in Revenues and Expenditures
- Total budget \$64.3 million (state appropriations was same as previous year)
- Expected increase of \$900,000 in Tuition and Fees
- Expenditures increase of \$2.7 million for educational and general and \$100,000 for auxiliary
- Expenditures increase of \$2.8 million
 - \$1.5 million salary and wage increase pool
 - \$618,000 fixed costs (utilities, sewage, property insurance, employee benefits, Library subscriptions, microcomputer replacements, leases, scholarships)
 - \$128,000 Student Activities- debt service
 - \$1,794,000 for capital projects (non-recurring)
- Auxiliary Services cost of \$80,000 (Utilities, sewage, and other operating expenses)

- University has reduced their recurring base budget for the divisions as follows:

President	\$9,000
University Advancement	\$36,300
Administration & Fiscal Services	\$362,200
Student Life	\$212,400
Academic Affairs	\$147,400
Other Institutional Accounts	\$255,000
Personnel Savings from Vacancies	<u>\$320,000</u>
	\$1,342,300

- Tuition and Fees increasing 4.8%
The student activity and service fee, health fee, and computer fees were all combined. (an actual increase of \$10)

The administration intends to closely monitor the distribution of the activity fee to the proper departments or divisions.

SUMMARY OF PERSONNEL BUDGET

Faculty	\$354.60
Exempt Staff	\$233.30
Non-Exempt Staff	<u>\$337.48</u>
	\$925.38

SALARY POOL= 5%

- 2% Across the Board
- 2% Merit
- 1% Promotions, Rank Confirmations, other enhancements

SALARY INCREASE COMPONENTS FOR STAFF

- Across the Board
- Merit Pay
- Reclassification/Other Adjustments
- Meritorious Unit "bonus" pool

This is the first time money has been set aside in the budget for reclassification/other adjustments (in-grade adjustments). This pool consists of approximately \$40,000. From January 1, 1994 to June 30, 1994 there have been 47 requests for reclassification, zero have been downgraded, 13 remained the same, and 34 have been modified (in-grade adjustments) or upgraded.

Rep. Connell explained the reclassification process:

1. The supervisor has to request the reclassification.
2. The next up line supervisors all the way to the Vice President must approve.
3. After approval by supervisors and Vice President it is sent on the Human Resources Department to evaluate.
4. ~~The supervisor will then be notified of the decision.~~

If the supervisor is not satisfied with the findings he/she may request an appeal through the Human Resources Department. The appeal is then turned over to the Reclassification Appeals Committee. This committee will review it and make their recommendation to the President. The President can accept or decline the recommendation. This is the last recourse in the process.

At present there is still money in the in-grade adjustments and reclassification pool. The division no longer has to have that additional money in their budget. Up to this point there have been 15 in-grade adjustments (6 non-exempt and 9 exempt).

The process for in-grade adjustments works similar to that of the reclassification except the appropriate Vice President recommends the position to be considered by the Human Resources Department.

The Grade 10 addition to the Classification System was discussed at the Board meeting. Thirteen positions were originally being considered based upon criteria from the original classification system. One recommendation by the consultants was that the University should consider looking at some of the positions and remove them from the classification system because they were market driven. The criteria used to put those positions into the grade 10 were as follows:

1. scope of responsibility
2. policy making influence
3. market value of position on the national level
4. current grade level
5. reporting relationship
6. educational validation and experience

Only five of the thirteen positions were selected from this criteria. Anyone placed in the Grade 10 will not be eligible for the 5% increase in salary that any other staff is eligible for when moved from one grade to the next; as defined in PG-44. Three of the five positions did receive a larger increase in salary due to in-grade adjustments not contingent upon whether or not they were in the Grade 10.

Chair Connell expressed Staff Congress's lack of support for the creation of the Grade 10. He met with the administration on several occasions and discussed their intent for the grade. The staff has tremendous concern with the fact that this issue was put on the Board agenda without timely prior notice to Staff Congress.

The administration wanted this issue presented as a part of the Budget and related issues voted upon at that meeting. This was the reasoning given for the oversight. They however, did make a commitment to looking at all positions in the classification system to make sure they are appropriately classified. Many members of Staff Congress expressed their concerns for being left out of the process and hoped that this would not happen again. Regent Caudill assured Staff Congress that any issue involving staff brought before the Board would be questioned by him as to the involvement of Staff Congress.

Rep. Hopper expressed concern over the other nine grades of the Classification System being also market driven. The Human Resources Department does an annual salary, surveys other institutions, uses CUPA Surveys as well as other means to compare our salaries with other comparable institutions. Last year only one grade was found slightly under the market values.

VICE-CHAIR REPORT:

The Job Classification Appeals Committee recommends that the institution look at :

1. Outsourcing of review of the Job Classification System and Reclassification process.
2. Incorporating some routine review by an outside agency of all positions and salary levels.
3. All classifications be performed by an outside agency on a pre-established timetable (quarterly).

These recommendations were no intention to question the objectivity of the Human Resources Department.

As Chair of the Job Classification Appeals Committee there is one outstanding appeal Rep. Cable will be passing on to the next Vice Chair.

Chair Connell thanked the staff members for all their support and efforts during the past two years he has served as Chair.

SECRETARY'S REPORT: No report.

COMMITTEE REPORTS

CREDENTIALS AND ELECTIONS: There have been two resignations since the last meeting of Staff Congress, Betty Sue Hurley and Dwayne Cable. Scott Barker received the next highest votes in the Service Maintenance category during the last election so he will replace Betty Sue Hurley. The committee will have to meet to begin the process of searching for a replacement for Dwayne Cable since there were no candidates other than the person elected from the Executive Managerial Category.

FISCAL AFFAIRS COMMITTEE: No report.

PERSONNEL POLICIES & BENEFITS COMMITTEE: No report.

OLD BUSINESS:

The Motion to amend the Staff Congress Bylaws extending ex-officio membership to the staff Regent, Chair of Faculty Senate and President of Student Government Association. Call for the vote. Motion passed.

ELECTION OF OFFICERS:

Results of election of Staff Congress officers for 1994-95:

Chair	-	Russell Howard
Vice Chair	-	Michael Hopper
Secretary	-	Debra Morris

NEW BUSINESS:

Rep. Cable suggested that the Congress look at setting a group of goals and objectives to give Staff Congress direction in the following year.

Rep. Planck inquired into the compositions of the Committees. A survey will be sent to all Staff Congress members asking them to list their choices for membership. Assignments to these committees will be made by Chair Howard.

Rep. Hopper would like for Staff Congress to study the concept of having a Chair Elect, Chair and Past Chair. This would give the Chair a year to be groomed for the position. Any change of this matter would mean amending the Constitution. The issue has been sent to the Credentials and Elections Committee for review.

DISCUSSION:

Rep. Connell wanted to remind Staff Congress to look at the Merit pay issue in the following year. Regent Caudill voiced a misunderstanding by staff regarding the across-the-board raises. Not all non-exempt staff received a 4% across-the-board raise. It was 2% across-the-board and 2% for those who would have qualified for Merit. To qualify for merit pay you had to be at least six months off probation.

ANNOUNCEMENTS:

Next meeting: Monday, August 1, 1994, 1:00 p.m., Riggle Room, ADUC.

Rep. Morella made a motion to adjourn.
Seconded by Rep. Planck.

Meeting adjourned at 2:30 p.m.

Minutes submitted by Debra Morris, Secretary of Staff Congress.

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PERSONNEL POLICIES & BENEFITS COMMITTEE: No report.

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ANNOUNCEMENTS:

Next meeting: Monday, August 1, 1994, 1:00 p.m., Riggle Room, ADUC.

Rep. Morella made a motion to adjourn.
Seconded by Rep. Planck.

Meeting adjourned at 2:30 p.m.

Minutes submitted by Debra Morris, Secretary of Staff Congress.

STAFF CONGRESS MINUTES

August 1, 1994

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

Representatives present: *Darlene Allen, Jeffrey Barker, Scott Barker, Thelma Bumgardner, Gene Caudill, Phyllis Dehart, Lana Fraley, Lois Hawkins, Russell Howard, Madonna Huffman, Rhonda Mackin, Carole Morella, Debra Morris, Lonnie Morris, Teresia Parker, Joe Planck, Ruth Robinson, Belva Sammons, Jeffrey Smedley, Keni Spradling, Jack Templeman, Kenneth White and Margaret Young.*

Representatives absent: *Dan Connell, Michael Hopper, Brent Jones, Linda Kegley, John Mahaney, Angela White and Ricky Joe Williams.*

Rep. Sammons made a motion to approve the minutes of the July 12 meeting as submitted; seconded by Rep. Morella. Motion passed.

CHAIR'S REPORT:

The Executive Committee met and comprised a list of priorities for Staff Congress for the following year.

- 1. Promotion Within Grade system based upon longevity and other factors.*
- 2. Sick Leave Pool. The Committee would like to see a clarification and restudy of the procedure.*
- 3. A record of your sick leave and vacation leave on our pay stubs.*
- 4. The production of a Staff Congress Manual to help orientate new members.*
- 5. We would like to be included in the Health Insurance in it's early stages of discussion.*
- 6. Study the feasibility of a Vision Care rider.*
- 7. Daycare. Jackie Scott is working on a grant to establish a daycare for use by MSU Faculty, Staff, students and St. Claire employees.*
- 8. Merit Pay. Dedicate ourselves to the monitoring of the merit pay issue both nationally as well as on campus.*

A question was posed regarding the fairness issue and merit pay. The administration is currently working on a plan to deal with this issue.

Rep. Spradling commented on the Vision Care rider by expressing her experiences with such a rider as being overly priced for the coverage you obtain. Vice President Daily stated that most companies will not make it an optional rider. Everyone would have to subscribe.

VICE-CHAIR REPORT:

No report.

SECRETARY'S REPORT:

Copies of the Constitution and Bylaws for Staff Congress are in the revision process and will be distributed shortly.

COMMITTEE REPORTS

CREDENTIALS AND ELECTIONS:

No report.

FISCAL AFFAIRS COMMITTEE:

No report.

PERSONNEL POLICIES & BENEFITS COMMITTEE: *The Committee was asked to look at a UAR 301.01 dealing with amendments to the Staff Performance Management System. The committee distributed copies of their recommended changes to the Congress prior to the meeting. The recommended changes were as follows:*

1. *"During the probationary period, the employee must be appraised minimally at 60 day intervals rather than 90 day intervals."*
2. *Inserting a new sub-section number two- "At 60 day intervals during the probationary period, the supervisor and employee shall meet to review job performance..."*

*Changes recommended to the memo from Dr. Bonheim dated June 15, 1994
"Clarification of Staff Discipline and Dismissal Processes"*

1. Termination Procedure

Current Language:

"...providing he/she makes application in writing to the Director of Human Resources within three work days from receipt of the notice, in accordance with PSE-8 Step 2, PSNE-9 Step 2."

Recommended Change:

Both PSE-8 and PSNE-9 state "...within five work days"

2. Final Procedure, page 2

Current Language:

"...written notice shall be mailed by certified mail, return receipt requested, to the employee..."

Recommended change:

*"...written notice shall be mailed by **restricted** certified mail, return receipt requested, to the employee..."*

Rep. Hawkins presented the discussion and changes made by the Committee. Dr. Bonheim was concerned with the change to restricted mail. It appears that the process would stop if a person refused to sign for the restricted letter. The Personnel Benefits Committee will study this aspect further. Dr. Bonheim made another clarification dealing with the amount of time a person may be placed on probation. It does not have to be in six month increments, it can be for any amount of time chosen by the supervisor. This issue was sent back to Committee to review further.

OLD BUSINESS:

The outsourcing of Job Reclassification and Merit pay issues were sent to the Personnel Benefits Committee for study.

NEW BUSINESS:

PERFORMANCE MANAGEMENT SYSTEM

Rep. K. White requested a clarification of the sensitivity issue. Regent Caudill voiced concern over the three written reprimands meaning immediate dismissal and how reprimands would be taken out of personnel folders.

Rep. Sammons made a recommendation that the Performance Management System be taken back to the Personnel Benefits Committee to work out concerns with Dr. Bonheim. This motion was seconded by Rep. Hawkins. Motion carried.

DISCONTINUATION DISTRIBUTION OF MINUTES TO ALL STAFF

Chair Howard recommended that a form accompany the past minutes asking staff members of MSU to return the form if they would like to receive copies of the monthly Staff Congress minutes. The newsletter will be distributed monthly highlighting everything pertaining to the months meeting. It will be distributed within two weeks of the meeting which is an asset compared to the time constraints when dealing with the distribution of the minutes. A copy of the minutes can be obtained for photocopying from the MSU Archives on the 5th floor of the Camden-Carroll Library or from the Staff Congress secretary. Constituents are also urged to obtain copies from their representatives to Staff Congress. A motion to distribute a Staff Congress Newsletter, in place of the minutes, within two weeks of the meeting was made by Rep. Parker. This motion was seconded by Rep. Planck. The motion carried with one vote of nay.

UAR INVOLVING FOREIGN NATIONALS

A UAR involving Foreign Nationals was distributed for review by Staff Congress. This UAR pertains mostly to faculty at this time and the complicated legal process, guidelines and process for facilitating employment. A motion was made by Rep. Smedley to accept the UAR as presented. It was seconded by Rep. Huffman. The motion carried.

Rep. Morella encouraged the administration to present policies for review to Staff Congress within a timely manner in order to facilitate adequate review by committees before bringing to a vote.

FORMATION OF COMMITTEES

Newly elected persons to Staff Congress were given an opportunity to volunteer to serve upon the three Staff Congress committees. A new listing of committee membership is attached to this set of minutes.

ANNOUNCEMENTS:

Next meeting: Tuesday, September 12, 1994, 1:00 p.m., Riggle Room, ADUC.

*Rep. Morella made a motion to adjourn.
Seconded by Rep. Parker.*

Meeting adjourned at 2:30 p.m.

Minutes submitted by Debra Morris, Secretary of Staff Congress.

(August, 1994)

STAFF CONGRESS COMMITTEE MEMBERSHIPS 1994-1995

Personnel Policies and Benefits Committee

Lois Hawkins, Chair
Lonnie Morris
John Mahaney
Jeff Barker
Rhonda Mackin

Jeff Smedley
Scott Barker
Teresa Parker
Dan Connell

Fiscal Affairs Committee

Brent Jones, Chair
Darlene Allen
Keni Spradling
Kenneth White
Joe Planck

Belva Sammons
Jack Templeman
Ricky Joe Williams

Credentials and Elections Committee

Credentials & Election Subcom.

Debra Morris, Chair
Ruth Robinson
Linda Kegley

Phyllis Dehart
Tish Young
Thelma Bumgardner

Standing Com. Appointments Subcom.

Angela White, Chair
Carole Morella

Madonna Huffman
Jack Templeman

STAFF CONGRESS MINUTES
September 12, 1994

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Representatives present: *Jeffrey Barker, Scott Barker, Thelma Bumgardner, Gene Caudill, Dan Connell, Phyllis Dehart, Lois Hawkins, Michael Hopper, Russell Howard, Madonna Huffman, Brent Jones, Linda Kegley, John Mahaney, Carole Morella, Debra Morris, Lonnie Morris, Teresia Parker, Joe Planck, Ruth Robinson, Belva Sammons, Pauline Skaggs, Jeffrey Smedley, Larry Stephenson, Jack Templeman, Angela White, Kenneth White and Margaret Young.*

Representatives absent: *Darlene Allen, Rhonda Mackin, Keni Spradling and Ricky Joe Williams.*

Rep. Morella made a motion to approve the minutes of the August 1st meeting as submitted; seconded by Rep. Connell. Motion passed.

CHAIR'S REPORT:

The stipend for the position of Chair of Staff Congress has been increased to \$300.00 per month.

Chair Howard addressed a letter regarding Affirmative Action from Murray Grevious. Staff Congress will continue to support Affirmative Action policies on this campus even though it was not listed in our list of priorities for the following year.

Chair Howard has received many complementary remarks concerning the Staff Notes. Thanks to Vice Chair Hopper for the outstanding job he has done comprising it.

Dr. Eaglin is in the process of organizing a Special Events Committee. The Executive Committee of Staff Congress has recommended Gene Caudill, Jan Burge and Suzette Redwine to serve as staff Representatives. The President is also in need of volunteers to help to begin renovations of the Gold Room to become the Heritage Room. All those interested should contact the Development office.

The University is in the process of buying the old Cowden Factory building. It is intended to be used as a warehouse, for the recycling on campus and possibly the motor pool. The project is awaiting approval of the Board of Regents and state appraisal.

Dr. Eaglin would like to see a gift given in lieu of pinning for 10, 15, 20 year service as well as retirement.

Staff Congress, September 12, 1994

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The University has started the "We love MSU campaign" to increase local business contributions to the University. At present, only 40% of the local business's make a contribution.

October 1 is the Heart Walk on campus. All University Staff are encouraged to participate.

There are many issues from the Human Resources Department that Staff Congress will be looking at and discussing:

- 1. Career Ladders*
- 2. Professional Development*
- 3. Staff Salary Distribution Plan*
- 4. Performance Appraisal Forms*
- 5. TNT gym corporate membership rate schedule*

Chair Howard turned his report over to Dr. Boenheim allowing her to address Staff Congress before leaving Morehead State. She expressed gratitude and enjoyment and hoped that the Congress would stay on track towards accomplishing the goals set.

VICE-CHAIR REPORT:

Vice Chair Hopper thanked Dr. Boenheim for the contributions she made to Staff Congress and on behalf of the Staff of Morehead State University.

Any submissions for the next edition of Staff Notes needs to be sent to Vice Chair Hopper within the next week. He welcomes guest commentary at any time.

Vice Chair Hopper brought to the attention of the Congress the experience qualification to chair standing committees. Dan Connell has replaced Lois Hawkins as chair of the Personnel Benefits Committee due to this stipulation set forth in our Bylaws. Committee chairs were presented to the Congress for approval. Rep. Parker made a motion to accept Dan Connell, Debra Morris, Brent Jones and Angela White as committee chairpersons; seconded by Rep. Dehart. Motion passed.

Once representatives are assigned to a committee you will remain on that committee for the duration of your term unless you request a change.

Also according to our Bylaws, debate time is not to exceed 20 minutes on any one issue unless it is approved with 2/3 vote by the Congress to extend.

Staff Congress, September 12, 1994

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SECRETARY'S REPORT:

Secretary Morris will be sending copies of materials distributed at the Staff Congress meeting to members unable to attend.

COMMITTEE REPORTS

CREDENTIALS AND ELECTIONS: *The Committee was charged with the mission of replacing two spots vacated within the past couple of months. Pauline Skaggs has been asked to fill the opening in the Service/Maintenance Category and Larry Stephenson the opening in the Executive Managerial Category.*

FISCAL AFFAIRS COMMITTEE: *No report.*

PERSONNEL POLICIES & BENEFITS COMMITTEE: *Issues being looked at are as follows:*

1. *New Performance Appraisal Forms for nonexempt staff.*
2. *Staff Salary Distribution Plan- Committee is studying further.*
3. *Merit Pool- Mathematical and Mean/Median Score systems will be studied further by the Committee.*

Concern was raised for those individuals, especially interim positions, where the individual has been evaluated on a previous or interim position. The concern is expressed over which merit pool the merit raise would be taken from. The committee will consider this issue when studying merit distribution methods.

4. *Incentive Pay- to be studied further.*

Issues being brought forward for discussion and vote are as follows:

1. *Compensatory time for personal time spent on Staff Congress meetings.*
2. *Staff survey to determine preference for allocation of performance pay and the longevity issue.*
3. *TNT Gym corporate membership plan.*

Staff Congress, September 12, 1994

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OLD BUSINESS:

UAR 301.01 dealing with the Performance Management System was passed on to the administration with the recommended changes discussed in the previous Staff Congress meeting. It has been approved by Dr. Eaglin and is now being implemented by the Human Resources Department.

Supervisory Training

The Committee on Supervisory Training distributed and submitted recommendations for a Supervisory Training program to the Congress.

The Committee supports the concept suggested by Dr. Boenheim to hire a consultant for a 20% time contract (on a month to month basis for a maximum of 9 months-salary to be determined, but in the range of \$1000 per month) to perform the following duties:

- 1. provide selected training workshops (topics to be determined)*
- 2. provide training to prospective in-house trainers*
- 3. grant writing to secure funds for professional development*
- 4. conduct surveys of staff (what types of professional development opportunities are needed; who on-campus is qualified to provide different types of training)*
- 5. develop career ladders and define job families*
- 6. work with Supervisory Training Committee to further define a training program for new supervisors*

Questions arose over the current individual/individuals conducting Staff Development and coordinating development programs. At one point money was distributed for staff development programs. The Center for Critical Thinking develops programming for the Faculty on campus. The Human Resources Department will provide the \$9,000 dollars (\$1000/month until May) to fund this position. The Training Fund has 3 to 4,000 extra dollars in it to bring individuals in to train or for sending individuals off to be given training. Concern was expressed over the large amount of money allocated for the salary of this position. The figure given was only arbitrarily set. Dr. Boenheim has encouraged the Committee to act quickly. Groups have been contacting Rep. A. White regarding development workshops. The average price per group for a one day workshop is around \$2,500.

Staff Congress, September 12, 1994

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NEW BUSINESS:

SUPERVISORY TRAINING

The previous recommendation was brought before the Congress for a vote. The Congress was not prepared to vote. Rep. Sammons made a motion to extend debate; seconded by Rep. L. Morris. Motion passed.

Debate continued over the major responsibility of this position as well as who this person would report to.

Debate was interrupted to allow Wilma Stegell, representing the custodial staff, to bring a concern before Staff Congress. The Physical Plant is considering implementing a graveyard shift (11:00 pm - 7:00 am). The custodial staff does not see a need for this shift. This decision would cause hardships for many of the custodians and their families. Chair Howard expressed sympathy for their concerns and referred the matter to the Personnel Benefits Committee for further consideration.

Rep. Morella called for the question regarding the Supervisory Training issue. The recommendation passed by a narrow margin.

A motion was made to table the other issues and recommendations concerning Supervisory Training until the next meeting. Motion passed.

NEW MEMBERS

Pauline Skaggs and Larry Stephenson were unanimously voted in to the Congress.

IN-GRADE ADJUSTMENTS FOR SECRETARY SPECIALISTS

Rep. Hawkins questioned Dr. Boenheim over a recent decision to adjust the Secretary Specialist positions. Originally all in the category were informed that their positions would receive an in-grade adjustment. Only six of the 35 positions received the adjustment due to inadequate funds to adjust all.

Rep. Planck asked Chair Howard to send this issue to Committee. The Fiscal Affairs Committee has been asked to study this issue further.

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NEW PERFORMANCE APPRAISAL FORMS FOR NON-EXEMPT STAFF

Rep. Connell asked if the Congress would be interested in the Personnel Benefits Committee studying these newly devised forms.

Concerns were expressed over using two different instruments. Rep. Jones made a motion to not study this issue further; seconded by Rep. Sammons. Motion passed with one opposition and two abstentions.

STAFF SALARY DISTRIBUTION PLAN

The Personnel Benefits Committee would like to meet further with Human Resources before bringing forward a recommendation on this matter.

SALARY INCREASE UPON BEING AWARDED AN ADVANCED DEGREE

Clarification was made; this is a "bonus" situation for Staff and a salary increase for Faculty. The two policies are now being combined under one Administrative Regulation. One change to the policy was the inclusion of Professional Trade Certification. The Congress did not understand why the UAR's were being combined when one was a "bonus" situation while the other is salary increase. This issue has been sent to the Personnel Benefits Committee for further study.

COMPENSATORY TIME FOR PERSONAL TIME TO ATTEND STAFF CONGRESS MEETINGS

*Some members work at different times than 8:00 a.m. to 4:30 p.m. and they must use their own personal time to attend meetings. Staff members who work from 8:00 a.m to 4:30 p.m. are normally allowed to attend meetings as part of their normal work day. The Personnel Policies and Benefits Committee brought forward the recommendation that Staff Congress members who must use their own personal time for Staff Congress meetings will earn compensatory time to be taken off at the discretion of the person's supervisor. The following friendly amendment was made by Rep. Planck; Staff Congress members who must use their own personal time for Staff Congress meetings will earn **equivalent time** to be taken off **with mutual agreement** of the person's supervisor and within the equivalent time policy set by the University. The recommendation from Committee passed narrowly with one abstention.*

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LONGEVITY PAY ISSUE/STAFF SALARY DISTRIBUTION PLAN

The Personnel Benefits Committee would like to survey the non-exempt staff to see how they feel regarding this proposed Salary Distribution Plan. The Committee does not feel comfortable making a recommendation without knowing how non-exempt staff feel. Rep. Stephenson called for question. The recommendation to conduct a survey of non-exempt staff passed.

TNT GYM CORPORATE MEMBERSHIP PLAN

A fee schedule and membership plan were distributed for consideration. The membership plan would not cost the University anything. Rep. Morella would like us to give all spas and gyms in town an opportunity to submit corporate membership plans. This issue was referred back to Committee.

Rep. S. Barker would like the Congress to consider supporting a motion to abolish the parking fee for Morehead State employees. This issue was sent to the Fiscal Affairs Committee for study.

ANNOUNCEMENTS:

Next meeting: Monday, October 3, 1994, 1:00 p.m., Riggle Room, ADUC.

*Rep. Dehart made a motion to adjourn.
Seconded by Rep. Hawkins.*

Meeting adjourned at 3:10 p.m.

Minutes submitted by Debra Morris, Secretary of Staff Congress.

STAFF CONGRESS MINUTES
October 3, 1994

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

Representatives present: *Darlene Allen, Jeffrey Barker, Scott Barker, Thelma Bumgardner, Dan Connell, Phyllis Dehart, Lois Hawkins, Michael Hopper, Russell Howard, Madonna Huffman, Brent Jones, Linda Kegley, Debra Morris, Lonnie Morris, Joe Planck, Belva Sammons, Pauline Skaggs, Jeffrey Smedley, Larry Stephenson, Angela White, Kenneth White and Margaret Young.*

Representatives absent: *Gene Caudill, Rhonda Mackin, John Mahaney, Carole Morella, Teresia Parker, Ruth Robinson, Jack Templeman and Ricky Joe Williams.*

There was one correction made to the minutes of the September 12 meeting of Staff Congress; Page 6 under Compensatory time for Personal time to Attend Staff Congress Meetings, Rep. Planck made the friendly amendment that the equivalent time be for regularly scheduled monthly meetings of Staff Congress, not the issue dealing with the equivalent time policy.

Rep. Sammons made a motion to approve the minutes of the September 12 meeting with the above correction ; seconded by Rep. A. White. Motion passed.

CHAIR'S REPORT:

The acting directors of Human Resources, Michelle Hardin and Suzanne Hogge were unable to attend today's meeting, but reported that the issue dealing with Equivalent Time for Personnel Time spent in Staff Congress meetings is being looked at by the Vice Presidents and the President.

VICE-CHAIR REPORT:

Everyone should have received their copies of the Staff Notes. Some persons have already contacted Vice Chair Hopper regarding the unclear Salary Survey included in the notes. Anyone interested in obtaining a clearer copy can find the survey in the Chronicle of Higher Education Almanac. Vice Chair Hopper has a copy in his office and the Camden-Carroll Library also has a copy.

The Classification Appeals committee will be meeting next week to review one request which has recently been submitted to Human Resources.

SECRETARY'S REPORT:

No report.

COMMITTEE REPORTS

CREDENTIALS AND ELECTIONS: *No report.*

FISCAL AFFAIRS COMMITTEE: **PARKING FEE ISSUE-** *The Committee would like to study this issue further before making it's recommendation.*

SECRETARY SPECIALIST- *Rep. Jones clarified the circumstances leading to the in-grade adjustment of these positions. The President asked each division for a list of people to be considered for in-grade adjustments. In the Secretary Specialist classification only four positions were recommended. The Vice Presidents and President decided to look at the whole category in addition to those four positions recommended. The Human Resources department was working with a set amount of money to distribute. Dr. Boenheim looked at several different models for making an adjustment to this classification category. She decided the best formula to use would incorporate years of service and time in position. Once worked out there were only 6 or 7 positions, those who had 15 years of service plus 2-3 years of time within position, which qualified to be brought up to midpoint. The Committee asked Dr. Boenheim to provide a statement of the intention by the administration on how and when they will consider further adjustments to this category. The Committee was unable to obtain a statement by the administration. The Committee feels this is not a problem analogous to the Secretary Specialist category but for all positions on this campus and would like for the administration to formulate a plan to bring all positions closer to their midpoint.*

PERSONNEL POLICIES & BENEFITS COMMITTEE: *The Committee will be presenting four recommendations under Old Business.*

SUPERVISORY TRAINING COMMITTEE: *The Committee met with Dr. Boenheim to create a job announcement for the Staff Development and Training position. Michelle Hardin, acting co-director of Human Resources, was not involved in previous discussions regarding this position. She has asked the Committee to meet further with her before preparing the announcement.*

OLD BUSINESS:

CUSTODIAL NIGHT SHIFT CONTROVERSY

The Personnel Benefits Committee, Porter Daily and Wilma Stegall met to discuss and clarify the new night shift being implemented in the Physical Plant Department. Rep. Connell reports that eight custodians will be assigned to the night shift. These positions are new hires. No one is being forced to change to this shift. A supervisor may be required to move, but that was unclear at this point. Also some 100 hour temporary employees may also be reassigned. Some custodians, however, may have their building assignments changed. Ms. Stegall seemed content with the clarification. There were some questions raised as to why we are creating a night shift. The night shift is the best time to clean some of the buildings. We are the last regional university to adopt a night shift. The Committee felt there was no action needed to be taken on this situation.

STAFF SALARY DISTRIBUTION PLAN

The following was recommended to the Congress:

The Office of Human Resources, in conjunction with the Staff Congress, develop a plan to distribute salary increases for non-exempt employees in two components: 1) all eligible non-exempt employees receive the same percentage across-the-board increase; and 2) those non-exempt employees who have been out of probationary status for at least six months during the evaluation year will receive an additional percentage increase based upon the years of service at the University. This plan would be presented to the Staff Congress for review and action and distributed to non-exempt employees for comments.

The rationale for the recommendation was as follows:

Of the 354 surveys which were distributed, 132 were returned. The responses were 34 for all eligible non-exempt employees, receive the same across-the-board percentage increase and those non-exempt employees who have been out of probationary status for at least six months during the evaluation year will receive an additional percentage increase. This additional increase will be the same percentage increase for all eligible employees; 34 for All eligible non-exempt employees receive the same across-the-board percentage increase and those non-exempt employees who have been out of probationary status for at least six months during the evaluation year will receive an additional percentage increase based upon years of service and years in the employees current grade level; and 60 for All eligible non-exempt employees receive the same across-the-board percentage increase and those non-exempt employees who have been out of probationary status for at least six months during the evaluation year will receive an additional percentage increase based upon the years of service at the University. The years in the person's current grade would not be considered.

The recommendation from Committee passed with only one vote of opposition.

SALARY INCREASES UPON BEING AWARDED AN ADVANCED DEGREE

The Committee recommends the following major additions to the administrative regulation implementing PG-41:

"...earning degrees beyond the minimum requirements for the position, base salary increases..."

"...\$600 for Specialists..."

"...will be added to the staff member's base salary. "

"Staff members earning a professional or trade certification not required as part of the minimum requirements of their position may qualify for a base salary increase of at least \$250, for work-related certifications, during employment at MSU."

In addition to the above changes, the following statement was struck from the administrative regulation: "Since unit heads are expected to remain current in their application areas of responsibilities, they will normally be excluded from the applicable provisions of this policy."

Discussion was held over guidelines being set for the certification aspect, why a salary increase of \$200 was being awarded for obtaining a GED when that is a minimum requirement for employment and over the modest values being awarded for obtaining degrees versus dollar amounts for certifications.

After much discussion, the consensus was that it would be almost impossible to set criteria for certification since we are dealing with many diverse groups.

Rep. Stephenson made a recommendation to have the word should changed to must in the following paragraph: "The certificate should be specifically related to the employee's primary duties, and should be preapproved through normal administrative channels..."

Rep. S. Barker made the motion to approve the previous recommendation; seconded by Rep. J. Smedley; the motion passed.

A second motion to change the "The certificate should be specifically...." to "The certificate must be specifically...." was made by Rep. B. Jones; seconded by Rep. J. Smedley; motion passed.

A third motion to strike "...salary increase of \$200 for GED ..." was made by Vice Chair Hopper; seconded by Rep. B. Jones; motion passed.

Some members of the Congress expressed hesitation over voting on an issue where some terms are unclear, others felt that the Committee could study and define the certification criteria further.

Debate had exceeded the 20 minutes time limit. Rep. Connell made a motion to extend debate; seconded by Rep. B. Jones; motion passed.

Rep. B. Jones made a motion to remove the second paragraph under Professional Development for Support Staff dealing with professional or trade certification and any statements found in other paragraphs pertaining to certification, making this issue a separate UAR; seconded by Rep. K. Spradling; motion passed with one vote of opposition.

Chair Howard asked Rep. Connell and his Committee to continue study and development of an Administrative Regulation for Certification.

MERIT POOL

The Committee presented the following recommendation:

"If a staff member serves in an interim or acting capacity for more than six months during the evaluation year, the person should be held harmless and receive the average salary increase."

This recommendation was brought forward due to a couple instances where persons were evaluated in the interim position by their interim supervisor not their permanent supervisor. The pool money ended up being taken out of the department pool they return to upon completion of the interim position.

Rep. Stephenson posed questions regarding the wording, "...average salary increase." The Committee accepted the friendly amendment to change the wording to "...salary increase equal to percentage's allotted to across the board and merit pools." The friendly amendment passed.

UNIT INCENTIVE PROGRAM

The Committee needs to give this matter further study.

TNT GYM CORPORATE MEMBERSHIP PLAN

The Committee recommends that the University establish a procedure to allow employees to join local physical fitness centers at a reduced rate. This would be coordinated through the Human Resources Department. The recommendation came from Committee and was brought forward for a vote; motion passed.

NEW BUSINESS:

Rep. L. Kegley asked on behalf of the custodial staff, that Staff Congress study an option for those individuals who reach their maximum 30 vacation days to be able to roll vacation days over to sick days rather than lose them. Rep. Dehart posed a possible problem when dealing with the Retirement System. This issue has been sent to the Personnel Policies and Benefits Committee for further study.

Rep. B. Jones asked for opinions of Congress members regarding the issue of raising salaries to mid-point for staff. Questions arose in regards to the quartile system. The Congress discussed the basis of the quartile system and the problems faced by introducing merit into a system which did not include this component as a basis for salary increases and movement within the levels.

Rep. S. Barker asked about the policy regarding written reprimands being removed from Personnel Files. The Personnel Policies and Benefits Committee will check into the policy for the next meeting.

ANNOUNCEMENTS:

Next meeting: Monday, November 7, 1994, 1:00 p.m., Riggle Room, ADUC.

*Rep. S. Barker made a motion to adjourn.
Seconded by Rep. Connell.*

Meeting adjourned at 2:30 p.m.

Minutes submitted by Debra Morris, Secretary of Staff Congress.

STAFF CONGRESS MINUTES
November 7, 1994

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

Representatives present: *Darlene Allen, Scott Barker, Thelma Bumgardner, Gene Caudill, Lois Hawkins, Michael Hopper, Russell Howard, Madonna Huffman, Brent Jones, Linda Kegley, Carole Morella, Debra Morris, Lonnie Morris, Teresia Parker, Joe Planck, Ruth Robinson, Jeffrey Smedley, Keni Spradling, Larry Stephenson, Angela White, Kenneth White and Margaret Young.*

Representatives absent: *Jeffrey Barker, Dan Connell, Phyllis Dehart, Rhonda Mackin, John Mahaney, Belva Sammons, Pauline Skaggs, Jack Templeman and Ricky Joe Williams.*

One change was made to the minutes of the October 3rd meeting of Staff Congress, Keni Spradling was added to the list of representatives present.

Rep. Jones made a motion to approve the minutes of the October 3 meeting with the above correction ; seconded by Rep. Smedley. Motion passed.

CHAIR'S REPORT:

Porter Dailey has responded to our concerns for merit increases for those persons in interim and/or temporary positions for a portion of their evaluation period, by making the proper adjustments to those affected.

The Human Resources Department has been instructed to prepare plans using longevity as a component for distribution of non-exempt staff raises in 1995. The plans will be forwarded to Staff Congress for our consideration.

The University will allow TNT gym, and other fitness centers to advertise their corporate gym memberships available to Morehead State University. The University will not advertise for them.

Many items under consideration by the Human Resources Department, Staff Classification and Unit Incentives to name a few, have been delayed until a new Director of Human Resources is in place.

VICE-CHAIR REPORT:

The Staff Classification and Appeals Committee has met once in the past month. The Committee needed additional information in order to act upon this request. The Committee intends to resolve this matter at their next meeting to be held this month.

Any items for the next issue of the newsletter need to be submitted to Vice-Chair Hopper as soon as possible.

SECRETARY'S REPORT:

No report.

COMMITTEE REPORTS

CREDENTIALS AND ELECTIONS: *No report.*

FISCAL AFFAIRS COMMITTEE: **PARKING FEE ISSUE-** *The Committee has explored the issue of free parking for MSU faculty and staff. After reviewing the relevant data, the Committee makes the recommendation that Staff Congress not pursue the issue further. The President has announced an initiative to reward Staff with over 25 year of service with free parking. Abolishing the parking fees would result in a loss of \$37,590 to the University. Most of the other state institutions have parking fees exceeding MSU's. The exceptions were Eastern and Murray with fees of nothing and ten dollars respectively. The other state institutions charge:*

<i>UK-</i>	<i>\$120 yearly</i>
<i>U of L-</i>	<i>\$200 yearly</i>
<i>Western-</i>	<i>\$45 yearly</i>
<i>Northern-</i>	<i>\$48 yearly</i>

SECRETARY SPECIALIST- *The Committee recommends that Staff Congress take no action concerning the issue. The matter is currently being dealt with by the administration via reclassification. However, the Committee does recommend that Staff Congress request Human Resources develop a plan to advance all staff.*

SUPERVISORY TRAINING COMMITTEE: *The issues being developed by this Committee have been put on hold until a the new Director of Human Resources is in place.*

STANDING COMMITTEE APPOINTMENTS SUBCOMMITTEE

The Committee has a recommendation for replacement of a staff member to a standing committee. This recommendation will be brought up for a vote under New Business.

PERSONNEL POLICIES & BENEFITS COMMITTEE: Health and Dental Insurance- *The University asked for bids for the 1995 health and dental insurance plans and has recommended that the contract be awarded to Accordia, which is the current provider. A goal of the University was to maintain the same three health programs and the dental program as exists currently. The three plans were the base plan, the premium plan and the alternate plan. Single and family options were requested for the base and premium plans. The family option was requested for the alternate plan. A final contract had not been signed as of November 7, 1994. The final contract will be signed very soon and each employee will be sent information concerning the programs and the rates during the University's Open Enrollment period. As part of the Kentucky Health Reform legislation all institutions of higher education will be required to participate in the state's health plan in 1996. This will mean a change in the plans in 1996.*

KERS and KTRS- *At the request of Staff Congress, the Personnel Policies and Benefits Committee gathered the following information concerning crediting unused sick leave toward retirement as part of KERS and KTRS. Employees who participate in KERS may credit all unused sick days toward retirement. This costs the University about \$1,000 per retiree. The University allows employees under KTRS to credit six months of unused sick leave toward Retirement (KRS 161.623). This costs the University approximately \$5,000 per retiree. Morehead State is one of two state Universities which contributes toward the first six months of unused sick leave under KTRS. Under KRS 161.623 the University's participation is optional and the University may opt to purchase less service credit that the employee is eligible to receive provided the same percentage of reduction is made applicable to all retiring members of the University during a school fiscal year.*

Rep. Caudill would like to see the average amount of days rolled over for credit. He feels the members of KTRS are not being treated equally with members of KERS.

Questions were raised by Rep. Hawkins regarding bids for insurance and how Accordia was chosen. Many felt Staff Congress should have been advised regarding our possibilities. Congress was reminded that we are now self-insured. Accordia has been hired to manage or administer our policy. Rep. S. Barker asked why Humana was not one of our choices for health care insurance. There was much discussion and many misunderstandings concerning our health insurance policies.

OLD BUSINESS:

SALARY INCREASE UPON BEING AWARDED AN ADVANCED DEGREE

The Personnel Policies and Benefits Committee recommends that we accept the UAR presented with the changes recommended by Staff Congress at the previous meeting. The Certification issue was struck from the UAR.

Questions were posed over estimated cost to the University for awarding to base salary. Questions were also posed over the statement "...earning degrees beyond the minimum requirements for the position, base....." It was noted that there are people on staff who exceed the minimum requirements for their positions who would not be compensated for a degree they already have when a person in that same position without that degree could obtain it and be given a pay raise for it. For this reason, Rep. Planck would like to see it remain a bonus situation rather than added to the base salary.

Rep. Planck called for the question; seconded by Rep. Stephenson. Recommendation passed with three votes of opposition.

SECRETARY SPECIALIST ADJUSTMENTS

The Fiscal Affairs Committee recommends that Staff Congress take no action concerning this issue. The matter is currently being dealt with by the administration via reclassification. However, the Committee does recommend that Staff Congress request Human Resources develop a plan to advance all staff-not just one group.

Members wanted clarification on the situation, why 9 positions were given in-grade adjustments and now the other positions are being dealt with by reclassification.

Rep. Morella requested that Chair Howard ask the Human Resources Department to have someone from their office attend our Staff Congress meetings to give clarification to matters we have questions regarding. Many questions arose over whether we still have a quartile system in use at our institution.

Rep. Hopper asked if the Committee was actually making two recommendations.

Recommendation number one: that no action be taken concerning this issue; motion passed.

A friendly amendment to issue number two was made by Vice Chair Hopper; that we request that Human Resources develop a clear and comprehensive plan for classification of positions to advance all staff; seconded by S. Barker; motion passed.

NEW BUSINESS:

UNIT INCENTIVE PAY CRITERIA

This plan was submitted by Porter Daily to the Personnel Policies and Benefits Committee. It is being distributed for our consideration. Any comments, clarifications or changes you would like made to this plan should be forwarded to the Human Resources Department or Dan Connell by November 9. The Draft will then be submitted to Staff Congress for their approval at the December meeting.

REMOVAL OF WRITTEN REPRIMANDS

The Personnel Policies and Benefits Committee recommends that PSE-7 and PSNE-8 have the following change added to them: "At the end of six months from the date of the written reprimand, the employee may submit to the Director of Human Resources a written request to remove the written reprimand from the individual's file. The Director of Human Resources will request a recommendation from the employee's supervisor. If the supervisor and the next up-line supervisor recommend the removal of reprimand, it is removed from the employee's file. If the supervisor and next up-line supervisor recommend that the reprimand remain in the file, the supervisor with the endorsement of the next up-line supervisor must submit a written statement which explains the reasons for not removing the reprimand."

A friendly amendment was made to this addition stating that copies of the written statement explaining reasons for not removing the reprimand must also be submitted to the employee.

The recommendation was brought before the Congress for a vote; recommendation passed with one vote of opposition.

PARKING FEES

Rep. S. Barker brought forward a motion to abolish parking fees for Faculty and Staff; seconded by Rep. Smedley; motion did not pass with a vote of seven for, ten against and two abstentions.

Rep. Morella commended Rep. S. Barker for his request which does not lack merit and encouraged him to back up his request with figures and possibilities of where the \$37,590 lost from granting free parking passes would be obtained. There were 1074 Faculty/Staff parking stickers granted for the past year. Questions arose as to why this number exceeded the number of staff and faculty employed at this University.

STANDING COMMITTEE APPOINTMENT

The resignation of Mark Sage from the University caused a staff vacancy on the Job Classification Appeals Committee. The Standing Committee Appointments Subcommittee is recommending Dale Howard to fill the vacancy on this Standing Committee. The recommendation passed.

ANNOUNCEMENTS:

Next meeting: Monday, December 5, 1994, 1:00 p.m., Riggle Room, ADUC.

*Rep. Robinson made a motion to adjourn.
Seconded by Rep. L. Morris.*

Meeting adjourned at 2:30 p.m.

Minutes submitted by Debra Morris, Secretary of Staff Congress.

STAFF CONGRESS MINUTES
December 5, 1994

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

Representatives present: *Scott Barker, Thelma Bumgardner, Gene Caudill, Dan Connell, Phyllis Dehart, Lois Hawkins, Roger Hilderbrand, Michael Hopper, Russell Howard, Madonna Huffman, Rhonda Macking, Carole Morella, Debra Morris, Lonnie Morris, Teresia Parker, Joe Planck, Ruth Robinson, Pauline Skaggs, Jeffrey Smedley, Keni Spradling, Larry Stephenson, Angela White, Kenneth White, Ricky Joe Williams and Margaret Young.*

Representatives absent: *Darlene Allen, Jeffrey Barker, Linda Kegley, John Mahaney, Belya Sammons and Jack Templeman.*

Guests: *Dwayne Cable, Michelle Hardin and Suzanne Hogge.*

ADDITION TO THE AGENDA:

Rep. Bumgardner made a request on behalf of the night shift workers in Physical Plant for Staff Congress to look into the possibility of these individuals receiving their paychecks at 7:30 a.m. before leaving campus for the day rather than having to come back to pick them up. Rep. Stephenson mentioned those night shift persons and weekend persons who do not work on Fridays.

Rep. Caudill stated that the issue was before the administration and felt confident the situation would be resolved to allow those persons to receive their checks at 7:30 a.m. when leaving their shift.

Rep. Hawkins made a motion to approve the minutes of the November 7 meeting ; seconded by Rep. Spradling. Motion passed.

CHAIR'S REPORT:

Chair Howard welcomed guests to the Staff Congress meeting.

Rep. B. Jones submitted a letter of resignation to Staff Congress to be effective November 8, 1994.

November 15, Porter Dailey officially responded to our Memorandum regarding the Supervisory Training position. The office of Human Resources will not act upon this request until a new Human Resources Director is in place.

Vice President Dailey also responded to our request for those persons attending Staff Congress meetings on their personal time to be given equivalent time for attending these meetings. This request was not approved by the administration. They felt it would not be in the best interest of the University.

Chair Howard received a copy of a memo sent to Al Evans, Chair of the Service Committee from Dr. Eaglin regarding Presentation of Service Awards. Service Awards will now be given at Spring Commencement with persons being recognized during the Commencement proceedings. Those persons being recognized will be guests of Dr. Eaglin at the Pre-Commencement luncheon.

VICE-CHAIR REPORT:

Vice Chair Hopper apologized for the delay of the Staff Notes for this month.

The Classification Appeals Committee met to resolve one appeal which has now been sent to the President for his approval. This Committee has received another appeal request which it hopes to resolve before the end of this semester.

SECRETARY'S REPORT:

No report.

COMMITTEE REPORTS

CREDENTIALS AND ELECTIONS: *The Committee will be making a nomination for the replacement of Brent Jones on Staff Congress. This nomination will take place under New Business.*

FISCAL AFFAIRS COMMITTEE: *No Report.*

PERSONNEL POLICIES & BENEFITS COMMITTEE: *The Committee met three times this past month to discuss Unit Incentive Pay Criteria. The Committee will present their findings under Old Business.*

OLD BUSINESS:

UNIT INCENTIVE PAY CRITERIA:

The Committee handed out the original copy of the proposal submitted to them with the Committee's additions and deletions. This document was shared with the Vice Presidents who were not in favor of the procedures. Also distributed by the Committee was a new draft date 11/29/94 as was discussed and formulated by the Committee with the advisement of Vice President Dailey and Suzanne Hogge of the Human Resources Department. The Committee asks that the members of Staff Congress review these documents and give feedback to them by the next Staff Congress meeting.

Rep. Caudill asked if the basic difference was the definition of a Unit. Rep. Connell did acknowledge that as one difference but the main difference was the reviewing of nominations by committees and the whole recommendation process. The Vice Presidents were concerned with the many layers of approval a request would have to go through.

Rep. Caudill also posed the question over what organizational structure would be used to define a unit. Rep. Connell was under the impression it would be the current structure used by the University at this time but also felt the University would recognize a group within a large unit, i.e. the day shift custodians.

Chair Howard reminded Staff Congress that we did not have to recommend the models presented. If anyone had any suggestions please forward those to the Personnel Benefits Committee.

NEW BUSINESS:

NOMINATIONS FOR VACANCIES:

The Credentials and Elections Committee of Staff Congress nominates Roger Hilderbrand as the replacement for the vacancy left by Brent Jones. The nomination was seconded by Rep. Smedley; motion passed.

ANNOUNCEMENTS:

Next meeting: Tuesday, January 3, 1995, 1:00 p.m., Riggle Room, ADUC.

*Rep. Dehart made a motion to adjourn.
Seconded by Rep. Hawkins.*

Meeting adjourned at 1:25 p.m.

Minutes submitted by Debra Morris, Secretary of Staff Congress.