

STAFF CONGRESS AGENDA
Monday, January 8, 1996
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: February 5
March 4

April 1 June 3
May 6 July 1

STAFF CONGRESS MINUTES
March 4, 1996

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

Representatives present: Thelma Bungardner, Jan Burge, Gene Caudill, Kathy Eldridge, Lora Hardwick, Russell Howard, Linda Kegley, Carole Morella, Debra Morris, Ruth Robinson, Todd Thacker, Jeffrey Smedley, Larry Stephenson, Keni Spradling, Madonna Weathers, Kenneth White, and Susan Wright.

Representatives absent: Alan Baldwin, Jeffrey Barker, Sandy Barker, Dan Connell, Phyllis Dehart, Lois Hawkins, David Jessie, John Mahaney, Teresia Parker, Joe Planck, Wilma Stegall, Neal Wheeler, and Angela White.

Guest Present: Michelle Hardin.

Acting Parliamentarian: Sue Wright

Minutes of previous meeting: Rep. Morella made the motion to accept the minutes from the February 5th and February 19th meetings as written; seconded by Rep. Burge; motion passed.

CHAIR'S REPORT: Chair Howard has received e-mail from Dwayne Cable asking if Staff Congress had any input for the Strategic Planning process. It was felt that Staff Congress was well represented on the Committee and no further action was needed.

The President's secretary has asked to meet with the full Staff Congress on Thursday, March 7 at 2 p.m. to discuss strategic planning. The meeting will be in Rader Hall 112.

VICE CHAIR'S REPORT: The Job Classification Appeals Committee met and made a decision on an appeal. The decision has been passed on to the administration. The Committee has received three appeals this year.

SECRETARY'S REPORT: No report.

COMMITTEE REPORTS

CREDENTIALS AND ELECTIONS: Committee recommended that Sharon Beller replace Jimmy Boyd in the Service/Maintenance category to serve out the remainder of the year.

STANDING APPOINTMENTS SUB-COMMITTEE: No report.

FISCAL AFFAIRS COMMITTEE: No report.

PERSONNEL POLICIES & BENEFITS COMMITTEE: The Committee is still working on the tuition wavier for retirees.

OLD BUSINESS: Staff Congress is still waiting to hear results from items sent to Porter Dailey. These items were salary distribution and reclassification procedures.

Human Resources is looking at all reclassifications which have been submitted to date. Reclassifications, if approved, will be effective July 1.

NEW BUSINESS: The Credentials and Elections Committee recommended the acceptance of Sharon Beller to fill the vacancy in Service Maintenance. Call for the vote: motion passed unanimously. She will serve until June 30, 1996.

Rep. K. White asked if the President was still meeting with the Presidential Advisory Committee. Vice Chair Morris asked for questions and concerns to be forwarded to her and she will arrange a meeting.

DISCUSSION: There was discussion of the enrollment situation and the hiring freeze on campus.

Regent Caudill reported that the new chair of the Board is Sonny Jones. The BOR has approved the sell of property in the McClure Circle, the Home Management House, and the old trailer park on US 60.

The BOR will be looking at an additional \$15 technology fee for students which will start this fall. This fee will help finance the super lab, which will be located on the ground floor of the Library.

Caudill stated that the BOR has asked Porter Dailey and Angela Martin to meet with them when the preliminary budget and personnel roster is finished. That meeting is tentatively set for the first or second week of April. If Staff Congress has any concerns, these concerns should be expressed before the meeting.

The Governor has passed the prevailing rate for labor which will have a tremendous impact on construction on campus.

ANNOUNCEMENTS: Rep. Wright announced the tree planting project which is being organized by April Haight. Haight is asking for donations to purchase trees to be planted along the By-Pass on Arbor Day. For more information, contact April Haight.

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

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

Meeting adjourned at 1:40 p.m.

Minutes submitted by Ruth Robinson, Secretary of Staff Congress.

Distribution: Staff Congress Members
Human Resources Director
Student Government

Library
Vice President Dailey
Faculty Senate

STAFF CONGRESS AGENDA
Monday, April 1, 1996
Riggle Room , 1 p.m.

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Next Meeting Dates: May 6 June 3 July 1

**STAFF CONGRESS
MOREHEAD STATE UNIVERSITY
JUNE 3, 1996, 1:00 P.M.
RIGGLE ROOM**

MEMBERS PRESENT: Al Baldwin, Sharon Beller, Thelma Bumgardner, Jan Burge, Dan Connell, Lois Hawkins, Russell Howard, Linda Kegley, Carole Morella, Debra Morris, Ruth Robinson, Keni Spradling, Wilma Stegall, Larry Stephenson, Madonna Weathers, Neal Wheeler, Kenneth White, and Susan Wright.

MEMBERS ABSENT: Jeffrey Barker, Sandy Barker, Gene Caudill, Phyllis Dehart, Kathy Eldridge, Lora Hardwick, David Jessie, John Mahaney, Teresia Parker, Joe Planck, Jeffrey Smedley, Todd Thacker, and Angela White.

GUESTS: Francene Botts, Director of Human Resources
Newly elected members for July 1: Joy Cecil and Jackie Thomas

The meeting was called to order by Chair Howard. Rep. Wheeler made a motion to accept the minutes of the May meeting as submitted; seconded by Rep. Hawkins. Motion passed.

CHAIR'S REPORT: Chair Howard has contacted the committee chairs to examine the UAR on Children in the Workplace and the UAR on Advanced Degrees.

As directed at the last meeting, the Chair wrote a letter to the BOR explaining that Staff Congress really needed more time to go over the detailed operating budget than was allowed. Sonny Jones, chair of the BOR, responded by stating that the BOR chair had received the operating budget five weeks prior to the meeting; and also he stated that MSU salaries were second highest in the state.

VICE CHAIR'S REPT. Vice Chair Morris reported that the Job Classification Appeals Committee had received several appeals in the last two months. *Staff Notes* has not been printed due to lack of money in the budget for printing. *Staff Notes* will be printed again after the beginning of the next fiscal year.

SECRETARY'S REPT. No report.

Credentials & Elections Com.

Ruth Robinson, chair. Robinson gave a report on the election. Out of over 600 staff, only 145 voted in the election. A tally sheet to show vote distribution was attached to the agenda.

STANDING APPTS. SUBCOMMITTEE:

Rep. Weathers submitted recommendations of staff to serve on University Standing Committees. These recommendations were made after the committee had reviewed the survey results for staff interested in serving on committees.

FISCAL AFFAIRS COMMITTEE:

No report.

PERSONNEL POLICIES & BENEFITS COM.

No report.

OLD BUSINESS:

None.

NEW BUSINESS:

After a discussion regarding the eligibility of ROTC members, librarians, etc., Rep. Wheeler made a motion that Staff Congress determine the eligibility of all employees to vote in the Staff Congress elections and the Staff Regent elections. Seconded by Rep. Hawkins. Call for the vote: 17 for; 1 opposed; and 1 abstention. This was sent to the Credentials and Elections Committee for review and recommendations.

The Standing Appointments Subcommittee recommended names of staff to serve on University Standing Committees. Call for the vote: motion passed unanimously.

DISCUSSION:

There was discussion on what can be done to get staff more interested in the election process and getting staff to run for membership in Staff Congress.

The election process was discussed and the Credentials and Elections Committee will look into the process.

Rep. Wheeler commented that since we are in an economic crunch on campus, perhaps employees could be rewarded for cost-cutting ideas or methods. This reward could be in the form of a bonus. This was sent to the Personnel Policies and Benefits Committee for consideration.

ANNOUNCEMENTS: Next meeting will be July 1, 1996. At this meeting, officers for 1996/97 will be elected.

Rep. Burge made a motion to adjourn; seconded by Rep. Morella. Motion passed. Meeting adjourned at 2:00.

Minutes submitted by Ruth Robinson.

cc Human Resources
Faculty Senate

Porter Dailey
Student Government

Library ✓

STAFF CONGRESS
 MOREHEAD STATE UNIVERSITY
 AUGUST 5, 1996, 1:00 P.M.
 EAST ROOM B, ADUC

MEMBERS PRESENT: Al Baldwin, Scott Barker, Sharon Beller, Thelma Bumgardner, Gene Caudill, Joy Cecil, Dan Connell, Lois Hawkins, Russell Howard, David Jessie, Linda Kegley, Pam Moore, Carole Morella, Joe Planck, Barry Riley, Ruth Robinson, Keni Spradling, Wilma Stegall, Larry Stephenson, Todd Thacker, Jackie Thomas, Neal Wheeler, Kenneth White, and Susan Wright.

MEMBERS ABSENT: Jeffrey Barker, Sandy Barker, Jan Burge, Kathy Eldridge, Debra Morris, Teresia Parker, and Jeffrey Smedley.

GUESTS: Francene Botts, Director of Human Resources

The meeting was called to order by Chair Thacker. Rep. Connell made a motion to accept the minutes. Seconded by Rep. Hawkins. Motion passed. The minutes are now located on the MSU gopher.

CHAIR'S REPORT: Chair Thacker has met with President Eaglin. They discussed the current enrollment of 8,172. Student housing is up 125 as of today.

The Strategic Planning Committee, Dan Cornett (chair), gave a presentation at the retreat. Also there was a presentation by the Admissions staff.

The Chair has received a letter from Russell Howard stating his wish to resign his post as vice chair. The resignation is effective today. He will remain on Staff Congress. There will be an election of a new vice chair at the next meeting.

VICE CHAIR'S REPT: Three staff appeals have been heard from the Staff Appeals Committee. Recommendations have been sent to the President.

SECRETARY'S REPT. None.

COMMITTEE REPORTS

Credentials & Elections Com. No report.

Standing Appts. Subcommittee: No report.

Fiscal Affairs
Committee:

Rep. Wright, Chair. Topics that the Committee is investigating: if enrollment is up this year, will there be a possibility that the additional money be used for salaries; fees charged to staff; and salaries at other universities.

Personnel Policies
& Benefits Com.

Rep. Connell, Chair. The Committee met on August 27 with Vice President Mincey and Richard Green, Public Safety. They reviewed and discussed the Deadly Weapons and Destructive Devices, PG-54. Rep. Connell distributed a copy of PG-54 which will go to the BOR at their next meeting. Changes which resulted from the meeting with Mincey and Green were: under APPLICABILITY: added: the regulation should not apply to ROTC equipment and University weapons used for marksmanship competition and equipment and supplies approved by the University for instructional use, and the use of pyrotechnics for non-University concerts and stage productions shall be provided for contractually. Under BACKGROUND: due to the concealed weapons law recently passed, the following was added: HB 40, as enacted, provides that "Nothing contained in Section I of this Act shall be construed to limit, restrict, or prohibit in any manner the right of a college, university, or any post-secondary education facility, including technical schools and community colleges, to control the possession of deadly weapons and any property owned or controlled by them..." Under SANCTIONS/PENALTIES: added: Any University faculty, staff, or student determined to have violated this policy is subject to disciplinary action up to and including termination of employment or dismissal from the University. The Committee will bring this subject back under new business.

The Committee met and discussed the change in the Bylaws for the Board of Regents. The change will give the President the authority to reassign staff. This reassignment pertains to disciplinary action or the investigation of misconduct. This is not for a mass reassignment of staff. This will be brought back in new business.

The Committee discussed the procedures for the employee classification system. The Committee will meet with the Director of Human Resources and report back.

At the meeting with VP Dailey, it was discussed that the University hire an outside consulting firm to review all classifications of employees. This will be brought back in new business.

The Committee discussed the development of a plan to review all PSNE and PSE positions and see what changes need to be made.

OLD BUSINESS: None

NEW BUSINESS: The Personnel Policies and Benefits Committee presented the Deadly Weapons Policy for approval with the suggestion to take out the words "for instructional use". Call for the vote: 17 for; 1 against; and 4 abstentions. Motion passed.

The Personnel Policies and Benefits Committee presented the amendment to the Bylaws for the Board of Regents to grant the President the authority to reassign staff. Call for the vote: 11 for; 0 against; and 7 abstentions. Motion passed.

The Fiscal Affairs Committee made the following motion: For the 97-98 fiscal year, the raise increase should be distributed as follows: across-the-board increase for the cost of living and the remainder distributed as follows:

(A) non-exempt	1/2 to longevity
	1/2 to equity
(B) exempt	1/2 merit
	1/2 equity

Time in position should have no bearing on longevity. Call for the vote: 17 for; 0 against; and 1 abstention. Motion passed.

DISCUSSION: Chair Thacker asked the President about tuition waiver for retirees dependents. Dr. Eaglin said that it would not be feasible at this time, but we could investigate to get the cost factor.

ANNOUNCEMENTS: Faculty/Staff I.D. cards can be obtained anytime in the Office of Student Activities.

Next meeting will be October 7, 1996, at 1 p.m. in the Riggle Room.

Rep. Connell made a motion to adjourn; seconded by Rep. S. Barker. Motion passed. Meeting adjourned at 2:30. Minutes submitted by Ruth Robinson.

cc Human Resources
Faculty Senate

Porter Dailey
Student Government

Library

Library
Circ. Dept.
MSU ARCHIVES

STAFF CONGRESS AGENDA
RIGGLE ROOM
Monday, October 7, 1996
1 p.m.

- I. CALL TO ORDER
- II. ADDITIONS TO AGENDA/RECOGNITION OF GUESTS
- III. ELECTION OF VICE CHAIR
- IV. APPROVAL OF THE MINUTES
- V. CHAIR'S REPORT
- VI. VICE CHAIR'S REPORT
- VII. SECRETARY'S REPORT
- VIII. REGENT'S REPORT
- IX. COMMITTEE REPORTS
 - Credentials and Elections - Ruth Robinson
 - Standing Appointments Sub-Committee - Larry Stephenson
 - Fiscal Affairs - Sue Wright
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- X. OLD BUSINESS
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- XII. DISCUSSION
- XIII. ANNOUNCEMENTS

Next Meeting Dates:	November 4	December 2	January 6
	February 3	March 3	April 7
	May 5	June 2	

STAFF CONGRESS
MOREHEAD STATE UNIVERSITY
DECEMBER 2, 1996, 1:00 P.M.
RIGGLE ROOM, ADUC

MEMBERS PRESENT: Al Baldwin, Scott Barker, Sharon Beller, Thelma Bumgardner, Gene Caudill, Dan Connell, Russell Howard, Linda Kegley, Pam Moore, Carole Morella, Debra Morris, Teresia Parker, Joe Planck, Barry Riley, Keni Spradling, Larry Stephenson, Todd Thacker, Jackie Thomas, Kenneth White and Susan Wright.

MEMBERS ABSENT: Jeffrey Barker, Sandy Barker, Joy Cecil, Kathy Eldridge, Jan Higginbotham, Lois Hawkins, David Jessie, Ruth Robinson, Jeffrey Smedley, Wilma Stegall, and Neal Wheeler.

GUESTS: Michelle Hardin, Office of Human Resources
Porter Dailey, Vice President for Administrative and Fiscal Services

The meeting was called to order by Chair Thacker. Rep. Planck made a motion to accept the minutes. Seconded by Rep. Hawkins. Motion passed.

CHAIR'S REPORT: Chair Thacker recognized the guests. He thanked Rep. Morris for filling in for the secretary today; also he thanked VC Parker for attending the meeting of the Board of Regents and other meetings for him this past month.

VICE CHAIR'S REPT.: Vice Chair Parker reported that at the last BOR meeting, Regent Caudill remarked that the BOR and Staff Congress will be contacted before any more funds are taken out of the insurance balance for the Wellness Center.

SECRETARY'S REPT. No report.

STAFF REGENT REPT. The BOR received the yearly financial report for 95-96 and the first quarter report for this year. The audit was clean for the third year.

COMMITTEE REPORTS

Credentials & Elections Com. No report.

Standing Appts. Subcommittee: No report.

Fiscal Affairs
Committee:

Rep. Wright, chair. The following items were discussed at committee meetings.

Salary increases for Vice Chair and Secretary--The Staff Congress member that requested the committee investigate an increase in the salaries of the Vice Chair and Secretary to \$200 has withdrawn the request. The committee feels no further investigation is warranted and makes no recommendation on this issue.

Retiree Dependent Tuition Waiver--Committee member Planck discussed with Bill Redwine, Director of Alumni Relations, the issue of the Alumni Scholarship Program as suggested at our last meeting by Porter Dailey. The Alumni Scholarship is offered to the child or grandchild, under the age of 25 years, of anyone with at least 12 credit hours at Morehead State University and a contribution to the Alumni Association each year (the suggested amount of the contribution is \$75.00). The amount of the scholarship is \$750 per year.

The Office of Human Resources has been requested to provide the committee with a Morehead State University retiree listing. From this listing, the committee is to determine the number of current MSU retirees. The approximate cost of a retiree survey on this issue can then be calculated. The committee will notify the Congress of this cost, hopefully, at the January meeting.

Staff Salary Comparisons--The 96-97 exempt position survey is complete and a copy has been given to the chair and the committee. The 96-97 non-exempt position survey is to be completed by the Office of Human Resources by the end of January. Suzanne Hogge is to submit to the committee the previous 94-95 and 95-96 exempt and non-exempt surveys.

Personnel Policies
& Benefits Com.

The Committee had two meetings with the Faculty Senate Fiscal Affairs Committee to discuss health insurance. In May, a memo was sent out stating that the premium plan probably would not be offered again. Currently there are 267 employees on the premium plan, 576 employees on the base plan, and 224 on the HMO plan. Many different options were discussed and will be brought before the Employees Benefits Committee. The decision to do away with the premium plan has not been made at this time.

Recommendations on PG-51, Severe Weather Conditions or Disaster will be brought up under Old Business.

Old Business:

The Personnel Policies and Benefits Committee made the following recommendations for changes:

Purpose: to provide a method of handling absences that occur and compensating employees working because of severe weather conditions, hazardous road conditions, or in the event of natural disasters or emergency.

Essential: Replace the word "essential" with *emergency*" throughout the policy.

Delete:

Non-essential non-exempt staff shall be granted equivalent time off if required to work during such periods.

Replace with:

Employees not defined as emergency employees in this policy shall be granted equivalent time off if required to work during such periods.

A policy already exists to give equivalent time off for employees working during a close-down.

Mr. Dailey agreed with the recommended changes to Policy PG-51 which were made by the Committee.

Rep. Baldwin questioned the granting of equivalent time off to exempt employees--this may not be in compliance with Fair Labor Standards Laws. Mr. Dailey doubts if there is anything in the law which prohibits granting equivalent time. Rep. Baldwin requested that this issue be investigated.

Call for the vote on the recommended changes to PG-51. Vote: 19 for and 1 abstention. Motion passed.

In regards to PSNE-8 and PSE-7, Reassignment of Employees, anywhere that the word "conduct" was stricken, needs to be added back in. There was a question about the definition of acceptable standards of conduct. However, conduct is addressed in University Policies, Public Laws and Staff and Faculty Handbooks.

NEW BUSINESS: The following situation was discussed: an individual was denied tuition waiver for a spouse. Both were employed by MSU. Staff are not limited to amount of hours taken during a year, but there is a limit of 12 hours under tuition waiver per year. Questions were referred to the Personnel Policies Committee for discussion.

DISCUSSION: None.

ANNOUNCEMENTS: Keni Spradling's last meeting due to her retirement.

Tree Lighting is December 3 at 6 p.m.

University Christmas Party is December 13.

Graduation is December 14.

Next meeting will be January 6, 1997, at 1 p.m. in the Riggle Room.

Rep. White made a motion to adjourn, seconded by VC Parker. Motion passed. Meeting adjourned at 2:15.

Minutes transcribed by Ruth Robinson.

cc Human Resources
Faculty Senate

Porter Dailey
Student Government

Library

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RIGGLE ROOM
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