

**STAFF CONGRESS AGENDA**

Tuesday, January 3, 1995  
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
  - Personnel Policies and Benefits- Dan Connell
- IX. OLD BUSINESS**
  - Unit Incentive
- X. NEW BUSINESS**
- XI. DISCUSSION**
- XII. ANNOUNCEMENTS**

**Next Meeting: Monday, February 6, 1:00 p.m. Riggle Room**

**STAFF CONGRESS MINUTES**  
**January 3, 1995**

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

**Representatives present:** *Darlene Allen, Gene Caudill, Dan Connell, Roger Hilderbrand, Michael Hopper, Russell Howard, Rhonda Mackin, Carole Morella, Debra Morris, Teresia Parker, Joe Planck, Belva Sammons, Jeffrey Smedley, Keni Spradling, Larry Stephenson, Jack Templeman and Kenneth White.*

**Representatives absent:** *Jeffrey Barker, Scott Barker, Thelma Bumgardner, Phyllis Dehart, Lois Hawkins, Madonna Huffman, Linda Kegley, John Mahaney, Lonnie Morris, Ruth Robinson, Pauline Skaggs, Angela White, Ricky Joe Williams and Margaret Young.*

**Guests:** *Porter Dailey.*

**CHAIR'S REPORT:** *No Report.*

**VICE-CHAIR REPORT:**

*Due to the holidays and computer problems a December newsletter was not sent out. The January newsletter will also include highlights from the December minutes of the Staff Congress meeting.*

**SECRETARY'S REPORT:**

*No report.*

**COMMITTEE REPORTS**

**CREDENTIALS AND ELECTIONS:** *No Report.*

**FISCAL AFFAIRS COMMITTEE:** *Vice Chair Hopper presented before Staff Congress the nomination of Keni Spradling as Chair of the Fiscal Affairs Committee; nomination passed.*

**PERSONNEL POLICIES & BENEFITS COMMITTEE:** *The Committee will discuss Unit Incentive under Old Business.*

**OLD BUSINESS:**

**UNIT INCENTIVE PAY CRITERIA:**

*At the last meeting two proposals were distributed to Staff Congress members for their review. The basic differences between Model A and Model B is the elimination of a preliminary committee in the review process and who can actually do the nominating of a Unit for the incentive bonus.*

*The Personnel Policies & Benefits Committee has no recommendation at this time. Many questions were posed to Vice President Dailey regarding the relationship between the incentive plan and merit. There is nothing written in the proposals prohibiting Directors from using the evaluations as a basis for their nominations. Many questions and concerns have been expressed over the Unit concept. Only a Unit can be nominated for the incentive pay. Some individuals are concerned over persons within a unit not being deserving of the incentive pay. Vice President Dailey would be open to consider individual nominations if a viable plan was formulated.*

*Rep. Morella asked Vice President Dailey how much money had been allocated for this project. For this fiscal year \$30,000 is the figure. Rep. Morella also asked how soft money individuals would receive their bonus pointing out that the contributing agencies could not be charged for this bonus plan. Vice President Dailey agreed and stated that MSU would include them and treat them the same as all other staff.*

*Some questions were voiced regarding the decision making. A committee will make a prioritized list which will be submitted to the Vice Presidents who will in turn submit their nominations from this list to the President.*

*There was much discussion over standards being set for a basis of nominations. Rep. Planck voiced concern for the need to have something quantitative to base the nominations upon. The method of distribution of this money cannot be decided until the methodology is formulated by Staff Congress. One method discussed by the Personnel Policies & Benefits Committee was 100 awards of \$300. The amount of awards for each division would be based upon proportion of people within that division to overall University employee population. Rep. Morella felt it would be unfair to use the evaluation scores as the instrument for nomination without informing the employees of this intention prior to their evaluation period.*

*Subjectivity of the evaluation process and nomination process was discussed. The Vice Presidents felt they have tried to remove as much of the subjectivity as possible under Plan A as presented.*

*Rep. Caudill inquired into the possibility of uping the \$30,000 figure. Vice President Dailey stated that Staff Congress could request the figure be raised. Others invited the issue of not distributing the money this year and carrying it over to next fiscal year. Vice President Dailey also felt that was an option but would rather spend the money this year giving us time to evaluate how this model is working. Many felt it was unrealistic to put a plan in to place this late in the year. Rep. Spradling questioned the meaning of "incentive". She feels criteria should be set for individuals to strive for incentive to be nominated for this bonus.*

*Rep. Sammons made the motion for this issue to be sent back to Committee for further discussion and review; seconded by Rep. Parker; motion passed.*

*The Personnel Policies & Benefits Committee asked Staff Congress which issues they would like specifically addressed.*

*Questions arose as to whether the Congress wanted the \$30,000 distributed this fiscal year or carry it over to next fiscal year. Discussion again resumed over using merit scores as a mean for nominations for the bonus. Vice President Dailey feels there would be methods of adjusting the merit scores to allow for conservative and liberal evaluators to come more in line.*

*A motion was made by Rep. Hilderbrand to distribute the \$30,000 this year using method A as presented; seconded by Rep. Stephenson. Rep. Hilderbrand amended his motion to state that the \$30,000 be distributed this year and not include using Method A; seconded by Rep. Stephenson; discussion arose over approving of money without a method of distribution; the motion was withdrawn.*

**NEW BUSINESS:**

*No reports.*

**ANNOUNCEMENTS:**

*Next meeting: Monday, February 6, 1995, 1:00 p.m., Riggle Room, ADUC.*

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

*Meeting adjourned at 2:25 p.m.*

*Minutes submitted by Debra Morris, Secretary of Staff Congress.*

**STAFF CONGRESS AGENDA**

Monday, February 6, 1995

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- IX. OLD BUSINESS
  - Unit Incentive Plan
- X. NEW BUSINESS
- XI. DISCUSSION
- XII. ANNOUNCEMENTS

Next Meeting: Monday, March 6, 1:00 p.m. Riggle Room

**STAFF CONGRESS MINUTES**  
**February 6, 1995**

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

**Representatives present:** *Darlene Allen, Jeffrey Barker, Thelma Bumgardner, Gene Caudill, Phyllis Dehart, Lois Hawkins, Roger Hilderbrand, Michael Hopper, Russell Howard, Madonna Huffman, David Jessie, Linda Kegley, John Mahaney, Carole Morella, Debra Morris, Lonnie Morris, Teresia Parker, Joe Planck, Ruth Robinson, Pauline Skaggs, Jeffrey Smedley, Larry Stephenson, Jack Templeman, Angela White, Kenneth White and Margaret Young.*

**Representatives absent:** *Scott Barker, Dan Connell, Belva Sammons, Keni Spradling and Ricky Joe Williams.*

**Guests:** *Porter Dailey, Michelle Hardin, Suzanne Hogge, Chih Loo and Angela Martin.*

**CHAIR'S REPORT:**

*Chair Howard received a letter dated January 20, 1995 from Sonny Jones asking the Chair of Staff Congress to appoint a staff member to the newly formed Committee charged with the mission of studying the OVC/Football issue. Jim Wells has been appointed to this committee.*

**VICE-CHAIR REPORT:**

*Vice-Chair Hopper reminded staff to submit items they would like to include in the Staff Notes to him as soon as possible.*

*The Appeals Committee has been meeting to review four appeal cases. Two of the cases have been resolved and sent to the President, the others are pending further consideration.*

**SECRETARY'S REPORT:**

*No report.*

**COMMITTEE REPORTS**

**CREDENTIALS AND ELECTIONS:** Rhonda Mackin has officially resigned from the University and her position on Staff Congress. David Jessie received the next highest number of votes from the last election in the Professional/Non.Fac. category. The Credentials and Elections Committee therefore nominates David Jessie to serve out the rest of this years term vacated by Rhonda Mackin. Nomination unanimously passed.

**PERSONNEL POLICIES & BENEFITS COMMITTEE:** The Personnel Policies & Benefits Committee recommends that the funds earmarked for the Unit Incentive Bonus Plan be equally distributed to all Staff. The rationale behind this recommendation is due to insufficient time to formulate and implement the plan or plans previously introduced.

Vice President Dailey was given the floor at this time. He proposed that the \$30,000 earmarked for the Unit Incentive Bonus Plan be set aside for Staff Development. This issue has been debated for over six months in which time he received many negative feelings toward fairness of such a plan. Vice President Dailey reiterated the importance of Staff to this University as was expressed by President Eaglin in his Spring address. A firm was on campus last week hired to help the University deal with the retention and recruiting issues we are facing in declining enrollment. The Student Satisfaction Survey conducted in the Spring of 1994 showed areas where students had the most dissatisfaction in. Vice President Dailey felt the \$30,000 could be spend on improving Staff and student communication, cross training of departments and overall staff development to improve areas we may be deficient in. Some members of the Congress expressed that it was not only the Staff level that needed training on communicating better with the students and questioned that all staff would benefit from use of this money when Congress felt all should be impacted from it.

Many questions were posed to Vice President Dailey as to the status of the half time Supervisory Training position previously placed on hold, as well as the amount of money left to fund that position? Many felt the purpose of that position was to develop staff training. Questions were also posed as to who would be conducting these training sessions? Vice President Dailey felt many of our own staff would be conducting them. There were some questions as to the compensation and policies dealing with this issue for the University. This money was presented to the Board of Regents as a bonus money situation. This amount is a non-reoccurring expense written into the budget and there is no active committee on campus charged with staff development.

*It was pointed out that in the past, money had been earmarked for development, however the faculty benefitted from it more than the staff. Many felt the University has an obligation to the Staff to continue development efforts and would like for Staff Congress to support the concept of staff development, recapturing a plan that was taken from us.*

*Rep. Hopper asked if professional travel would be an aspect of this development money? He felt confident that could be a component. Others expressed concern that the lower level staff would be excluded from the benefits of this money.*

*The \$9,000 figure previously stated in meetings by Dr. Marion Boenheim, earmarked for Supervisory Training may not be available to devote to Staff Development.*

**FISCAL AFFAIRS COMMITTEE:**

*Rep. Planck reported that Angela Martin, Director of Budgets and Management Information, would make a presentation to the Congress under New Business.*

**OLD BUSINESS:**

*Rep. Parker reported that our recommendation to have the Staff Educational Bonus added to the base salary was unanimously endorsed by the University Personnel Policies Committee.*

*Rep. Kegley asked if the request she made previously regarding rolling Vacation Days over to sick days was still under review. The Personnel Policies and Benefits Committee has not had a chance to review this matter up to this point.*

**NEW BUSINESS:**

*The Personnel Policies & Benefits Committee brought forward their recommendation that the Unit Incentive Bonus money, \$30,000 be distributed equally amongst all staff; recommendation passed with only five votes of nay. Some questions were posed as to clarification of staff members eligible for this bonus and what the cut off date would be to make employees eligible. The Committee intended to use the eligibility requirements stated in the Unit Incentive Plans presented to Congress. They are as follows: non-probationary full time or continuing part time exempt and non-exempt staff except Vice Presidents and the President.*



*Rep. Mahaney made the motion to add this definition of eligibility to the recommendation; seconded by Rep. Robinson; motion passed.*

*Rep. J. Barker made the motion to add the cut off date for eligibility as of December 31, 1994; seconded by Rep. Mahaney; motion passed.*

*Rep. Morella made a motion for Staff Congress to support Vice President Dailey's concept of Staff Development using the money earmarked for Supervisory Training for the present but to also impress upon the administration the importance of their support and funding for staff development in future budgets; seconded by Rep. A. White; motion passed.*

*At this time Angela Martin, Director of Budgets and Management Information, briefly explained the budget and how it is developed. In January the budget office distributes requests to the Vice Presidents for their anticipated fees, expenditures, enrollment projections, etc. The budget will be presented to the Board of Regents at their May 12 meeting. Ms. Martin pointed out that we are in the second year of our biennium and we are looking at a 6% increase in tuition and a 3% increase in state appropriations. However, we are facing the problem of declining enrollment and an even greater decrease in the number of out-of-state students. The number of out-of-state students attending Morehead State has been dropping since 1988. Three preliminary models were presented. These models were very preliminary since the questionnaires from the Vice Presidents have not been returned to the budget office.*

*The University is trying to attract out-of-state students by introducing the Tag Your It program. Model 2 of her presentation showed we could balance the budget with the addition of 200 new out-of-state students on this Tag Your It program.*

*The President's goal is Model 3, 300 new out-of-state students, which would increase the salary pool to a 4% increase.*

*If we commit to these dollars and we fall short in one area then we would be looking at a budget cut.*

*The Fiscal Affairs Committee of Staff Congress met with Ms. Martin previous to this meeting and raised two important issues she addressed to Congress; 1) the impact of minimum wage increases and 2) how the discount program would have affected the present year's budget?*

*Chih Loo studied the impact of an increase to minimum wage on our budget, with only three groups being affected. The institutional student worker's increase in wages, if their hours remained the same, would amount to approximately \$55,000. Under the Federal Workstudy program 78 positions would have to be cut or a reduction in hours awarded. The law states that Federal workstudy students cannot be paid under minimum wage.*

*Temporary workers would be the third category affected. Standing positions have the lowest entry level of all positions on campus at \$4.78. We would not see impact to these positions the first year, the second year would amount to approximately \$5,000.*

*The second question the Fiscal Affairs Committee posed was regarding the Tag-Your-It program and the impact it would have had on the present budget. We would have needed 424 new out of state students for this year to meet budget. Some specifics to the program are a minimum 20 ACT and 3.0 GPA or an academic index of at least 500. There would be no limit to the amount of awards given to qualified students. They do need to be, however, a first time student to MSU either a Freshman or Transfer Student.*

*The budget office is wanting to make the budget process very open to the University community. Ms. Martin plans to meet again with the Fiscal Affairs Committee in March after receiving the cost estimates from the Vice Presidents.*

*Rep. Morella asked Human Resources if they had conducted a study on market values and if there were any plans to up entry levels of positions in order to attract quality individuals for employment as well as a retention tool.*

*Chair Howard thanked Ms. Martin for her report.*

*Vice President Dailey announced support of the Staff Congress recommendation to add the Educational Bonus to staff base salary. Official announcement would follow.*

*Staff Congress members asked if a decision had been made on the method for distributing staff salaries. If time permits there is the possibility of the longevity component being added to staff non-exempt distribution, otherwise, all will remain the same as last year.*

**ANNOUNCEMENTS:**

*Next meeting: Monday, March 6, 1995, 1:00 p.m., Riggle Room, ADUC.*

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

*Meeting adjourned at 2:25 p.m.*

*Minutes submitted by Debra Morris, Secretary of Staff Congress.*

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- IX. OLD BUSINESS
  - Salary Increase Upon Being Awarded an Advanced Degree
- X. NEW BUSINESS
  - Reimbursement of Moving Expenses for African-Americans
  - Reimbursement of Expenses Associated with Interviews
- XI. DISCUSSION
- XII. ANNOUNCEMENTS

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

**STAFF CONGRESS MINUTES****March 6, 1995**

*Chair Howard called the meeting to order at 1:05 p.m. in the Riggle Room.*

**Representatives present:** *Thelma Bumgardner, Gene Caudill, Dan Connell, Phyllis Dehart, Lois Hawkins, Roger Hilderbrand, Russell Howard, Madonna Huffman, David Jessie, Linda Kegley, Carole Morella, Debra Morris, Lonnie Morris, Joe Planck, Ruth Robinson, Belya Sammons, Jeffrey Smedley, Keni Spradling, Jack Templeman, Angela White, Kenneth White and Margaret Young.*

**Representatives absent:** *Darlene Allen, Jeffrey Barker, Scott Barker, Mike Hopper, John Mahaney, Teresia Parker, Pauline Skaggs, Larry Stephenson and Ricky Joe Williams.*

**Guests:** *Porter Dailey, Michelle Hardin, Suzanne Hogge, Larry Keenan, Chih Loo and Angela Martin.*

**CHAIR'S REPORT:**

*Chair Howard received a letter of resignation from Zach McClurg for his position on the Distinguished Service Award Committee. Angela White, Chair of the Standing Appointments Committee will appoint a replacement.*

**VICE-CHAIR REPORT:**

*No Report.*

**SECRETARY'S REPORT:**

*No report.*

COMMITTEE REPORTS

CREDENTIALS AND ELECTIONS:      *No Report.*

PERSONNEL POLICIES & BENEFITS COMMITTEE:      *No Report.*

FISCAL AFFAIRS COMMITTEE:      *Rep. Spradling reported that Angela Martin, Director of Budgets and Management Information, would make a presentation regarding calculation of Staff Salaries.*

OLD BUSINESS:

SALARY INCREASE UPON BEING AWARDED AN ADVANCED DEGREE

*Copies of this administrative regulation were distributed prior to the meeting. Changes have been made to the original submitted by Staff Congress to the Administration. Rep. A. White recommends in light of Faculty Senate changes also that this issue be sent back to the Personnel Benefits Committee for study; seconded by Rep. Hilderbrand; motion passed.*

*Rep. Planck inquired to the status of the request to look into rolling sick days over to vacation days. The Personnel Policies and Benefits Committee did not have an opportunity to meet this past month but would bring a recommendation to the next Staff Congress Meeting.*

NEW BUSINESS:

REIMBURSEMENT OF MOVING EXPENSES FOR AFRICAN-AMERICANS

*Questions were posed to the source of funding for this operating procedure. This money comes from the Desegregation Fund held within the Human Resources Department. The funding originates directly from the state for the sole purpose of recruiting African Americans. This operating procedure has been in practice and has used primarily for salary enhancements and development.*

*Vice President Dailey stated there were no restrictions or limitations on this fund . Any unused money would lapse into the General Fund at the end of each fiscal year. Rep. A. White made a motion to accept this procedure as written; seconded by Rep. Dehart; motion passed.*

### **REIMBURSEMENT OF EXPENSES ASSOCIATED WITH INTERVIEWS**

*Vice President Dailey recommends that a Committee review this document since liberal changes have been made. Rep. Morella made the motion that this procedure be sent to Committee for study and asked that they clarify what happens when a search is extended; seconded by Rep. Dehart; motion passed. This document was sent to the Fiscal Affairs Committee to report back to Staff Congress with a recommendation at the April meeting.*

### **CALCULATIONS FOR SALARY DISTRIBUTION**

*Director of Budgets, Angela Martin, presented the two wage increase calculations being considered as a means of distributing staff salaries.*

*The first example was for a non-exempt employee which is comprised of four components; 1) a 1% across the board raise 2) a longevity component considering both length of service and time in position 3) a new compensation schedule adjustment and 4) an equity increase.*

*The second example was for an exempt employee which is comprised of four components; 1) a 1% across the board raise 2) merit increase 3) new compensation schedule adjustment and 4) equity. We are looking to increase our minimum wage positions by 7.7% in Grade 1 non-exempt (other scales would increase proportionally). The equity component would deal with the compression problem.*

*Both models were explained showing how figures were computed. Component four of the model, equity, will cost the University \$30,000 for non-exempt and \$10,000 for exempt. This figure will be directly taken off of the top of the figure allocated for this component. There is no guarantee that the salary pool will be evenly split between Faculty and Staff when it comes to equity. It costs the University \$320,000 for a 1% raise for staff. Dr. Eaglin has not committed to a figure for reaffirmation on the Faculty side.*

*Questions were posed as to the reasoning behind using time in position under the longevity component when staff clearly supported length of service only. Chih Loo eluded to a problem with record keeping prior to 1985 as a main reason. Director Martin feels the President and Vice Presidents are firm on having both time in position and length of service, however, we could look at changing the weighted percentages.*

*The equity component funding would also include special situations such as Educational Bonus and reclassification. There has been no decision in the amounts of funding for these components. Rep. Planck voiced much concern for the models and would like our Fiscal Affairs Committee to have a say in the formulating of the models. It was also noted that when Dr. Eaglin came to this University he stated that pay increases would be equal between Faculty and Staff.*

*A special meeting of Staff Congress has been called for March 20 at 1:00 p.m. to discuss the calculations for wage increases. This will give our suggestions to the budget office by March 22 so they can be discussed with the Vice Presidents at a budget meeting on March 27. The Fiscal Affairs Committee will be looking at the methods to give recommendations and suggestions at the March 20 special meeting.*

*The budget office was asked to prepare calculations using 100% length of service for both categories and redo the non-exempt calculation using 15 years of service rather than 27.*

*Rep. Morella asked if the budget office would be able to provide an explanation in layman terms of how staff salaries were determined to each individual staff member. At this point there is only plans to provide a breakdown of section 6 for each staff member.*

*There was also a question regarding those in the Secretary Specialist category who were due to be reclassified when money from the fund ran out. Would they be considered first for the pool in the next fiscal period? Human Resources could not answer that question at this time.*

**ANNOUNCEMENTS:**

*Next meeting: Monday, March 20, 1995, 1:00 p.m., Eagle Dining Room, ADUC.*

*Rep. Hilderbrand made a motion to adjourn.  
Seconded by Rep. Smedley.*

*Meeting adjourned at 2:15 p.m.*

*Minutes submitted by Debra Morris, Secretary of Staff Congress.*

**STAFF CONGRESS AGENDA**

Monday, April 3, 1995

Riggle Room 1:00 p.m.

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



**STAFF CONGRESS MINUTES**  
**Special Meeting**  
**March 20, 1995**

*Chair Howard called the meeting to order at 1:05 p.m. in the Eagle Dining Room.*

*Representatives present:*      *Darlene Allen, Jeff Barker, Scott Barker, Thelma Bumgardner, Gene Caudill, Lois Hawkins, Roger Hilderbrand, Mike Hopper, Russell Howard, Madonna Huffman, David Jessie, Linda Kegley, John Mahaney, Carole Morella, Debra Morris, Lonnie Morris, Joe Planck, Ruth Robinson, Belva Sammons, Jeffrey Smedley, Keni Spradling, Larry Stephenson, Angela White and Kenneth White.*

*Representatives absent:*      *Dan Connell, Phyllis Dehart, Teresia Parker, Pauline Skaggs, Jack Templeman, Ricky Joe Williams and Margaret Young.*

**ADDITIONS TO AGENDA:**      **WMKY Resolution**

**MINUTES:**

*Rep. Planck made one correction to the March 6 minutes; page 2 under Salary Increase Upon Being Awarded an Advanced Degree, Rep. Planck inquired to the status of the request to look into rolling Sick days over to Vacation days should read rolling Vacation Days over to Sick days. Rep. Sammons made a motion to accept the minutes as corrected; seconded by Rep. Smedley; motion passed.*

**CHAIR'S REPORT:**

*Vice Chair Hopper read the WMKY Resolution which states that Staff Congress, Faculty Senate and Student Government Association urge Congressmen representing the Commonwealth of KY to publicly acknowledge support for the funding of the Corporation for Public Broadcasting; Rep. Morella made a motion to endorse this resolution; seconded by Rep. Hawkins; motion passed with one vote of opposition.*

*Rep. Caudill asked whether this resolution involved University dollars. Chair Howard responded that the resolution only requested support of our Congressmen for funding of the Corporation for Public Broadcasting. The new Republican budget would cut 23.5% of WMKY's funding if passed.*

*Changes were made to the Operating Procedure dealing with Reimbursement of Moving Expenses for African Americans. The funding for this procedure will now come from the Cultural Diversity Fund instead of Human Resources and reimbursement up to \$1,000 can be made for personal expenses involved in the move.*

*Chair Howard received a Memorandum from Vice President Dailey regarding issues previously submitted to him for consideration. Regarding recommendations sent from the November meeting of Staff Congress, PSE 7 and PSNE 8 be amended to have written reprimands reviewed at the end of six months and require written reasons by the supervisor as to why the reprimand should remain in the Personnel File. The Vice Presidents believe the recommended change unnecessarily adds to the administrative burden of the disciplinary process. Currently there is nothing in either policy that prohibits an employee at any time from requesting his/her supervisor consider removing the written reprimand from their personnel file. The process has been followed and worked in the past. Vice President Dailey has instructed the Human Resources Department to take steps to improve the understanding of the policy especially for those staff who have received written reprimands. Rep. S. Barker feels the policy is not written the way Vice President Dailey has interpreted and suggested that we resubmit our recommendation to either Vice President Dailey or Dr. Eaglin. Chair Howard sent this issue back to the Personnel Policies and Benefits Committee to outline and address the misinterpretations.*

*Vice President Dailey responded to the request made by Staff Congress that a representative from the Human Resource Department be present at every Staff Congress meeting. He assured Chair Howard himself or a representative would be present. The minutes shall reflect that fact that no member of the Human Resources Department was present at this meeting.*

*After discussion with the Vice Presidents regarding the use of the 1994-95 Unit Bonus Plan funds, a draft Staff Development Plan is in the process of being developed for the Congress to review and give input. They believe the use of those funds for staff development is more in line with the intended use of the funds to enhance Staff performance. Staff Congress requested the funds be evenly distributed to all staff. Rep. Caudill asked that Vice President Dailey review the vote of the Regents which stated this money was from the salary fund and not the training fund. He does not believe technically they can transfer the money for this fiscal year. Rep. Smedley reiterated the concern that if the money was used for training would not benefit all staff. The following resolution was developed by Rep. Caudill:*

*Since the funds designated for the Unit Bonus Plan were voted upon by the Board of Regents as Salary Funds, the members of Staff Congress strongly feel that this money should go into staff salaries with a strong recommendation that it be evenly distributed, \$50.00 per person.*

*Staff Congress strongly opposes the Staff Development plan presently being developed.*

*Rep. K. White asked the origin of the response in the memorandum. This issue was discussed by the Vice Presidents.*

*Rep. S. Barker made the motion to submit the resolution; seconded by Rep. Smedley; motion passed.*

**VICE-CHAIR REPORT:**

*Due to the Special called meeting, the distribution of the Staff Notes will be delayed for this month.*

**SECRETARY'S REPORT:**

*No report.*

**COMMITTEE REPORTS**

**CREDENTIALS AND ELECTIONS:**      *No Report.*

**PERSONNEL POLICIES & BENEFITS COMMITTEE:**      *No Report.*

**FISCAL AFFAIRS COMMITTEE:**      *Rep. Spradling will present the Committee recommendations regarding Staff Salary Distribution under Old Business.*

**OLD BUSINESS:**

**SALARY DISTRIBUTION METHODS**

*The Fiscal Affairs Committee reviewed the recommendations made by the Budget office. From this meeting they were able to bring forth the following recommendations:*

*Recommendation for Salary Increases:*

1. *Across the Board raise for exempt and non-exempt up to the cost of living index.*
  - a. *using the new compensation schedule*

2. *Remaining percentage balance be distributed as follows:*

*Non-exempt*

- a. *longevity (1/2 percent)*
- b. *equity (1/2 percent)*

*Exempt*

- a. *merit (1/2 percent)*
- b. *equity (1/2 percent)*

3. *Recommendation that time in position be removed from the longevity section.*

*Rep. Stephenson clarified that if the Cost of Living allowance was 3% then all of the pool goes to across the board. If the Cost of Living allowance was 4% it would still all go for across the board. There would not be a remaining balance to be distributed. Rep. Spradling stated that the figure given for cost of living has been quoted at 2.75%. Rep. Smedley asked if the Committee considered a flat amount given equally to all employees. Rep. Spradling said the administration was not agreeable to a flat rate distribution.*

*Rep. Planck reiterated the recommendation made by Committee that time in position be removed as a component of the Longevity Section. Staff Congress restates what was voted upon and that time in position should not be a part of longevity pay, time in position is the equity portion of it and that would be double dipping for time in position.*

*Rep. Planck made reference to rumors that this year's budget is going to be based upon a 3% raise pool with a \$645,000 shortfall. He has been told to consider a significant budget cut. He does not have any place left to cut, he would be cutting people. He went through this three years ago and it was not an enjoyable task. If they are going to base a budget upon a 3% raise with a \$645,000 shortfall, he has real reservations about giving raises when we could take the 3% to avoid lay offs of \$645,000 worth of people. This laying off may not be true for all departments.*

*Members discussed the TAG program and the possibility of it costing the University money. Divisions have met and discussed where the cuts will be made within their departments.*

*Rep. S. Barker questioned the University spending a million dollars on a Wellness Center, \$150,000 remodeling Cowdens, remodeling Waterfield, buying four new homes and presently trying to acquire more property when we are looking at a shortfall of this magnitude.*

*Rep. Morella clarified that the money used for some of these acquisitions comes from restricted funds. Rep. Planck also has reservations regarding some of the spending conducted when we are cutting budgets elsewhere. If the scenario is no increase in students and a \$645,000 shortfall then he would like to see no raises given and then if there is a surplus of money, give a bonus or one time raise.*

*Rep. Morella stated she certainly has empathy for laying people off but comparing ourselves with other regional universities, we are certainly not near benchmark and until the University can tighten it's belt financially, we should not be volunteering our raises. She has not been made aware of pending budget cuts or the possible release of individuals. Because of these rumors Staff Congress should request that this information be made available to us so we can collectively look at the facts and figures.*

*Rep. Spradling requested a projected budget from the Budget Office but was told there was not one at this time. She does not understand why departments have been looking at budget cuts if a projected budget does not exist. Rep. Stephenson clarified that the \$645,000 figure was represented to us in Model 1 of the possible budget plans presented by Angela Martin. Rep. Stephenson and others within his division did not feel the shortfall was rumor since they have met and discussed where cuts will be taken. Rep. Stephenson inquired as to the origin of the cost of living figure. Chair Howard assumes the figure would be obtained from the Federal Government, which bases it's figure on the calendar year which will place us six months behind when we receive our raises. Rep. Spradling asked that the following statement be added to the recommendation: The cost of living figure will be based upon the previous calendar year.*

*Rep. Planck also added a statement stating the importance of Faculty and Staff receiving the same percentage of salary money. Rep. Hopper quoted Dr. Eaglin from previous meetings as saying it was his intention that Faculty and Staff would be equally compensated.*

*The recommendations for Salary Distribution come from Committee and was brought forward for a vote; motion passed unanimously.*

*Rep. Planck's previous statement was brought forward for a vote; seconded by Rep. Stephenson; Rep. Morella called for question; Rep. Planck wished to expand upon his earlier statement by expressing his concern once again over the deficit in the proposed budget. Rep. Hopper asked for clarification from Rep. Planck that Budget Model 1 as presented at the February 6 Staff Congress Meeting is the one which has been presented to the University. This model contains a 3% salary pool and a \$645,000 shortfall. Once again he reiterated hearing nothing to this affect; motion passed.*

*Rep. Sammons requested that Vice Chair Hopper get the Staff Advisory Committee together for a meeting to discuss budget issues. Rep. Spradling remembered Dr. Eaglin stating in a previous meeting that if we had to base our raises on projected budget and we did not get the number of students projected, then we would have to talk about cutting positions.*

*Rep. Caudill felt it would be appropriate for Chair Howard to contact Vice President Dailey and ask for the prognosis of the budget, especially since it is late in the budget process. If indeed there is going to be a \$645,000 shortfall, then Staff Congress will need to discuss whether they will support a salary increase. He expressed fear over decisions being made without Staff Congress input.*

*The Fiscal Affairs Committee has a meeting scheduled with Angela Martin for March 22.*

*Chair Howard will make a request for information from Vice President Dailey. If there is a need for another special meeting, everyone will be notified as soon as possible.*

*Rep. Mahaney asked if there was a possibility for roll call votes so those he represents will know if he is voting in the way they would want to be represented. He also requested this vote be published in the minutes and/or Staff Notes. Rep. Stephenson pointed out that all but one vote today had been unanimous. Rep. Sammons stated for general information that at one time the minutes reflected the count of votes. Rep. Smedley stated that if it was published constituents would not have to call to find out how a Representative voted. Rep. Hopper pointed out that in the last newsletter he included a statement regarding the vote dealing with the distribution of the Unit Bonus Plan as having five negative votes. Rep. Mahaney would like to see the names of persons who voted negatively published. Rep. Hopper stated it would be cumbersome to publish a listing of voting in the newsletter but if that was the wish of Staff Congress it could be done. Rep. Hawkins would like to see the names of individuals voicing opinions published in the newsletter also.*

*Rep. K. White feels who is not attending Staff Congress meetings is a bigger issue than who is voted for whatever. Chair Howard asked that these issues be discussed at the next meeting.*

### ANNOUNCEMENTS:

*Next meeting: Monday, April 3, 1995, 1:00 p.m., Riggle Room, ADUC.*

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

*Meeting adjourned at 2:00 p.m.*

*Minutes submitted by Debra Morris, Secretary of Staff Congress.*

**STAFF CONGRESS AGENDA**

Monday, May 1, 1995  
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- Keni Spradling
  - Personnel Policies and Benefits- Dan Connell
- IX. OLD BUSINESS**
- X. NEW BUSINESS**
- XI. DISCUSSION**
- XII. ANNOUNCEMENTS**

**Next Meeting:** Tuesday, June 6, 1:00 p.m. Riggle Room

## **STAFF CONGRESS MINUTES**

**April 3, 1995**

**Chair Howard called the meeting to order at 1:10 p.m. in the Riggle Room.**

**Representatives present:** Darlene Allen, Thelma Bumgardner, Gene Caudill, Dan Connell, Phyllis Dehart, Lois Hawkins, Roger Hilderbrand, Mike Hopper, Russell Howard, Madonna Huffman, David Jessie, Linda Kegley, Debra Morris, Lonnie Morris, Joe Planck, Ruth Robinson, Belva Sammons, Pauline Skaggs, Jeffrey Smedley, Jack Templeman, Angela White, Kenneth White and Margaret Young.

**Representatives absent:** Jeffrey Barker, Scott Barker, John Mahaney, Carole Morella, Teresia Parker, Keni Spradling, Larry Stephenson and Ricky Joe Williams.

**Guests:** Mark Anderson, Michelle Hardin, Suzanne Hogge and Angela Martin.

**Additions to the Agenda:** Standing Appointments Committee, Old Business-Salary Increase Upon Being Awarded and Advanced Degree and New Business-Transferring Vacation Days to Sick Leave.

### **Approval of the Minutes:**

Mark Anderson, Student Government Association President, asked for clarification on the statement from the March 6 meeting where Staff Congress read the WMKY Resolution received from Dr. Philley. Student Government was mentioned as having accepted the resolution. Mark Anderson stated that Student Government has not seen this document and would like it stricken from our minutes, it was not passed by Student Government.

In the previous minutes where it was mentioned the percentages for salary distribution the Congress would like the 1/2 percentages changed to 50%.

Rep. Planck asked for clarification from the Parliamentarian on how Robert's Rules of Order states the minutes should be recorded. The necessity to include discussion on the motions within the minutes was questioned. Parliamentarian Sammons responded that Robert's Rules of Order leaves that up to the organization. Rep. Hopper asked if Rep. Planck feels the minutes are too detailed. Rep. Planck clarified that he feels recording is a difficult task because you can record what is said, but not how it is said so therefore you lose meaning and get misinterpretation. Rep. Planck would like to see the motions and votes recorded and not the discussion.



***Rep. Sammons made a motion to discuss the process and wording of our minutes under New Business; seconded by Rep. Allen; motion passed unanimously.***

**VICE-CHAIR REPORT:**

***Vice Chair Hopper reported on the Staff Advisory Council meeting held on March 30. A summary is as follows:***

***Current Status of Budget- 3% raise pool***

***Breakdown: 1% across the board***

***1% equity***

***1% additional items in salary plan***

***Non-exempt: only factor is length of service***

***Exempt: merit plus length of service and time in position***

***Awards for Cost Saving Ideas- Dr. Eaglin believes in the principle but this program has not been implemented at this point.***

***State Insurance Plan- The President is leaning towards maintaining our current insurance plans. He mentioned suing in order to keep our current insurance but at this time it is really too early to speculate how it would affect our University.***

***Career Ladders- The President is in favor of this concept and currently it does not exist on this campus. Human Resources Department reported that there is no career ladder concept developed for Exempt Staff but the option is open for all Staff members.***

***Unit Incentive Plan- The President will not accept equal division of money for all staff citing it would not be in the best interest of the University.***

***Vacation Days rolled over to Sick Days- This request has been made by staff members on this campus. Problems with pensions were mentioned. The President was unaware of any state that allowed you to roll over entire sick leave credit for pension service.***

**CHAIR'S REPORT:**

***Chair Howard received a copy of the Staff Development plan from Vice President Dailey before the meeting, copies will be mailed to Staff Congress members for review. This plan was developed by the Human Resources Department for the use of the Unit Incentive Pay fund. Rep. Caudill questioned the total amount set aside for Staff Development. The remainder of the Staff Development Fund set aside for the 1993-1994 will be used for Staff training and development this summer.***

***Vice President Dailey also addressed Staff Salaries stating that this year Staff will not receive an equity portion but for the next three years Staff will receive the larger portion of funding. For the Fiscal Year 1995-1996 Faculty will be compensated 60% and Staff 40% of the 1% earmarked for equity, in-grade adjustments, etc.***

***The following in-grade adjustments will be made this July:***

<b>25</b>	<b>Secretary Specialist</b>
<b>11</b>	<b>Public Safety Officers</b>
<b>2</b>	<b>Exempt Positions</b>
<b>3</b>	<b>Other Hourly Staff</b>

***These 41 positions are ones being held in Human Resources which have already been approved and are awaiting the money. The Reclassification Pool will still be there along with looking at raising the entry levels of the quartile system.***

**SECRETARY'S REPORT:**

***No report.***

**COMMITTEE REPORTS**

**CREDENTIALS AND ELECTIONS:**      ***No Report.***

**FISCAL AFFAIRS COMMITTEE:**      ***This Committee met with Angela Martin from the Budget Department who then in turn took our concerns and recommendations to the Vice Presidents and President. The President has decided on the following:***

<b>Exempt Staff:</b>	<b>1% Across the Board</b>
	<b>1% Merit</b>

<b>Non-Exempt Staff:</b>	<b>1% Across the Board</b>
	<b>1% Longevity (Based on 100% time of service to MSU)</b>

***The plans for computation are the same as presented in the Models at the previous Staff Congress meeting. Equity will only be addressed on the Faculty side for this fiscal year. A summary of each portion will be provided to the employees; detailed calculations will be available if requested from the Human Resources Department.***

**PERSONNEL POLICIES & BENEFITS COMMITTEE:**

***SICK LEAVE POOL-*** Clarification of the guidelines for the Sick Leave Pool were distributed. The guidelines as distributed state that submission needs to be made to the Human Resources Department. The Human Resources Department however, prefers that persons applying go through their up-line supervisors. Rep. Hilderbrand asked what would happen to a request if your up-line supervisor did not approve. This is not considered in the decision. Rep. Caudill questioned the procedure and criteria used when granting from the pool. Rep. Hopper felt this procedure is not in line with the original concept. Questions were posed as to the checking of patterns of usage of days by staff members. Human Resources stated that just because a request is made does not mean it will be granted. Rep. Robinson feels these guidelines will not encourage persons to save sick and vacation leave. Rep. Hopper cited differences from the sick leave pool guidelines originally developed in 1991 and fears these new guidelines leave room for abuse. Rep. Planck and Rep. Connell agree with the concept of a central location to administer the documentation to ensure continuity. Rep. Sammons however reiterated that the individual Departments would have the only records for determining work habits. Rep. Hawkins expressed concern for parents who are unable to build up sick days due to children's illness. Rep. Sammons would like to see added to the guidelines that the Human Resources Department review the work record before rendering a decision. This UAR was submitted to Staff Congress only for our information. The Sick Leave Pool will not be supplemented until the level of days within the pool falls under the minimum number stated within the guidelines.

***STANDING APPOINTMENTS COMMITTEE:*** A recommendation will be brought forward in New Business to replace a vacancy on the Distinguished Service Awards Committee. Surveys requesting staff members interest in serving on Standing Committees will be sent out shortly. Staff Congress does not need to approve this before it is sent. There have been no additional committees formed since last year. Current listings of Committee membership is found on the AIMS or Academic Systems. Rep. A. White maintains this file in case anyone has a question regarding the length of their term.

A replacement is needed for the Information Resources Committee in the Technical/Paraprofessional field from Academic Affairs. If anyone knows of someone interested on serving on this Committee please let her know.

**OLD BUSINESS:**

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

***Highlighted changes to this document were made by Faculty Senate. The Personnel Policies and Benefits Committee recommends that following changes:***

- 1. That the following statement be struck from the paragraph regarding staff, "....and that is directly related to the position they hold at the time of receipt of the degree."***
- 2. Base salaries adjusted as follows: \$1,000 to \$2,000 for a Doctoral degree; \$800 to \$1,600 for a Specialist Degree or Professional certification; \$500 to \$1,000 for a Master's Degree; \$400 to \$800 for a Bachelor's degree, and \$300 to \$600 for an Associate Degree.***

***The Personnel Policies and Benefits Committee feels since the Faculty Senate adjusted their compensation that Staff Degrees were no less significant and likewise doubled the salary adjustment amounts.***

***The Draft was submitted with the recommended changes; motion passed 15 For, 3 Against and 1 Abstention.***

**NEW BUSINESS:**

**ROLLING VACATION DAYS OVER TO SICK LEAVE**

***The Personnel Policies and Benefits Committee recommends that the current Vacation Days policy be amended to roll Vacation Days over 30 to Sick Days. Concerns were expressed that Vacation Days were meant to be taken as Vacation Days and whether the President would support. The recommendation comes from committee; seconded by Rep. Templeman; motion vote was 6 For, 6 Against with 8 Abstentions. Request was made for a second vote, 6 For, 4 Against and 10 Abstentions; motion passed.***

**STANDING APPOINTMENTS COMMITTEE**

***Todd Thacker was unanimously nominated to fill the vacancy on the Distinguished Service Awards Committee.***

**MINUTES**

*A motion was previously made to discuss changes in format of the Staff Congress minutes. After much discussion Chair Howard decided the Executive Committee of Staff Congress would determine the format of the minutes.*

**ANNOUNCEMENTS:**

*Next meeting: Monday, May 1, 1995, 1:00 p.m., Eagle Dining Room, ADUC.*

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

*Meeting adjourned at 2:35 p.m.*

*Minutes submitted by Debra Morris, Secretary of Staff Congress.*

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**STAFF CONGRESS MINUTES**  
**May 1, 1995**

*Chair Howard called the meeting to order at 1:05 p.m. in the Riggle Room.*

**Representatives present:** *Thelma Bumgardner, Gene Caudill, Dan Connell, Phyllis Dehart, Lois Hawkins, Mike Hopper, Russell Howard, Madonna Huffman, David Jessie, Carole Morella, Debra Morris, Lonnie Morris, Teresia Parker, Ruth Robinson, Belva Sammons, Jeffrey Smedley, Keni Spradling, Larry Stephenson, Kenneth White and Margaret Young.*

**Representatives absent:** *Darlene Allen, Jeffrey Barker, Scott Barker, Roger Hilderbrand, Linda Kegley, John Mahaney, Joe Planck, Pauline Skaggs, Jack Templeman, Angela White and Ricky Joe Williams.*

**Guests:** *Mark Anderson, Michelle Hardin, and Suzanne Hogge.*

**Approval of the Minutes:** *Rep. Connell made the motion to accept the minutes as written; seconded by Rep. Parker; motion passed.*

**CHAIR'S REPORT:**

*Chair Howard attended a meeting discussing formation of a Faculty/Staff Club. Chair Howard was asked to recommend three staff members to serve on a Steering Committee; Gary Messer, Mike Hopper and Larry Besant were recommended.*

**VICE CHAIR'S REPORT:**

*Vice Chair Hopper apologized for the delay in getting the newsletter out to staff. The current issue of the newsletter will include the past three meetings.*

**SECRETARY'S REPORT:**

*No report.*

**COMMITTEE REPORTS**

**CREDENTIALS AND ELECTIONS:**      *Copies of Nomination and Election Activities was distributed. The Election will take place on May 31, 1995. Nominations are due into Debra Morris by Wednesday, May 10. Also distributed were vacancies for each category. The names of current Congress members who's terms expire on June 30, 1995 were announced. This committee will be looking for volunteers to help on the day of the Election.*

**FISCAL AFFAIRS COMMITTEE:**      *The Committee met with Angela Martin who highlighted the proposed 1995-1996 Budget. The 1995-1996 Budget will be based upon a Fall enrollment of 8400 students which includes 100 TAG students. The 3% Salary Pool remains as presented earlier. Grade 1 will receive a 7 1/2% salary adjustment with other levels being adjusted accordingly. This will bring entry level salaries up. If enrollment goes above the 8400 mark, Dr. Eaglin will look at mid-year raises in October. These raises would go into effect January 1, 1996. Letters containing summaries of how our raises were figured will be received by each staff member by the end of June.*

**PERSONNEL POLICIES & BENEFITS COMMITTEE:**      *No Report.*

**OLD BUSINESS:**

**STAFF DEVELOPMENT PLAN-** *The plan has not been finalized. The Human Resources Department has brought this to Staff Congress for their suggestions and comments. Human Resources would like to start these workshops as soon as possible. A workshop on Managing Anger/ Dealing with Conflict, has been scheduled for early July. Congress members discussed Staff compensation for conducting workshops and concern over certain groups of individuals being left out of the Development Plan.*

**NEW BUSINESS:**

*Rep. Morella would like to see Staff Congress look at modifying the current evaluation form for non-exempt employees since it is not being used for Merit purposes. The Human Resources Department stated the form was designed as a communication tool. Not enough interest was expressed by other members to pursue this issue at the present time.*

*Chair Howard presented a Senate Resolution dealing with Faculty raises. Rep. Sammons would like a Committee appointed to draft a resolution showing concern over Staff raises. Rep. Morella made the following motion: That the Executive Committee of Staff Congress in a positive motion express our concerns regarding the Staff Salary Pool; seconded by Rep. Stephenson; motion passed unanimously. Rep. Hopper will draft the resolution to present to Executive Committee. Regent Caudill will carry the resolution with him into the Board of Regent's Meeting on May 12.*

*There was more information given regarding the formation of the Faculty/Staff Club. This venture would be totally separate from University funding.*

*It was announced that Francene Botts is the new Human Resources Director. She will begin July 1, 1995.*

**ANNOUNCEMENTS:**

*Next meeting: Tuesday, June 6, 1995, 1:00 p.m., Riggle Room, ADUC.*

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

*Meeting adjourned at 2:05 p.m.*

*Minutes submitted by Debra Morris, Secretary of Staff Congress.*



**STAFF CONGRESS AGENDA**

Tuesday, June 6, 1995  
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- Keni Spradling
  - Personnel Policies and Benefits- Dan Connell
- IX. OLD BUSINESS
- X. NEW BUSINESS
- XI. DISCUSSION
- XII. ANNOUNCEMENTS

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

**STAFF CONGRESS MINUTES**  
**June 6, 1995**

*Chair Howard called the meeting to order at 1:10 p.m. in the Riggle Room.*

**Representatives present:** *Darlene Allen, Thelma Bumgardner, Gene Caudill, Dan Connell, Phyllis Dehart, Lois Hawkins, Roger Hilderbrand, Mike Hopper, Russell Howard, Linda Kegley, Debra Morris, Lonnie Morris, Teresia Parker, Joe Planck, Ruth Robinson, Belva Sammons, Jeffrey Smedley, Keni Spradling, Angela White, Kenneth White and Margaret Young.*

**Representatives absent:** *Jeffrey Barker, Scott Barker, Madonna Huffman, David Jessie, John Mahaney, Carole Morella, Pauline Skaggs, Larry Stephenson, Jack Templeman, and Ricky Joe Williams.*

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

**Representatives elected for 1995-96:** *Alan Baldwin, Sandy Barker, Sandra Bartlett, Jan Burge, Kathy Eldridge, Todd Thacker, Neal Wheeler, and Susan Wright.*

**Approval of the Minutes:** *Rep. Sammons made the motion to accept the minutes as written; seconded by Rep. Dehart; motion passed.*

**CHAIR'S REPORT:**

*Chair Howard thanked Rep. Caudill for voicing Staff concerns at the Board of Regents meeting. Rep. Caudill added that by Staff Congress voicing our concerns may help give Staff Congress input in budgetary concerns for next year.*

*Chair Howard recognized those members who will be off Staff Congress as of July 1995.*

*Dr. Eaglin stated in the Board of Regents meeting if the enrollment figure proceeded the 8400 mark that 50% of the amount over projected enrollment would be spent on mid year salary adjustments.*

*Entry levels for all grades were raised 7 1/2%. Clarification was made by Suzanne Hogge as to adjustments made within grade levels.*

*Angela Martin, Director of Budgets, announced in the Board of Regents meeting that 80% of the money earmarked for reclassification was still available.*

*Five other positions have been added to the list of positions given in grade adjustments: four director level positions and one manager position.*

*The UAR dealing with Reimbursement of Expenses Associated with Interviewing was approved by Dr. Eaglin on May 23.*

*Chair Howard announced there are still openings for the seminar on Managing Anger. Those interested in attending should contact the Human Resources Department.*

**VICE CHAIR'S REPORT:**

*Vice Chair Hopper reported on the Job Classification Appeals Committee he chaired for the past year. Five cases were heard by this committee which approved four and denied one. Dr. Eaglin concurred with all recommendations made by the Committee. Vice Chair Hopper reiterated the purpose of this Committee and emphasized that staff should utilize the appeals process and asked that members of Staff Congress convey to their constituents the process for reclassification. After Human Resources makes their decision the appropriate Vice President can initiate the appeal which is then heard by the Job Classification Appeals Committee. Vice Chair Hopper thanked all who served on this Committee for the hard work and dedication.*

**SECRETARY'S REPORT:**

*The Staff Congress Luncheon will be held Tuesday, June 27 at 11:30 am in the Eagle Dining Room. This will be a time for us to say good bye to those going off Staff Congress and welcome new members. Everyone interested in attending please contact Debbie Morris by June 23.*

**COMMITTEE REPORTS**

**CREDENTIALS AND ELECTIONS:** *Debbie Morris introduced and welcomed newly elected Staff Congress members. Distributed was the Representation of the 1995-96 Staff Congress and the tally sheet from the election. A special thanks was given to all those who helped in the election. Newly elected members were sent a letter of notification stating the length of their term plus minutes from the previous meeting. Each newly elected member was called on the day after the meeting to congratulate and invite them to the next Staff Congress meeting.*

**VOTING STATISTICS**

*A possible 551 people could vote in this election.*

*7 voted absentee*

*121 voted on the machines*

*Total: 128 votes*

*22% voter turnout*

*Debbie addressed new hires being interested in voting and in Staff Congress and that a possible change to our Bylaws and Constitution may need be considered. There was a general attitude among some people voting as to what Staff Congress does and is about.*

**FISCAL AFFAIRS COMMITTEE:**      *No Report.*

**PERSONNEL POLICIES & BENEFITS COMMITTEE:**      *No Report.*

**OLD BUSINESS:**

**NEW BUSINESS:**

*The July meeting has been rescheduled for Tuesday, July 11 at 1:00 pm in the Riggle Room.*

**ANNOUNCEMENTS:**

*Next meeting: Tuesday, July 11, 1995, 1:00 p.m., Riggle Room, ADUC.*

*Rep. Connell made a motion to adjourn.*

*Seconded by Rep. K. White.*

*Meeting adjourned at 1:35 p.m.*

*Minutes submitted by Debra Morris, Secretary of Staff Congress.*

## MSU STAFF CONGRESS

### MEMORANDUM

TO: MSU Staff

FROM: Credentials & Elections Committee  
Debra Morris, Chair

DATE: May 17, 1995

Nominations have been received and verified for candidates seeking positions as representatives on Staff Congress. Attached is the sample ballot for Staff Congress.

The election will be **WEDNESDAY, MAY 31, 1995**. Please remember to VOTE.

drm

Attachment: Sample Ballot for Staff Congress

**STAFF CONGRESS**  
**1995-1996 Ballot Nominations**

**BE SURE TO VOTE -- WEDNESDAY, MAY 31, 1995**  
**ADRON DORAN UNIVERSITY CENTER**

Each staff member will vote in the At-Large Category and their individual EEO category.

AT-LARGE	ELECT
Sandra Bartlett - Secretarial/Clerical Jan Burge - Professional/NonFaculty Lora Hardwick - Professional/NonFaculty David Jessie - Professional/NonFaculty Dennis McKay - Professional/NonFaculty Keni Spradling - Secretarial/Clerical Susan Wright - Secretarial/Clerical	Four representatives for three-year terms  Representatives elected from EEO categories as follows: Executive Managerial--0 Professional/Nonfaculty--1 Secretarial/Clerical--2 Service Maintenance--2 Skilled Crafts--3 Technical/Paraprofessional--2
EXECUTIVE/MANAGERIAL	ELECT
Larry Stephenson	One representative for a three-year term.
PROFESSIONAL/NON-FACULTY	ELECT
Alan Baldwin Sandy Barker Kirk Clark Peggy Gray April Haight Michelle Hardin Suzanne Hogge Roger Holbrook Judith Krug Wanda Littleton Suzanne Mantooth Lonnie Morris Neal Wheeler Debbie White	One representative for a three-year term and One representative for a two-year term and One representative for a one-year term.
SECRETARIAL/CLERICAL	ELECT
Malcom Bigelow Jewell Hunter Ruth Robinson	One representative for a three-year term.
SERVICE/MAINTENANCE	ELECT
	One representative for a three-year term and One representative for a two-year term.
SKILLED CRAFTS	ELECT
Todd Thacker	One representative for a three-year term
TECHNICAL/PARAPROFESSIONAL	ELECT
Kathy Caskey-Eldrige	One representative for a three-year term.

**STAFF CONGRESS MINUTES****July 10, 1995**

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

**Representatives present:** Alan Baldwin, Jeffrey Barker, Sandy Barker, Sandra Bartlett, Jimmy Boyd, Thelma Bungardner, Jan Burge, Gene Caudill, Dan Connell, Phyllis Dehart, Kathy Eldridge, Lora Hardwick, Lois Hawkins, Russell Howard, Linda Kegley, Debra Morris, Joe Planck, Ruth Robinson, Jeffrey Smedley, Keni Spradling, Wilma Stegall, Larry Stephenson, Todd Thacker, Neal Wheeler, Angela White, Kenneth White, and Susan Wright.

**Representatives absent:** Madonna Huffman, John Mahaney, Carole Morella, and Teresia Parker.

**Guests:** Brian Hutchinson, Student Government President; Francene Botts, Director of Human Resources.

**Minutes of previous meeting:** Gene Caudill noted that he did not received minutes from the past meeting. Rep. Connell made the motion to accept the minutes as written; seconded by Rep. Hawkins; motion passed.

**Election of officers:** Rep. Planck acted as Parliamentarian. Rep. Wheeler made a motion to conduct the election by majority vote; seconded by Rep. A. White; motion passed with one negative expressed by Rep. Baldwin. There were 26 eligible voters so a majority would be 14 votes.

**Nominations for Chair:** Russell Howard was nominated by Rep. Hawkins. Rep. Wheeler moved that nominations cease; seconded by Rep. Smedley. Call for the vote: decision was unanimous to accept Rep. Howard as chair by acclamation.

**Nominations for Vice Chair:** Debra Morris was nominated by Rep. Howard. Alan Baldwin was nominated by Rep. Connell. Rep. Wheeler moved that the nominations cease; seconded by Rep. Hawkins. Vote for nominations to cease passed unanimously. Winner by majority vote: Debra Morris by 19 votes.

**Nominations for Secretary:** Ruth Robinson was nominated by Rep. Wheeler. Rep. Morris moved that nominations cease; seconded by Rep. Stephenson. Call for the vote: decision was unanimous to accept Rep. Robinson as secretary by acclamation.

**CHAIR'S REPORT:** No report.

**VICE CHAIR'S REPORT:** Vice Chair Morris asked the group if they wished to continue distributing copies of the *STAFF NOTES* to all university staff. This will be brought up in New Business.

**SECRETARY'S REPORT:** No report.

### **COMMITTEE REPORTS**

**CREDENTIALS AND ELECTIONS:** Vice Chair Morris introduced and welcomed new member, Lora Hardwick. There were no candidates in the election for the category of Service/Maintenance; therefore the Committee asked for volunteers to serve a one-year term. The Committee recommended that Jimmy Boyd and Wilma Stegall represent the Service/Maintenance group. Rep. Wheeler moved to accept these members by acclamation; seconded by Rep. Kegley; motion passed.

Chair Howard presented all new members with Staff Congress lapel pins.

**FISCAL AFFAIRS COMMITTEE:** Committee is waiting for feedback concerning the policy on educational bonuses.

**PERSONNEL POLICIES & BENEFITS COMMITTEE:** No report.

**OLD BUSINESS:** At 12:45 p.m. today, Chair Howard received a revised draft (dated July 7) of the policy concerning educational bonuses. The President and Vice Presidents have approved this draft and sent it back to Staff Congress for review. Chair Howard will mail a copy to all members.

**NEW BUSINESS:** Rep. Hardwick moved to continue to distribute the *STAFF NOTES* to all staff and to check into the possibility of putting the minutes on INTERNET; seconded by Rep. S. Barker. Motion carried. The minutes will go



to all members and one copy placed on reserve at the Library and one copy sent to University Archives. Also Rep. Hardwick asked that a note be printed on the *STAFF NOTES* asking all staff to recycle.

After the Committee Chairs gave a brief description of the responsibilities of each committee, Chair Howard asked each new member to select a committee to serve on for the coming year. Rep. Wright moved to split the Personnel Policies & Benefits Committee into two committees because of the broad areas covered by this committee. After hearing discussion on the history of the Committee, Rep. Wright withdrew the motion. The Committees convened and elected chairs. The Congress resumed regular meeting and Chair Howard announced the Committees' chairs: CREDENTIALS AND ELECTIONS, Ruth Robinson, chair; FISCAL AFFAIRS COMMITTEE, Kenneth White, chair; PERSONNEL POLICIES & BENEFITS COMMITTEE, Dan Connell, chair.

**DISCUSSION:** Possibility of changing the meeting time was discussed. The group decided to leave the meeting time at 1 p.m.

Rep. Stephenson moved to go back into new business; seconded by Rep. Wheeler. Rep. A. White, chair of Subcommittee on Standing Appointments, read a list of staff that the Subcommittee would like to recommend to President Eaglin for appointment to university standing committees. Rep. Stephenson moved to approve the recommendations; seconded by Rep. Planck. Motion carried.

**ANNOUNCEMENTS:**

Next meeting: Monday, August 7, 1995, 1:00 p.m., Riggle Room, ADUC.

Rep. Hawkins made a motion to adjourn.  
Seconded by Rep. Smedley.

Meeting adjourned at 2:15 p.m.

Minutes submitted by Ruth Robinson, Secretary of Staff Congress.

Distribution:       Staff Congress Members  
                          Library  
                          President Eaglin  
                          Vice President Dailey

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## STAFF CONGRESS AGENDA

Tuesday, July 11, 1995

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. ELECTION OF OFFICERS
- VI. CHAIR'S REPORT
- VII. VICE CHAIR'S REPORT
- VIII. SECRETARY'S REPORT
- IX. COMMITTEE REPORTS
  - Credentials and Elections- Debra Morris
  - Fiscal Affairs- Keni Spradling
  - Personnel Policies and Benefits- Dan Connell
  - Standing Appointments Sub-Committee- Angela White
- X. OLD BUSINESS
  - Salary Increase Upon Being Awarded An Advanced Degree
- XI. NEW BUSINESS
- XII. DISCUSSION
- XIII. ANNOUNCEMENTS

Next Meeting: TO BE ANNOUNCED, 1:00 p.m. Riggle Room

STAFF CONGRESS MINUTES  
September 11, 1995

Chair Howard called the meeting to order at 12:00 noon in the Riggle Room.

**Representatives present:** Alan Baldwin, Sandy Barker, Sandra Bartlett, Jimmy Boyd, Thelma Bungardner, Jan Burge, Gene Caudill, Dan Connell, Phyllis Dehart, Kathy Eldridge, Lora Hardwick, Lois Hawkins, Russell Howard, Linda Kegley, Carole Morella, Debra Morris, Teresia Parker, Joe Planck, Ruth Robinson, Jeffrey Smedley, Keni Spradling, Wilma Stegall, Larry Stephenson, Madonna Weathers, Neal Wheeler, Angela White and Susan Wright.

**Representatives absent:** Jeffrey Barker, John Mahaney, Todd Thacker, and Kenneth White,

**Minutes of previous meeting:** Rep. Stephenson made the motion to accept the minutes as written; seconded by Rep. Wheeler; motion passed. Members not receiving minutes should verify address with secretary.

**CHAIR'S REPORT:** Chair Howard - The insurance rates that were distributed earlier were estimates, not actual costs for employees. At the request of Staff Congress, State Senator Walter Blevins and State Representative John Will Stacy will be present today at 1 p.m. to discuss concerns regarding House Bill 250 dealing with health insurance. Also present will be Mike Hadden, representative of the Health Purchasing Alliance. Others legislators (Rose and Worthington) were invited, but will not be attending.

Chair Howard received a memo from Roger Holbrook of Public Safety asking Staff Congress to appoint one member to serve on the Public Safety Advisory Committee. Rep. Wheeler volunteered to serve.

Chair Howard received a letter from VP Kappes requesting two members of the Executive Council of Staff Congress to attend a luncheon to meet the gubernatorial candidates to discuss higher education issues. The luncheon will be on September 18 in Lexington. Past Chair Connell and Chair Howard will attend; others from the Executive Council may be invited later.

Chair Howard read a letter from C.J. Bailey inviting Staff Congress to join the Partnership Council for Local Labor Market No. 19. This is a school-to-work program to create a smooth and seamless opportunity system that maximizes the potential for all students to make a transition from high school to post-secondary education,

work or the military at the highest possible level. Mr. Bailey would like to have two SC members to serve on a committee for this program. Chair Howard and Rep. Spradling will serve on this committee.

VICE CHAIR'S REPORT: No report.

SECRETARY'S REPORT: No report.

### COMMITTEE REPORTS

CREDENTIALS AND ELECTIONS: Rep. Robinson, Chair. No report.

STANDING APPOINTMENTS SUB-COMMITTEE: Rep. A. White, Chair. No report.

FISCAL AFFAIRS COMMITTEE: Rep. K. White, Chair. No report.

PERSONNEL POLICIES & BENEFITS COMMITTEE: Rep. Connell, Chair. The Committee met on August 31 to discuss the following topics:

- (1) Health care issues--each member of the committee was charged with going back to constituents to get feedback and questions concerning health care.
- (2) Ingrade promotion--committee is working with Human Resources discussing ways of enhancing career ladder program.
- (3) Committee discussed possibility of giving employees 1/2 day off for donating blood.
- (4) Clarification is needed regarding employee status: University employees or state employees.

### OLD BUSINESS:

The Secretary presented the second reading of the proposed amendment to the By-laws. Reasoning for the proposed amendment: to make the requirements for SC Officers uniform with the requirements of the SC Committee Chairs. The proposed amendment is to add the underlined sentence to ARTICLE III, Section 1, Officers:

*The Staff Congress shall annually elect three officers from its own membership to serve for one year or until their respective successors have been elected and seated. The officers must have one year experience as a member of the Congress. These officers are the Chair, Vice Chair, and Secretary of the Staff Congress. These officers shall comprise the Executive Council. The immediate past Chair of the Staff Congress shall serve as an ex-officio member of the Executive Council. For the first session of Congress, the Chair of the Steering Committee will be designated as the immediate past chair.*

Call for the vote: Yes-20 votes; No-3 votes. Motion passed.

The Credentials and Elections Committee was asked to review the By-laws and make recommendations to update the document.

NEW BUSINESS:

VC Morris discussed the staff training survey results. The survey was distributed to all staff with 37 responses received back. Suggested topics from the survey will be forwarded to Human Resources.

VC Dailey discussed creating a pool of money to allow employees to attend training seminars, including off-campus programs.

Personnel Policies and Benefits Committee - The following recommendations were proposed: (1) money set aside for items such as the ones mentioned in survey results; (2) money set aside for individuals to attend seminars; and (3) develop a pool of money for departments or units to provide training in their areas. Call for the vote: The motion passed by unanimous decision.

Time off for donating blood -- Rep. Stephenson proposed a resolution to ask supervisors to encourage employees to give blood and to allow employees to donate blood during work time: seconded by Rep. Wheeler. Call for the vote: Yes=23; No=1. Motion passed.

DISCUSSION: None

ANNOUNCEMENTS: On September 22, there will be 500-700 perspective students on campus for the Regional College Fair.

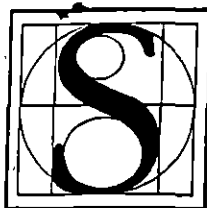
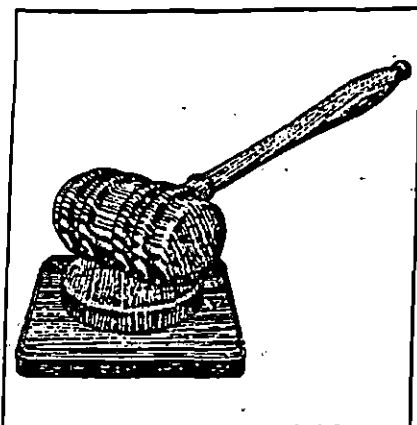
Next meeting: Monday, October 9 at 1:00 p.m., Riggle Room, ADUC.

Rep. Connell made a motion to adjourn. Seconded by Rep. Hawkins. Motion passed.

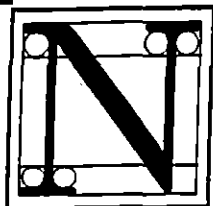
Meeting adjourned at 12:50 p.m.

Minutes submitted by Ruth Robinson, Secretary of Staff Congress.

Distribution: Staff Congress Members  
Library  
Human Resources Director  
Vice President Dailey  
Student Government  
Faculty Senate



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# NOTES

**Newsletter of the Morehead State University Staff Congress • September 1995**

## **STAFF CONGRESS MEMBERS 1995-1996**

### **TECHNICAL / PARAPROFESSIONAL**

Sandra Bartlett (3-2097)  
Phyllis Dehart (3-2097)  
Kathy Eldridge (3-5240)

### **SERVICE / MAINTENANCE**

Jimmy Boyd (3-2066)  
Thelma Bumgardner (3-2066)  
Linda Kegley (3-2806)  
Wilma Stegall (3-2066)

### **PROFESSIONAL / NON-FACULTY**

Alan Baldwin (3-2150)  
Sandy Barker (3-2513)  
Jan Burge (3-5128)  
Lora Hardwick (3-2060)  
Teresia Parker (3-2010)  
Neal Wheeler (3-2146)

### **SKILLED CRAFTS**

Jeff Barker (3-2609)  
John Mahaney (3-2609)  
Todd Thacker (3-2066)

### **SECRETARIAL / CLERICAL**

Lois Hawkins (3-2067)  
Debra Morris (3-5113)  
Ruth Robinson (3-5169)  
Keni Spradling (3-2502)  
Angela White (3-2009)  
Susan Wright (3-5263)

### **EXECUTIVE / MANAGERIAL**

Dan Connell (3-2005)  
Madonna Huffman (3-2024)  
Carole Morella (3-2544)  
Joe Planck (3-2066)  
Larry Stephenson (3-2071)  
Kenneth White (3-2060)

\* \* \* \* \*

### **OFFICERS AND COMMITTEE CHAIRS**

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

### **EX-OFFICIO MEMBERS**

Gene Caudill, Staff Regent  
Brian Reeder, Chair of Faculty Senate  
Brian Hutchinson, Student Government Association President

## **HEALTH CARE REFORM**

### **QUESTIONS AND ANSWERS**

On April 15, 1994, the Kentucky Health Care Reform Bill was enacted by the Kentucky General Assembly and signed into law. The design was to make health care more available and more affordable to Kentuckians by creating the Kentucky Health Purchasing Alliance, consisting of the entire Commonwealth. It is required to be operational by July 15, 1995. Morehead State University has been granted an extension of our current coverage through our contract date with Blue Cross/Blue Shield until June 30, 1996. Individuals will have a choice of plans available through the Alliance and will pay premiums directly to the Alliance. You will be able to go to your current family doctor as long as the doctor participates in the health care plan that you choose. If you want to use a specific doctor, you should make certain that the doctor participates in the plan you select. There is no requirement in the Kentucky Health Care Reform Bill for any person to purchase health insurance. You cannot be turned down for insurance coverage due to previous medical history or conditions. There are five standard plans developed for each health care insurer; Enhanced Plans, Standard Plans and Economy Plans. The one closest to our current premium plan is in the Enhanced group. We will, however, not find a plan that covers everything we now have under our current Blue Cross/Blue Shield premium policy. We have been fortunate to negotiate such great health insurance with Blue Cross/Blue Shield.

Watch this spot monthly for further information on Health Care Reform. Please pass any concerns regarding Health Care Reform to your representatives on Staff Congress.

#### **1. Why do we need health care reform?**

Over 510,000 Kentucky residents are on Medicaid. Over 484,000 residents have no health insurance at all. With health care costs increasing at 15% or more each year, the prospect of the uninsured finding affordable health insurance is remote.

Unless something is done to control costs, those on Medicaid could find services reduced, and many may lose coverage.

#### **2. What is the Kentucky Health Policy Board?**

The Kentucky Health Policy Board is a five-member gubernatorially appointed independent agency of state government that was created to, among other things, oversee the health purchasing alliance. This agency will also distribute information about health care costs to Kentucky residents.

#### **3. What is the Kentucky Health Purchasing Alliance?**

The Kentucky Health Purchasing Alliance is a five-member gubernatorially appointed board to be operational as a state wide entity by July 15, 1995.

The Alliance will negotiate and contract with insurance companies, health maintenance organizations, and other provider groups to obtain the best price for health care benefits for persons who wish to purchase coverage through the Alliance and will pay premiums directly to the Alliance.

# HEADLINES

## SALARY INCREASE UPON BEING AWARDED AN ADVANCED DEGREE

Staff receiving and advanced degree beyond the minimum requirements for the position they occupy, or who receive an initial degree greater than the minimum educational requirements for the position they occupy, will receive base salary increases accordingly: \$1,000 for a doctoral degree; \$800 for a specialist degree or terminal professional certification, e.g. CPA; \$500 for a Master's Degree; \$400 for a bachelor's degree, and \$300 for an associate degree became effective August 17, 1995.

For further details regarding this UAR please refer to the past issue of Staff Notes or contact one of your constituents listed on the front of this newsletter.

## HEALTH CARE REFORM OPEN FORUM

An Open Forum was held on Monday September 11 to discuss Health Care Reform with two representatives for this area; Walter Blevins and John Will Stacy. Also in attendance was Michael Hadden, Executive Director for the Alliance.

Representative Walter Blevins began the forum by explaining the need for Health Care Reform and the purpose behind it. For the past 10-15 years health care premiums had been skyrocketing. The Governor is hoping to achieve better buying power by insuring groups of Kentuckians. The second purpose was to give those with pre-existing medical conditions the opportunity to purchase health insurance. He also addressed a hope at additional appropriations for higher education, thus Morehead State University showing documentation that MSU has lost nearly 8 million dollars in state appropriations since 1981. The

legislators must pay their health insurance just the same us. His portion is payed as a benefit of the job but he must pay the additional coverage for his family. Preliminary rates for our region would hurt MSU employees tremendously. They did state that those figures were just preliminary based upon the first round of people signed onto the new insurance. The figures which will be used for those state workers coming onto the plans in January will be available by the end of September. The current premuim plan we have with Blue Cross/Blue Sheild is a tremendous package which is not included as an option in the Alliance. Walter Blevins stated, "The last thing I want to do is hurt this University," but he also has to take into consideration the many people he feels this reform will benefit from his area. The coverage of dental benefits was also discussed. The present policies under Health Care Reform will not cover dental problems.

John Will Stacy stated "he did not agree with this bill for the most part, if you are not satisfied with this then I am not satisfied." Questions were posed toward government looking at controlling the rates on the medical side. To his knowledge this had not been done. He would like to return after we have received the new rate quotes. If we still are unhappy then we can talk about what we feel needs to be done.

Administrators of MSU stated they did not fight this legislation in 1994 because they felt at the time it would be in the best interest of the Staff of Morehead State University.

Porter Daily once again questioned the Alliance Director over our self insured status. The criteria and explanation is too long to discuss here but the bottom line is that state government does not define our health insurance package as self insured.



**ABBREVIATED STAFF CONGRESS MINUTES - SEPTEMBER 11, 1995**

Minutes will be formally approved at the October meeting. Complete text is available at the library circulation desk, or from any Staff Congress Representative.

Meeting was called to order at 12:00 p.m. in the Riggle Room with all representatives present except Jeff Barker, John Mahaney, Todd Thacker and Kenneth White.

**CHAIR'S REPORT**

The insurance rates previously distributed to Staff Congress members were only estimates, not actual costs for employees. At the request of Staff Congress, State Senator Walter Blevins and State Representative John Will Stacy were present for an open forum to discuss concerns over House Bill 250, Health Care Reform. Please read the synopsis of this meeting under the Headlines section of this newsletter.

Chair Howard received a memo from Roger Holbrook of Public Safety asking Staff Congress to appoint one member to serve on the Public Safety Advisory Committee. Rep. Wheeler volunteered to serve.

Chair Howard and past Chair Connell will be attending a luncheon to meet the gubernatorial candidates to discuss higher education issues. The luncheon will be held on September 18 in Lexington.

Chair Howard read a letter from C.J. Bailey inviting Staff Congress to join the Partnership Council for Local Labor Market No. 19. This is the school-to-work program to create a smooth and seamless opportunity system that maximizes the potential for all students to make a transition from high school to post-secondary education, work or the military at the highest possible level. Mr. Bailey requested that two Staff Congress members be appointed to serve on the Committee for this program. Chair Howard and Rep. Spradling will serve on this committee.

**COMMITTEE REPORTS**

**Credentials and Elections:** Members of this Committee brought before Staff Congress a **proposed amendment to the By-Laws** at the August 7 meeting of Staff Congress. The proposed amendment states that **the officers must have one year experience as a member of the Congress**. This will coincide with the requirements for Committee Chairs. An amendment or change to the Bylaws requires five signatures by members of Staff Congress and shall be approved by two-thirds of the membership of Congress. After first approval the amendment will be placed on the agenda of the next regular meeting of the Staff Congress for final consideration. Final consideration of a proposal shall require approval of two-thirds of those members present and voting. First approval was obtained at the August 7 meeting. This amendment has been placed on the agenda for the second vote to be conducted under Old Business.

**Personnel Policies & Benefits Committee:** This Committee met on August 31 to discuss the following topics:

1. Health care issues--each member of the committee was charged with going back to constituent to get feedback and questions concerning health care.
2. Ingrade promotion--the committee is working with Human Resources discussing ways of enhancing career ladder program.

**Committee reports continued.....**

3. Committee discussed the possibility of giving employees 1/2 day off for donating blood.

4. Clarification is needed regarding employee status: University employees or State employees.

**OLD BUSINESS**

The Secretary presented the second reading of the proposed amendment to the By-laws. The amendment passed with a 20 to 3 vote. Those voting in opposition of the amendment were: Rep. Al Baldwin, Rep. Linda Kegley and Rep. Joe Planck.

**NEW BUSINESS**

The results from the Staff Training Survey distributed in the August edition of Staff Notes were presented by Vice Chair Morris. Suggested topics recommended by the 37 people who responded to the survey were as follows:

**Top 10 IN HOUSE TRAINING**

1. Supervising in the 1990's
2. Problem Solving and Decision Making
3. Supervisor Training Program
4. Leadership: Achieving Peak Performance
5. Managing Your Time and Managing Meetings
6. Basic Supervisory Law
7. Developing Presentation Skills
8. The Supervisor's Job Today
9. How to Write and Edit Concisely
10. Customer Service for the Competitive Edge

**Top 2****ROWAN STATE VOCATIONAL TRAINING**

1. Office Technology
2. Automotive Technology

**Top 5 FRED PRYOR SEMINARS**

1. The Exceptional Assistant
2. How to Supervise People
3. How to Handle Conflict, Anger and Emotion
4. Interpersonal Skills
5. Coaching Skills for Managers and Supervisors
6. How to Manage Projects, Meet Deadlines & Achieve Objectives

**Top 5****WORKSHOPS PROVIDED BY MSU FACULTY AND STAFF**

1. Basic Personnel Law
2. Wellness
3. Effective Writing Skills
4. Office Management
5. Time/Project Management
6. Grant Writing

**Thanks to everyone who responded.**

Staff Congress voted to send your responses to the Human Resources Department. The Personnel Policies and Benefits Committee also proposed: 1) that money be set aside for items such as the ones mentioned in the survey results; 2) that money be set aside for individuals to attend seminars; and 3) develop a pool of money for departments or units to provide training in their areas. This proposal passed unanimously.

**Blood Drives**

Staff Congress requests that Supervisors encourage and allow employees time to go and give blood at on campus blood drives. This motion was brought forward from Committee and was opposed by Rep. Al Baldwin.

*Please recycle me.....Please recycle me.....Please recycle me.....Please recycle me*

STAFF CONGRESS MINUTES  
October 9, 1995

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

Representatives present: Sandy Barker, Sandra Bartlett, Thelma Bungardner, Jan Burge, Gene Caudill, Phyllis Dehart, Kathy Eldridge, Lora Hardwick, Lois Hawkins, Russell Howard, Linda Kegley, Debra Morris, Teresia Parker, Joe Planck, Ruth Robinson, Keni Spradling, Wilma Stegall, Larry Stephenson, Todd Thacker, Madonna Weathers, Angela White Kenneth White, and Susan Wright.

Representatives absent: Alan Baldwin, Jeffrey Barker, Jimmy Boyd, Dan Connell, John Mahaney, Carole Morella, Jeffrey Smedley, and Neal Wheeler.

Guests Present: Francene Botts and Suzanne Hogge

Minutes of previous meeting: Rep. Planck made the motion to accept the minutes as written; seconded by Rep. Dehart; motion passed.

CHAIR'S REPORT: Chair Howard reported that Carole Morella is in the hospital and has had surgery. We wish her a speedy recovery.

VICE CHAIR'S REPORT: Vice Chair Morris reported that the Reclassification Appeals Committee has received one appeal and will be meeting within the next two weeks.

SECRETARY'S REPORT: No report.

COMMITTEE REPORTS

CREDENTIALS AND ELECTIONS: Rep. Robinson, Chair. The Committee is looking at the By-laws and will be making recommendations for changes soon.

STANDING APPOINTMENTS SUB-COMMITTEE: Rep. A. White, Chair. No report.

FISCAL AFFAIRS COMMITTEE: Rep. K. White, Chair. No report.

PERSONNEL POLICIES & BENEFITS COMMITTEE: Rep. Connell, Chair, was out of town so Rep. Parker will present recommendations from the Committee in New Business.

OLD BUSINESS: None

NEW BUSINESS:

Rep. Hawkins reported on a meeting with the School-to-Work Program which covers students from elementary school through high school and vocational training and on to the work place. The program is gathering information and looking for sponsors. Rep. Hawkins can be contacted for more information.

The Personnel Policies and Benefits Committee made a recommendation to endorse the Position Paper of Kentucky Advocates on Higher Education. Discussion. Call for vote: motion passed unanimously.

Personnel Policies and Benefits Committee had met and discussed the following topics:

The issue of state or university employee--Francene Botts, Director of Human Resources, stated that Morehead State University is a state supported University. However, the University is permitted to develop institutional policies that relate specifically to Morehead State. Employees are both state and University employees.

Health Care Update--The University of Louisville and Northern Kentucky University will be joining the Health Purchasing Alliance in January 1996. Other universities have requested an extension of joining as Morehead State University has done. Contracts outlining benefits to be offered from the various insurance companies participating in the Health Purchasing Alliance have not yet been made available for review.

Changes to Staff Classification System--Vice President Dailey sent Chair Howard a memo on October 3, 1995, along with proposed changes to the reclassification system. The Committee made several recommendations regarding the proposed changes. After much discussion, the issue was sent back to Committee for further research and recommendations.

DISCUSSION:     None

ANNOUNCEMENTS:

Next meeting: Monday, November 6 at 1:00 p.m., Riggle Room, ADUC.

Rep. Parker made a motion to adjourn. Seconded by Rep. Burge.  
Motion passed.

Meeting adjourned at 3:20 p.m.

Minutes submitted by Ruth Robinson, Secretary of Staff Congress.

Distribution:    Staff Congress Members  
                  Library  
                  Human Resources Director  
                  Vice President Dailey  
                  Student Government  
                  Faculty Senate

STAFF CONGRESS MINUTES

November 6, 1995

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

Representatives present: Alan Baldwin, Sandy Barker, Sandra Bartlett, Jimmy Boyd, Thelma Bungardner, Jan Burge, Kathy Eldridge, Lora Hardwick, Lois Hawkins, Russell Howard, Linda Kegley, Debra Morris, Joe Planck, Ruth Robinson, Keni Spradling, Larry Stephenson, Todd Thacker, Angela White, Neal Wheeler and Susan Wright.

Representatives absent: Jeffrey Barker, Gene Caudill, Dan Connell, Phyllis Dehart, John Mahaney, Carole Morella, Teresia Parker, Jeffrey Smedley, Wilma Stegall, Madonna Weathers, and Kenneth White.

Guests Present: Francene Botts

Minutes of previous meeting: Rep. Hawkins made the motion to accept the minutes with two corrections on page two (thur should be through and top should be to); seconded by Rep. Spradling; motion passed.

CHAIR'S REPORT: Chair Howard attended a University Council meeting where it was reported that a new Super Lab will be available to students at the beginning of fall semester 1996. The basement of Camden-Carroll Library will be remodeled for the new 100 workstation computer lab.

The MSU Tree Lighting Ceremony will be held Thursday, November 30. The time will be announced later. All faculty, staff and their families are invited and encouraged to attend.

On April 4, 1996, plans will begin for dedication of the new Heritage Room. The dedication will occur on Founder's Day, 1997.

VICE CHAIR'S REPORT: Vice Chair Morris reported that the Reclassification Appeals Committee has reviewed one appeal and made a recommendation to the President. The President concurred with the Committee's recommendation.

SECRETARY'S REPORT: No report.

COMMITTEE REPORTS

CREDENTIALS AND ELECTIONS: Rep. Robinson, Chair. The Committee has received a letter of resignation from Sandra Bartlett. A replacement will be recommended in new business.

STANDING APPOINTMENTS SUB-COMMITTEE: Rep. A. White, Chair. No report.

FISCAL AFFAIRS COMMITTEE: Rep. Planck reported for the Committee. Angela Martin met with the committee regarding revisions of fiscal operating guidelines. The Committee was concerned with the portion of the revisions concerning the classification schedule.

PERSONNEL POLICIES & BENEFITS COMMITTEE: Rep. Hawkins will present recommendations pertaining to the Staff Classification System procedures under Old Business.

OLD BUSINESS: Health Insurance Issue -- The Congress discussed the interests of all University employees and the effects to all groups if the University is not granted an exempt status from having to participate in the Health Alliance. Information will be distributed to all staff as soon as it is available.

Staff Classification System -- The Personnel Policies and Benefits Committee presented proposed changes in the reclassification system. The Committee had questions concerning the definition of internal and external mandate as factors which could prompt reclassification of employees. Items A-E were discussed in the October meeting. Item D: Monies for reclassification will come "off the top" of the annual staff salary pool was strongly debated. After a lengthy discussion, the Congress voted to recommend: "When a reclassification occurs the position will be moved to entry level of the grade the position is moved to. Equity will not be addressed with a 5 percent increase at this point. If money is available to deal with equity in addition to our annual pay increases, ground will be made up at that point. Grade 10 will be exempt from this process." Also the committee recommended that the effective date of reclassification be changed from monthly to yearly. A vote on the new procedure with the recommended changes from the Committee was taken with the following results: 18 members present -- FOR = 13; AGAINST = 3; and ABSTENTIONS = 2. Those voting in opposition were Representatives Boyd, Stephenson, and Thacker; abstentions were Representatives Baldwin and Burge.

NEW BUSINESS:

Chair Howard presented the new Personnel Policy, PG-53, Drivers Alcohol Substance Control Testing. This policy will put MSU in compliance with Federal Laws effective January 1, 1996. This policy would affect those required to hold a Commercial Drivers License (CDL). Guidelines for random selection of testing are also included. Call for the vote: FOR = 17; AGAINST = 0; ABSTENTION = 1. Abstention was Rep. Baldwin.

Credentials and Elections Committee recommended that David Jesse, who received the next highest number of votes) fill the vacancy created by Sandra Bartlett's resignation. Call for the vote: Motion passed unanimously.

DISCUSSION: MSU is negotiating corporate rates for membership to TNT gym. Phase I of the Wellness Center is due to be completed by next fall.

ANNOUNCEMENTS: Next meeting: Monday, December 4 at 1:00 p.m., Riggle Room, ADUC.

Rep. Wright made a motion to adjourn. Seconded by Rep. Barker. Motion passed.

Meeting adjourned at 3:10 p.m.

Minutes submitted by Ruth Robinson, Secretary of Staff Congress.

Distribution: Staff Congress Members  
Library  
Human Resources Director  
Vice President Dailey  
Student Government  
Faculty Senate



**STAFF CONGRESS AGENDA**  
**Monday, December 4, 1995**  
**Riggle Room , 1 p.m.**

- I. CALL TO ORDER
- II. ADDITIONS TO AGENDA/RECOGNITION OF GUESTS
- III. APPROVAL OF THE MINUTES
- IV. CHAIR'S REPORT
- V. VICE CHAIR'S REPORT
- VI. SECRETARY'S REPORT
- VII. COMMITTEE REPORTS
  - Credentials and Elections - Ruth Robinson
  - Standing Appointments Sub-Committee - Angela White
  - Fiscal Affairs - Kenneth White
  - Personnel Policies and Benefits - Dan Connell
- VIII. OLD BUSINESS
- XI. NEW BUSINESS
- X. DISCUSSION
- XI. ANNOUNCEMENTS

Next Meeting Dates: January 8  
February 5  
March 4

April 1  
May 6  
June 3  
July 1

**STAFF CONGRESS MINUTES**  
**November 6, 1995**

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

**Representatives present:** Alan Baldwin, Sandy Barker, Sandra Bartlett, Jimmy Boyd, Thelma Bungardner, Jan Burge, Kathy Eldridge, Lora Hardwick, Lois Hawkins, Russell Howard, Linda Kegley, Debra Morris, Joe Planck, Ruth Robinson, Keni Spradling, Larry Stephenson, Todd Thacker, Angela White, Neal Wheeler and Susan Wright.

**Representatives absent:** Jeffrey Barker, Gene Caudill, Dan Connell, Phyllis Dehart, John Mahaney, Carole Morella, Teresia Parker, Jeffrey Smedley, Wilma Stegall, Madonna Weathers, and Kenneth White.

**Guests Present:** Francene Botts

**Minutes of previous meeting:** Rep. Hawkins made the motion to accept the minutes with two corrections on page two (thur should be *through* and top should be *to*); seconded by Rep. Spradling; motion passed.

**CHAIR'S REPORT:** Chair Howard attended a University Council meeting where it was reported that a new Super Lab will be available to students at the beginning of fall semester 1996. The basement of Camden-Carroll Library will be remodeled for the new 100 workstation computer lab.

The MSU Tree Lighting Ceremony will be held Thursday, November 30. The time will be announced later. All faculty, staff and their families are invited and encouraged to attend.

On April 4, 1996, plans will begin for dedication of the new Heritage Room. The dedication will occur on Founder's Day, 1997.

**VICE CHAIR'S REPORT:** Vice Chair Morris reported that the Reclassification Appeals Committee has reviewed one appeal and made a recommendation to the President. The President concurred with the Committee's recommendation.

SECRETARY'S REPORT: No report.

COMMITTEE REPORTS

CREDENTIALS AND ELECTIONS: Rep. Robinson, Chair. The Committee has received a letter of resignation from Sandra Bartlett. A replacement will be recommended in new business.

STANDING APPOINTMENTS SUB-COMMITTEE: Rep. A. White, Chair. No report.

FISCAL AFFAIRS COMMITTEE: Rep. Planck reported for the Committee. Angela Martin met with the committee regarding revisions of fiscal operating guidelines. The Committee was concerned with the portion of the revisions concerning the classification schedule.

PERSONNEL POLICIES & BENEFITS COMMITTEE: Rep. Hawkins will present recommendations pertaining to the Staff Classification System procedures under Old Business.

OLD BUSINESS: Health Insurance Issue -- The Congress discussed the interests of all University employees and the effects to all groups if the University is not granted an exempt status from having to participate in the Health Alliance. Information will be distributed to all staff as soon as it is available.

Staff Classification System -- The Personnel Policies and Benefits Committee presented proposed changes in the reclassification system. The Committee had questions concerning the definition of internal and external mandate as factors which could prompt reclassification of employees. Items A-E were discussed in the October meeting. Item D: Monies for reclassification will come "off the top" of the annual staff salary pool was strongly debated. After a lengthy discussion, the Congress voted to recommend: "When a reclassification occurs the position will be moved to entry level of the grade the position is moved to. Equity will not be addressed with a 5 percent increase at this point. If money is available to deal with equity in addition to our annual pay increases, ground will be made up at that point. Grade 10 will be exempt from this process." Also the committee recommended that the effective date of reclassification be changed from monthly to yearly. A vote on the new procedure with the recommended changes from the Committee was taken with the following results: 18 members present -- FOR = 13; AGAINST = 3; and ABSTENTIONS = 2. Those voting in opposition were Representatives Boyd, Stephenson, and Thacker; abstentions were Representatives Baldwin and Burge.

NEW BUSINESS:

Chair Howard presented the new Personnel Policy, PG-53, Drivers Alcohol Substance Control Testing. This policy will put MSU in compliance with Federal Laws effective January 1, 1996. This policy would affect those required to hold a Commercial Drivers License (CDL). Guidelines for random selection of testing are also included. Call for the vote: FOR = 17; AGAINST = 0; ABSTENTION = 1. Abstention was Rep. Baldwin.

Credentials and Elections Committee recommended that David Jesse, who received the next highest number of votes) fill the vacancy created by Sandra Bartlett's resignation. Call for the vote: Motion passed unanimously.

DISCUSSION: MSU is negotiating corporate rates for membership to TNT gym. Phase I of the Wellness Center is due to be completed by next fall.

ANNOUNCEMENTS: Next meeting: Monday, December 4 at 1:00 p.m., Riggle Room, ADUC.

Rep. Wright made a motion to adjourn. Seconded by Rep. Barker. Motion passed.

Meeting adjourned at 3:10 p.m.

Minutes submitted by Ruth Robinson, Secretary of Staff Congress.

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STAFF CONGRESS MINUTES  
December 4, 1995

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

**Representatives present:** Alan Baldwin, Jimmy Boyd, Thelma Bungardner, Gene Caudill, Kathy Eldridge, Lora Hardwick, Russell Howard, David Jessie, Linda Kegley, Carole Morella, Debra Morris, Teresia Parker, Ruth Robinson, Jeffrey Smedley, Keni Spradling, Wilma Stegall, Larry Stephenson, Todd Thacker, Angela White, Madonna Weathers, Neal Wheeler, Kenneth White, and Susan Wright.

**Representatives absent:** Jeffrey Barker, Sandy Barker, Jan Burge, Dan Connell, Phyllis Dehart, Lois Hawkins, John Mahaney, and Joe Planck.

**Guests Present:** Francene Botts, Dwayne Cable, and Dr. Jeanne Osborne.

**Minutes of previous meeting:** Rep. Baldwin made the motion to accept the minutes with a correction under the Vice Chair's Report: (Reclassification Appeals Committee should be *Job Classification Appeals Committee*); seconded by Rep. A. White; motion passed.

**CHAIR'S REPORT:** No report.

**VICE CHAIR'S REPORT:** No report.

**SECRETARY'S REPORT:** No report.

**COMMITTEE REPORTS**

**CREDENTIALS AND ELECTIONS:** No report.

**STANDING APPOINTMENTS SUB-COMMITTEE:** No report.

**FISCAL AFFAIRS COMMITTEE:** No report.

**PERSONNEL POLICIES & BENEFITS COMMITTEE:** No report.

University Planning Committee Report: Dwayne Cable, Chair of the University Planning Committee, distributed draft copies of *MSU Strategic Planning for 1996-2001*. The document outlines President Eaglin's vision of the University as well as steps that will be taken to improve the effectiveness of the strategic planning process at the University.

OLD BUSINESS: Salary increase upon being awarded an advanced degree--The Office of Human Resources has encountered a problem in calculating hourly basis for salary increases. The wording in the UAR used a base figure of 1950 hours worked per year; however some employees work more hours per year. The Personnel Policies and Benefits Committee will review the change in the wording of the UAR.

Training Seminars sponsored by the University--If you sign up for a seminar and later discover that you cannot attend, please notify the Office of Human Resources so your reservation can be given up another staff member.

Ms. Botts informed the Congress that the State Insurance Commissioner has withdrawn approval of the family rate for health insurance coverage. Employees will be informed as soon as OHR has information on new rates.

The Personnel Policies and Benefits Committee was asked to meet and bring back a recommendation to Staff Congress so the Congress can make a recommendation to the administration concerning MSU's contribution to the health care costs.

NEW BUSINESS: None.

DISCUSSION: The Personnel Policies and Benefits Committee will be looking at ways to boost the employee morale. Suggestions can be given to any Committee member.

The group discussed the problem of employees not showing up to receive their pins for years of service.

ANNOUNCEMENTS: Next meeting: Monday, January 8 at 1:00 p.m., Riggle Room, ADUC.

Rep. White made a motion to adjourn. Seconded by Rep. Smedley. Motion passed.

Meeting adjourned at 2:45 p.m.

Minutes submitted by Ruth Robinson, Secretary of Staff Congress.

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