

STAFF CONGRESS AGENDA

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

I. CALL TO ORDER**II. ROLL CALL****III. APPROVAL OF MINUTES****IV. CHAIR'S REPORT****V. VICE CHAIR'S REPORT****VI. SECRETARY'S REPORT****VII. COMMITTEE REPORTS**

- Credentials and Elections- Debra Morris
- Fiscal Affairs
- Personnel Policies and Benefits- Dan Connell

VIII. OLD BUSINESS

- Outsourcing of Job Classification Appeals
- Merit Pay

IX. NEW BUSINESS

- Performance Management System
- Formation of Committees
- Discontinue distribution of Minutes to all Staff

X. DISCUSSION**XI. ANNOUNCEMENTS**

Next Meeting: Monday, September 12, 1:00 p.m. Riggle Room



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VII. COMMITTEE REPORTS

- Credentials and Elections- Debra Morris
- Fiscal Affairs- Brent Jones
- Personnel Policies and Benefits- Dan Connell

VIII. OLD BUSINESS

- Newsletter
- UAR 301.01 Performance Management System

IX. NEW BUSINESS

- Performance Appraisal Drafts- Non-exempt Staff
- Staff Salary Distribution Plan
- Salary Increases upon being awarded an advanced degree

X. DISCUSSION

XI. ANNOUNCEMENTS

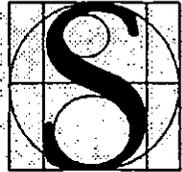
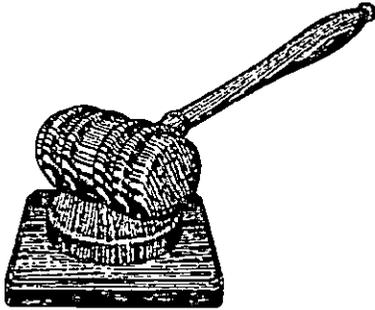
Next Meeting: Monday, October 3, 1:00 p.m. Riggle Room

STAFF CONGRESS AGENDA

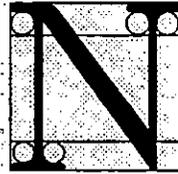
Monday, November 7, 1994
Riggle Room 1:00 p.m.

- I. CALL TO ORDER
- II. ADDITIONS TO AGENDA/RECOGNITION OF GUESTS
- III. ROLL CALL
- IV. APPROVAL OF THE MINUTES
- V. CHAIR'S REPORT
- VI. VICE CHAIR'S REPORT
- VII. SECRETARY'S REPORTS
- VIII. COMMITTEE REPORTS
 - Credentials and Elections- Debra Morris
 - Fiscal Affairs- Brent Jones
 - Personnel Policies and Benefits- Dan Connell
 - Supervisory Training Committee- Angela White
- IX. OLD BUSINESS
 - Advanced Degrees
 - Secretary Specialist Adjustments
- X. NEW BUSINESS
 - Unit Bonus Plan
 - Removal of Written Reprimands
- XI. DISCUSSION
- XII. ANNOUNCEMENTS

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



STAFF



NOTES

Newsletter of the Northhead State University Staff Congress

NOVEMBER 1994

STAFF CONGRESS MEMBERS 1994-95

TECHNICAL / PARAPROFESSIONAL

Darlene Allen (783-2010)
Phyllis DeHart (783-2097)
Russell Howard (783-5266)
Jeffrey Smedley (783-5108)

SKILLED CRAFTS

Jeffrey Barker (783-2609)
John Mahaney (783-2609)
Jack Templeman (783-2066)
Ricky Joe Williams (783-5278)

SERVICE / MAINTENANCE

Scott Barker (783-2035)
Thelma Bumgardner (783-2066)
Linda Kegley (783-2806)
Pauline Skaggs (783-2123)

SECRETARIAL / CLERICAL

Lois Hawkins (783-2050)
Debra Morris (783-5113)
Ruth Robinson (783-5169)
Keni Spradling (783-2502)
Angela White (783-2009)
Margaret Young (783-2711)

PROFESSIONAL / NON-FACULTY

Vacancy
Mike Hopper (783-2233)
Rhonda Mackin (783-2039)
Lonnie Morris (783-2060)
Teresia Parker (783-2010)
Belva Sammons (783-2005)

EXECUTIVE / MANAGERIAL

Dan Connell (783-2005)
Madonna Huffman (783-2024)
Carole Morella (783-2544)
Joe Planck (783-2066)
Kenneth White (783-2060)
Larry Stephenson (783-2071)

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OFFICERS AND COMMITTEE CHAIRS

Russell Howard, Chair of Staff Congress
Mike Hopper, Vice-Chair of Staff Congress
Debra Morris, Secretary of Staff Congress
Dan Connell, Chair of Personnel Policies and Benefits Committee
Brent Jones, Chair of Fiscal Affairs Committee
Debra Morris, Chair of Credentials and Elections Committee
Angela White, Chair of Standing Committee Appointments Subcommittee

EX-OFFICIO MEMBERS

Gene Caudill, Staff Regent (783-5264)
Larry Keenan, Chair of Faculty Senate (783-2479)
Mark Anderson, Student Government Association President (783-4325)

HIGHLY EFFECTIVE PEOPLE

In his 1989 book, The 7 Habits of Highly Effective People. Stephen Covey has identified seven behavioral and attitudinal changes we can all make to become more effective in our jobs, families, and personal life. Those seven habits appear to be valuable insights for MSU staff as we look toward 1995.

First, **we can choose to be proactive rather than reactive**. Few of us can control all of the events that happen in our lives - either on the job, or off. But we can choose how we will respond to the events that happen.

In our daily work at MSU we may not agree with a particular policy or decision. We can, however, choose to work with enthusiasm and energy to implement the policy or decision, rather than sinking into criticism and negativism. As Covey writes, "It's not what happens to us, but our response to what happens to us that hurts us". (p.73)

Second, **we can begin with the end in mind**. We have the individual power to create our own mission statements that harmonize with that of the university. These personal mission statements will define the types of people and employees we want to be. Knowing what we want to be will then allow us to act with integrity, character, and imagination to make MSU an attractive place to work.

One of the great pleasures of being on staff at MSU is developing relationships with people who have similar values, goals, and interests in helping students be successful. Living with the end (or personal mission) in mind makes the bumps and bruises of work secondary to the relationships developed with students, and other staff.

Third, our effectiveness will increase as we practice **putting first things first**. We all work within the boundaries of time - twenty-four hours in a day, seven days in a week. We also all work within the boundaries of our abilities to prioritize and manage time.

As Covey notes, it is the ability to put first things first that defines success. Successful people are able to clearly define what activities are not important and to spend their energy and time on those activities which are important.

Fourth, **thinking win/win** will create a work atmosphere of success in which all employees benefit. As Covey writes, thinking win/win is not some new program or technique, but a fundamental philosophy of how we will interact with each other at MSU.

"Win/win is a frame of mind and heart that constantly seeks mutual benefit in all human interactions. Win/win means that agreements or solutions are mutually beneficial, mutually satisfying" (p. 207)

The more we all seek to promote the success of other staff, the more we all benefit and become more successful. Ultimately, everyone wins.

Fifth, Covey argues persuasively that there is one principle which is most important in interpersonal relations. The principle is that we must **seek first to understand, then to be understood**.

We are trained extensively in school to read, to write, and to speak. Most of us, however, receive little training in listening to another person so that we truly understand that person's internal frame of reference. In fact, it often appears that problems at MSU are rooted in a lack of understanding what another person has really said (not words, but meaning).

Becoming highly effective at MSU may require us to work at listening with empathy. As Covey writes,

"Most people do not listen with the intent to understand; they listen with the intent to reply. They're either speaking or preparing to speak" (p. 239)

CHAIR'S REPORT

-Continued from Page 3

The university will allow TNT gym and other fitness centers to solicit corporate members on campus, however, advertising must be through regular postal service and not campus mail.

The selection of a new Human Resources director has delayed action on several items such as Unit Incentives.

VICE-CHAIR'S REPORT

The Job Classification Appeals Committee has met once in October to consider an outstanding appeal.. Pending additional documentation, a recommendation should be made in November.

SECRETARY'S REPORT

No report presented.

COMMITTEE REPORTS

CREDENTIALS AND ELECTIONS

No report presented.

FISCAL AFFAIRS

PARKING FEES FOR STAFF- The committee re-studied the issue of free parking for staff and recommended that Staff Congress not pursue the issue further due to the loss of revenue, and the fact that several other universities in Kentucky have fees exceeding those at MSU. A survey of other schools revealed the following fee structures:

UK	-	\$120 yearly
U of L	-	\$200 yearly
Western	-	\$ 45 yearly
Northern	-	\$ 48 yearly
EKU	-	No Fee
Murray	-	\$ 10 yearly

SECRETARY SPECIALISTS- The committee recommended that Staff Congress take no additional action on the issue. The administration is currently addressing the issue through

reclassifications. However, the committee did recommend that Human Resources be requested to develop a plan for the advancement of all staff.

SUPERVISORY TRAINING COMMITTEE

Issues before the committee were put on hold until the new Director of Human Resources is hired.

STANDING COMMITTEE APPOINTMENTS SUBCOMMITTEE

See recommendations under New Business

PERSONNEL POLICIES & BENEFITS

HEALTH AND DENTAL INSURANCE- Human Resources has received bids for 1995 coverage and has recommended that the contract be awarded to Accordia. Since MSU is now self-insuring through the pooling of premiums, Accordia will be the agent for processing benefit claims.

Information on plans and rates will have been distributed to staff by the December 5th meeting of Staff Congress.

As part of the Kentucky Health Reform Legislation all higher education institutions will be required to participate in the state's health plan in 1996. This legislation will impact our plans and coverages.

UNUSED SICK DAYS- At the request of Staff Congress, information was gathered on the use of accumulated sick days for pension credit when an employee retires from MSU.

Employees in KERS may credit all unused sick days toward retirement. This costs the university about \$1,000 per retiree. KTRS employees may credit up to six months of unused sick days toward retirement, at a cost of \$5,000 per employee.

Morehead State is one of two state universities which contribute to KTRS to pay for six months of additional retirement credit.

UNUSED SICK DAYS-

-Continued from Page 4

Under KRS 161.623 conversion of unused sick leave to retirement credit is optional, and the university may choose to purchase more or less credit for its retirees.

Rep. Caudill expressed concern that KTRS retirees were not being treated equally with KERS retirees. He would like to see the average number of days rolled over for retirement credit

OLD BUSINESS**SALARY INCREASE UPON BEING AWARDED AN ADVANCED DEGREE**

The Personnel Policies and Benefits Committee recommended that we accept the relevant UAR as amended with changes by Staff congress. A major change was the elimination of certifications as eligible for salary increases.

Discussion followed concerning possible inequities that might develop when a current employee (who exceeded minimum requirements) was not eligible for a salary increase, but a new employee (who only met minimum requirements) would be eligible upon earning a degree. Rep. Planck cited this potential inequity as a reason to keep the system of bonuses, rather than going to a base salary increase.

Rep. Planck called for the question; seconded by Rep. Stephenson. Recommendation passed with three no votes.

SECRETARY SPECIALIST ADJUSTMENTS

Although Fiscal Affairs recommended that no additional action be taken by Staff Congress on this matter, several representatives raised questions. Confusion existed on whether or not MSU still has a quartile system, as well as the rationale for salary adjustments for nine secretary specialist positions.

Following discussion, the motion to take no further action on this matter was passed.

Clarification was requested on a second recommendation to request that Human Resources develop a plan to advance all staff. A friendly amendment was offered by Rep. Hopper to request that "Human resources develop a clear and comprehensive plan for classification of positions and advancement of all staff." Amended recommendation was seconded by Rep. S. Barker and passed.

NEW BUSINESS**UNIT INCENTIVE PAY**

A plan for awarding incentive pay to units on campus was submitted by Porter Dailey to the Personnel Policies and Benefits Committee. It was distributed for consideration and discussion. Comments, clarifications, and changes should be forwarded to Rep. Connell. The revised plan will then be presented to Staff Congress for approval at the December meeting.

REMOVAL OF WRITTEN REPRIMANDS

The Personnel Policies and Benefits Committee recommended that PSE-7 and PSNE-8 have the following changes 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 a 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

WRITTEN REPRIMANDS

-Continued from Page 5

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 recommended change to PSE-7 and PSNE-8 was 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 YES - 7 , NO - 10 , and two abstentions.

Rep. Morella commended Rep. S. Barker for his request and encouraged him to back up his request with figures and possibilities for recovering the \$37,590 in revenue lost from granting free parking passes.

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 recommended that Dale Howard fill the vacancy. The recommendation was approved.

ANNOUNCEMENTS**NEXT MEETING OF STAFF CONGRESS**

December 5, 1994, 1:00 p.m., Riggle Room

Rep. Robinson moved to adjourn Staff Congress.
Seconded by Rep. L. Morris

Meeting adjourned at 2:30 p.m.

Minutes submitted by Debra Morris, Secretary of Staff congress

1027

FACULTY SENATE

204 HOWELL-MCDOWELL

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- IX. OLD BUSINESS
 - Unit Incentive
 - Equivalent Time Off for Staff Congress Meetings
- X. NEW BUSINESS
 - Nominations for Vacancies
- XI. DISCUSSION
- XII. ANNOUNCEMENTS

Next Meeting: Tuesday, January 3, 1:00 p.m. Riggle Room

**STAFF CONGRESS
SCHEDULE OF MEETINGS
1994-1995**

RIGGLE ROOM

1:00 P.M.

August 1, 1994

September 12, 1994

October 3, 1994

November 7, 1994

December 5, 1994

January 3, 1995

February 6, 1995

March 6, 1995

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May 1, 1995

June 6, 1995

July 3, 1995

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