

STAFF CONGRESS
MOREHEAD STATE UNIVERSITY
JANUARY 6, 1997, 1:00 P.M.
RIGGLE ROOM, ADUC

MEMBERS PRESENT: Al Baldwin, Sharon Beller, Thelma Bumgardner, Gene Caudill, Joy Cecil, Dan Connell, Kathy Eldridge, Lois Hawkins, Russell Howard, Linda Kegley, Pam Moore, Debra Morris, Teresia Parker, Joe Planck, Wilma Stegall, Todd Thacker, Jackie Thomas, Kenneth White and Susan Wright.

MEMBERS ABSENT: Jeffrey Barker, Scott Barker, Sandy Barker, Jan Higginbotham, David Jessie, Carole Morella, Barry Riley, Ruth Robinson, Jeffrey Smedley, Larry Stephenson, and Neal Wheeler.

GUESTS: Francene Botts, Director, Office of Human Resources
Porter Dailey, Vice President for Administrative and Fiscal Services

The meeting was called to order by Chair Thacker. VC Parker made a motion to accept the minutes with the following changes: Scott Barker and Neal Wheeler were absent. Seconded by Rep. Wright. Motion passed.

CHAIR'S REPORT:

VICE CHAIR'S REPT.: VC Parker reported that the Job Classification and Appeals Committee met during December to review an appeal and make a recommendation to President Eaglin.

SECRETARY'S REPT. No report.

STAFF REGENT REPT. No report.

COMMITTEE REPORTS

Credentials & Elections Com.

The Committee recommended that Angela White replace Keni Spradling, Secretarial/Clerical, in the At-Large category. She will serve through June 30, 1997.

Standing Appts. Subcommittee:

No report.

Fiscal Affairs
Committee:

Rep. Wright, chair. The Committee is awaiting the survey of exempt and non-exempt salary comparisons and the list of retirees for review.

Personnel Policies
& Benefits Com.

Rep. Connell, chair. There was discussion of the differences of standards of PSNE-8 and PSE-8, PAD 7 on discipline; page 13 of handbook (copy attached to minutes). Mr. Dailey stated that legal counsel made advice in earlier years not to make specific references in the policies.

Changes recommended by the Committee were:

- (1) Oral reprimand - change to Warning.
- (2) Suspension and/or reassignment - add with or without pay (to match PAD-7).
- (3) Acceptable standards of conduct - whatever they are supposed to be, should be consistent throughout policy.
- (4) The following sentence should be added to the policies: The following are examples of violations that can result in disciplinary action resulting in reassignment, suspension, or termination of employment: dishonesty...etc.)

Call for the vote: motion passed.

Old Business:

Regent Caudill asked for a definition concerning equivalent pay for exempt employees. Ms. Botts stated that there is no prohibition to give exempt employees equivalent time.

Mr. Dailey stated that 12 hours time is given for 8 hours emergency time.

NEW BUSINESS:

The Credentials and Elections Committee recommended Angela White to serve in Keni Spradling's position until June 30, 1997. Call for the vote: motion passed.

The following items were sent to the Personnel Policies and Benefits Committee:

Obtain Internal Revenue Code definition of dependent, student to age 23.

If both husband and wife work at MSU and one cannot give tuition waiver to spouse--what is the problem? Mr. Dailey commented that the intent was not to be able to transfer to a spouse who is working at MSU and already has 12 hours available, however, the two employees can transfer 24 hours to a dependent.

DISCUSSION:

Rep. Planck stated that in the Bylaws, Section 5, Article 5, members who miss three times in a row or five times in a year will be replaced. This issue was sent to the Credentials and Elections Committee.

The Executive Committee of Staff Congress will meet during January to examine issues to be evaluated by Staff Congress. Mr. Dailey would like for Staff Congress to make amendments to the Performance Evaluation form. Since the current form has been in use for 10 years, perhaps the form itself needs revision.

Rep. Thomas as about the budget for next year. Mr. Dailey stated that Angela Martin is getting the budget together for the Vice President/President meeting. Ms. Martin does plan to meet with Fiscal Affairs Committees of Staff Congress and Faculty Senate.

ANNOUNCEMENTS:

School Calendar -

Faculty and students out all week of Thanksgiving. Staff works Monday and Tuesday.

Finals Week - Finals begin Tuesday p.m. and end Saturday.

Next meeting will be February 3, 1997, at 1 p.m. in East Room B.

Rep. White made a motion to adjourn, seconded by VC Parker. Motion passed. Meeting adjourned at 2:30.

Minutes transcribed by Ruth Robinson.

cc Human Resources
Faculty Senate

Porter Dailey
Student Government

Library

STAFF CONGRESS AGENDA
EAST ROOM B
Monday, February 3, 1997
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. REGENT'S REPORT
- VIII. PRESENTATION FROM PLANNING COMMITTEE- Al Baldwin
- XI. COMMITTEE REPORTS
 - Credentials and Elections - Ruth Robinson
 - Standing Appointments Sub-Committee - Larry Stephenson
 - Fiscal Affairs - Sue Wright
 - Personnel Policies and Benefits - Dan Connell
- X. OLD BUSINESS
- XI. NEW BUSINESS
 - A. Budget
- XII. DISCUSSION
- XIII. ANNOUNCEMENTS

Next Meeting Dates: March 3 April 7 May 5 June 2

STAFF CONGRESS
MOREHEAD STATE UNIVERSITY
JANUARY 6, 1997, 1:00 P.M.
RIGGLE ROOM, ADUC

MEMBERS PRESENT: Al Baldwin, Sharon Beller, Thelma Bumgardner, Gene Caudill, Joy Cecil, Dan Connell, Kathy Eldridge, Lois Hawkins, Russell Howard, Linda Kegley, Pam Moore, Debra Morris, Teresia Parker, Joe Planck, Wilma Stegall, Todd Thacker, Jackie Thomas, Kenneth White and Susan Wright.

MEMBERS ABSENT: Jeffrey Barker, Scott Barker, Sandy Barker, Jan Higginbotham, David Jessie, Carole Morella, Barry Riley, Ruth Robinson, Jeffrey Smedley, Larry Stephenson, and Neal Wheeler.

GUESTS: Francene Botts, Director, Office of Human Resources
Porter Dailey, Vice President for Administrative and Fiscal Services

The meeting was called to order by Chair Thacker. VC Parker made a motion to accept the minutes with the following changes: Scott Barker and Neal Wheeler were absent.. Seconded by Rep. Wright. Motion passed.

CHAIR'S REPORT:

VICE CHAIR'S REPT.: VC Parker reported that the Job Classification and Appeals Committee met during December to review an appeal and make a recommendation to President Eaglin.

SECRETARY'S REPT. No report.

STAFF REGENT REPT. No report.

COMMITTEE REPORTS

Credentials & Elections Com. The Committee recommended that Angela White replace Keni Spradling, Secretarial/Clerical, in the At-Large category. She will serve through June 30, 1997.

Standing Appts. Subcommittee: No report.

Fiscal Affairs
Committee:

Rep. Wright, chair. The Committee is awaiting the survey of exempt and non-exempt salary comparisons and the list of retirees for review.

Personnel Policies
& Benefits Com.

Rep. Connell, chair. There was discussion of the differences of standards of PSNE-8 and PSE-8, PAD 7 on discipline; page 13 of handbook (copy attached to minutes). Mr. Dailey stated that legal counsel made advice in earlier years not to make specific references in the policies.

Changes recommended by the Committee were:

- (1) Oral reprimand - change to Warning.
- (2) Suspension and/or reassignment - add with or without pay (to match PAD-7).
- (3) Acceptable standards of conduct - whatever they are supposed to be, should be consistent throughout policy.
- (4) The following sentence should be added to the policies: The following are examples of violations that can result in disciplinary action resulting in reassignment, suspension, or termination of employment: dishonesty...etc.)

Call for the vote: motion passed.

Old Business:

Regent Caudill asked for a definition concerning equivalent pay for exempt employees. Ms. Botts stated that there is no prohibition to give exempt employees equivalent time.

Mr. Dailey stated that 12 hours time is given for 8 hours emergency time.

NEW BUSINESS:

The Credentials and Elections Committee recommended Angela White to serve in Keni Spradling's position until June 30, 1997. Call for the vote: motion passed.

The following items were sent to the Personnel Policies and Benefits Committee:

Obtain Internal Revenue Code definition of dependent, student to age 23.

If both husband and wife work at MSU and one cannot give tuition waiver to spouse--what is the problem? Mr. Dailey commented that the intent was not to be able to transfer to a spouse who is working at MSU and already has 12 hours available, however, the two employees can transfer 24 hours to a dependent.

DISCUSSION:

Rep. Planck stated that in the Bylaws, Section 5, Article 5, members who miss three times in a row or five times in a year will be replaced. This issue was sent to the Credentials and Elections Committee.

The Executive Committee of Staff Congress will meet during January to examine issues to be evaluated by Staff Congress. Mr. Dailey would like for Staff Congress to make amendments to the Performance Evaluation form. Since the current form has been in use for 10 years, perhaps the form itself needs revision.

Rep. Thomas as about the budget for next year. Mr. Dailey stated that Angela Martin is getting the budget together for the Vice President/President meeting. Ms. Martin does plan to meet with Fiscal Affairs Committees of Staff Congress and Faculty Senate.

ANNOUNCEMENTS:

School Calendar -

Faculty and students out all week of Thanksgiving. Staff works Monday and Tuesday.

Finals Week - Finals begin Tuesday p.m. and end Saturday.

Next meeting will be February 3, 1997, at 1 p.m. in East Room B.

Rep. White made a motion to adjourn, seconded by VC Parker. Motion passed. Meeting adjourned at 2:30.

Minutes transcribed by Ruth Robinson.

cc Human Resources
Faculty Senate

Porter Dailey
Student Government

Library

STAFF CONGRESS AGENDA
EAST ROOM B
Monday, February 3, 1997
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. REGENT'S REPORT
- VIII. PRESENTATION FROM PLANNING COMMITTEE- Al Baldwin
- XI. COMMITTEE REPORTS
 - Credentials and Elections - Ruth Robinson
 - Standing Appointments Sub-Committee - Larry Stephenson
 - Fiscal Affairs - Sue Wright
 - Personnel Policies and Benefits - Dan Connell
- X. OLD BUSINESS
- XI. NEW BUSINESS
 - A. Budget
- XII. DISCUSSION
- XIII. ANNOUNCEMENTS

Next Meeting Dates: March 3 April 7 May 5 June 2.

STAFF CONGRESS AGENDA
RIGGLE ROOM, ADUC
Monday, April 7, 1997
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. REGENT'S REPORT
- VIII. COMMITTEE REPORTS
 - Credentials and Elections - Ruth Robinson
 - Standing Appointments Sub-Committee - Larry Stephenson
 - Fiscal Affairs - Sue Wright
 - Personnel Policies and Benefits - Dan Connell
- XI. OLD BUSINESS
- X. NEW BUSINESS
- XI. DISCUSSION
- XII. ANNOUNCEMENTS

Next Meeting Dates: May 5 June 2

STAFF CONGRESS
MOREHEAD STATE UNIVERSITY
MARCH 3, 1997, 1:00 P.M.
EAST ROOM A, ADUC

MEMBERS PRESENT: Lena Adkins, Al Baldwin, Sandy Barker, Sharon Beller, Joy Cecil, Dan Connell, Kathy Eldridge, Lois Hawkins, Russell Howard, Linda Kegley, Pam Moore, Carole Morella, Debra Morris, Teresia Parker, Joe Planck, Barry Riley, Ruth Robinson, Wilma Stegall, Larry Stephenson, Todd Thacker, Jackie Thomas, Kenneth White, and Susan Wright.

MEMBERS ABSENT: Jeffrey Barker, Scott Barker, Thelma Bumgardner, Gene Caudill, Jan Higginbotham, David Jessie, Jeffrey Smedley, Neal Wheeler.

GUESTS: Francene Botts, Porter Dailey, and Lana Fraley

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

CHAIR'S REPORT: The Task Force on Budgets met today. The Housing Office gave a report on the number of students living in University dorms.

VICE CHAIR'S REPT.: No report.

SECRETARY'S REPT.: No report.

STAFF REGENT REPT. The next Board of regents meeting will be March 10. There will be an open forum at 1 p.m. in the Crager Room. The Board will be taking questions from faculty, staff, and students.

COMMITTEE REPORTS

Credentials &
Elections Com. No report.

Standing Appts.
Subcommittee: No report.

Fiscal Affairs
Committee: Rep. Wright distributed copies of the Salary Distribution Survey results. A copy of the Survey is on reserve at the Library with the Staff Congress minutes. The survey was distributed to 675 employee and there was a 57% return.

Personnel Policies
& Benefits Com.

Rep. Connell discussed a resolution passed by Faculty Senate for the use of excess funds from the insurance account. The Faculty Senate supports a "flexible spending account".

Performance
Evaluation Com.:

VC Parker distributed copies of the current performance appraisal forms for exempt and non-exempt employees. Also distributed was suggested revised forms. Parker asked that the forms be shared with other employees to get comments and suggestions.

Old Business:

None.

NEW BUSINESS:

The Personnel Policies and Benefits Committee recommended that the excess funds from Health Insurance Pool be placed in a flexible spending account to allow employees more options on how to spend it--example: life insurance premiums, health insurance premiums, dental, etc. Call for the vote: 19 for; 1 against; 1 abstention. Motion passed.

The Fiscal Affairs Committee made the following recommendations for salary distribution:

<u>Exempt</u>	Merit 60%
	Equal % Across the Board 40%
<u>Non-exempt</u>	33 1/3% Longevity
	33 1/3% Equal \$ amt. to ea. employee
	33 1/3% Equity across board

Call for the vote: Motion passed unanimously.

Rep. Wright asked to check out a laptop computer from the Library to prepare her committee report. She was denied the use of a laptop because she is not faculty. She was told that the laptops are for faculty use only. Rep. Howard made a motion to ask VP Dailey to check with the administration and determine why staff cannot check out laptops from the Library. Seconded by Rep. Wright. Call for the vote: motion passed unanimously.

DISCUSSION:

None

ANNOUNCEMENTS:

Benefits Fair will be April 23, 1997, 8:30-5:00;
Button Drill Room.

MSU Pageant on Saturday, March 8.

Next meeting will be April 7 1997, at 1 p.m. in the
Riggle Room.

Rep. Morris made a motion to adjourn, seconded by Rep. Wright. Motion
passed. Meeting adjourned at 2:45.

Minutes by Ruth Robinson.

cc Human Resources
Faculty Senate

Porter Dailey
Student Government

Library

STAFF CONGRESS
MOREHEAD STATE UNIVERSITY
SPECIAL MEETING
APRIL 28, 1997, 1:00 P.M.
RIGGLE ROOM, ADUC

MEMBERS PRESENT: Lena Adkins, Al Baldwin, *Jeffrey Barker, *Sandy Barker, *Scott Barker, Sharon Beller, Thelma Bumgardner, Gene Caudill, *Joy Cecil, Dan Connell, Kathy Eldridge, Lois Hawkins, Russell Howard, *David Jessie, Linda Kegley, Teresia McArthur, Pam Moore, Carole Morella, Debra Morris, Joe Planck, Barry Riley, Ruth Robinson, *Jeffrey Smedley, *Wilma Stegall, *Larry Stephenson, Todd Thacker, *Jackie Thomas, Neal Wheeler, Kenneth White, and Susan Wright.

MEMBERS ABSENT: * absent

GUEST: Porter Dailey

The meeting was called to order by Chair Thacker. The purpose of this meeting is to discuss the salary situation for the fiscal year 1997/98. The administration has advised Chair Thacker that the salary pool for the coming year is: 3% pool with 1% taken off the top by President Eaglin for salary adjustments, leaving 2% to work with.

Previously, Staff Congress (thinking there was 3% to work with instead of 2%) had submitted the following recommendation for salary distribution:

<u>Non-exempt</u>	<u>Exempt</u>
1/3 across the board	60% merit
1/3 equal \$ amount	40% across the board
1/3 longevity	

After being informed of the 2% pool, the Fiscal Affairs Committee met and made the following recommendation to Staff Congress: The Committee chose to stand behind the original recommendation as stated above. After much discussion, there was a call for the vote:

For = 12 Against = 5 Abstention = 1

The motion passed: the salary recommendation will stand as previously submitted.

Next regular meeting will be May 5, 1997, at 1 p.m. in the Riggle Room.

Rep. Howard made a motion to adjourn, seconded by Rep. Riley. Motion passed. Meeting adjourned at 1:45.

Minutes by Ruth Robinson.

cc Human Resources
Faculty Senate

Porter Dailey
Student Government

Library

STAFF CONGRESS
MOREHEAD STATE UNIVERSITY
MAY 5, 1997, 1:00 P.M.
RIGGLE ROOM, ADUC

MEMBERS PRESENT: *Lena Adkins, Al Baldwin, *Jeffrey Barker, *Sandy Barker, *Scott Barker, *Sharon Beller, Thelma Bumgardner, Gene Caudill, *Joy Cecil, Dan Connell, Kathy Eldridge, Lois Hawkins, Russell Howard, *David Jessie, Linda Kegley, Teresia McArthur, Pam Moore, Carole Morella, Debra Morris, Joe Planck, Barry Riley, Ruth Robinson, Jeffrey Smedley, *Wilma Stegall, Larry Stephenson, Todd Thacker, *Jackie Thomas, Neal Wheeler, Kenneth White, and Susan Wright.

MEMBERS ABSENT: * absent

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

CHAIR'S REPORT: Chair Thacker reported that UAR 124.01, Procedures for Closing School due to Hazardous Weather, was signed by the President on April 15.

On April 28, the Budget Task Force met. The Alumni Development Committee gave a financial report. The Faculty Instruction Committee gave a report on distance learning. This report recommended an end to the summer stipend for distance learning participation, effective after the end of Summer II, 1997. Minimum class size was also suggested for distance learning. The Committee also reported on the Retired Faculty and Academic Administrators Re-employment Program [early retirement for faculty] (PAC-25)--this is no longer an automatic benefit upon retirement. The faculty member must be hired back by chair of the department.

Academic titles and qualifications were also presented to the Task Force.

The issues of staff teaching, minority hiring and procedures, and bonus pay raises (for one-time-money), all will be discussed at a later Task Force meeting.

Another vice presidential candidate will be interviewed on campus this week. On Thursday, May 8 at 7:30, the Executive Council of Staff Congress will have breakfast with Michael Moore. A staff forum will follow at 8:30 in GH 405.

DISCUSSION: None

ANNOUNCEMENTS: Board of Regents meeting scheduled for May 16 has been canceled; however, a budget workshop is scheduled for May 16 at 2 p.m. in the Riggle Room. The next BOR meeting is scheduled for June 13.

Retirement reception for Vice President Philley is May 16 at 4 p.m.

MSU Physical Plant is hosting the Kentucky Association of Physical Plant Administrators on May 21. Meetings will be in ADUC.

Graduation is at 10:30 on May 17.

Rep. Howard made a motion to adjourn, seconded by Rep. McArthur. Motion passed. Meeting adjourned at 1:45.

Minutes by Ruth Robinson.

cc Human Resources
Faculty Senate

Porter Dailey
Student Government

Library

MOREHEAD STATE UNIVERSITY

Staff Congress

Library Archives
CCL

July 7, 1997, Riggle Room

Members Present

Lena Adkins*, Alan Baldwin, Jeffrey Barker, Scott Barker**, Thelma Bumgardner, Gene Caudill, Joy Cecil*, Dan Connell, Kathy Eldridge, Roger Fouch, Lana Fraley, Lois Hawkins, Pam Hesler, Russell Howard, Betty Hurley, David Jessie**, Linda Kegley, Pam Moore*, Carole Morella, Barry Riley, Ruth Robinson, Belva Sammons, Jeffrey Smedley, Gary Smith*, Wilma Stegall, Larry Stephenson, Todd Thacker, Jackie Thomas, Madonna Weathers, Neal Wheeler*, Susan Wright

Members Absent

- Excused * 5
- Unexcused ** 2

Guests

Francene Botts-Butler, Porter Dailey

The meeting was called to order by Chair Thacker at 1:00 p.m.

Minutes of the previous meeting were reviewed.

Motion No. 1: Accept the June minutes.
Proposed: Rep. Howard Seconded: Rep. Hawkins

Chair Report

Lois Hawkins submitted her resignation as of July 1 from the Congress due to her reclassification and change in EEO category. The Congress accepted.

The Board of Regents met June 13, 1997. The faculty and staff early retirement was passed by the board. A \$10.00 student fee was amended. Regent Caudill submitted the letter to the Board concerning staff congress concerns with the procedure, or lack of procedure, in equity pay distribution to staff. Chair Thacker expressed his thanks to Regent Caudill.

Vice Chair Report

No report

Secretary Report

No report

Regent Report

The Personnel Roster and Budget for 97-98 were reviewed and approved by the Board. The President made the commitment that if equity pay was given in the future, there would be some procedure established that people would be notified and be able to apply for it or some type of system in place. Regent Caudill thanked President Eaglin and Vice President Dailey for their efforts in enabling the university to receive additional funds from the state and putting the funds into salaries. The entire campus benefited greatly.

Committee Reports

Credentials & Elections Committee

No report

Standing Appointments Sub-Committee

Rep. Stephenson distributed the listing of the University Standing Committees.

Motion No. 2: Accept listing of the University Standing Committees as recommended by the Standing Appointments Sub-Committee.

Proposed: Rep. Stephenson Call For Vote: Passed

Sub-Committee will present the listing to President Eaglin and Angela White.

Fiscal Affairs Committee

See Attachment 1

Personnel Policies & Benefits Committee

The committee reviewed a Request For Purchase (RFP) requesting an audit be done on the MSU Job Classification System. The purpose of the audit is to review the guidelines and procedures of our current system, determine if the

system is still valid, and if changes should be made. The consultant will review job descriptions and classifications for appropriateness and examine the entire Job Classification and Compensation System. In the 97-98 Budget, \$50,000 was designated for this purpose. Per Vice President Dailey, the consultants will be asked to complete the audit by January 1, 1998, if possible.

The committee is reviewing the operational guidelines for the Tax Shelter Program.

Sick Leave Annual Report as of June 30, 1997: Five-hundred-and-nine (509) days are remaining in the pool. Since June 30, fifty-one (51) additional days have been granted.

Proposed changes to PG-48, Vacation Leave, and PG-49, Sick Leave were distributed and reviewed.

The major change is that vacation and sick leave will be credited to the employee on the first day of the month after the leave is accrued. A lengthy discussion followed concerning the revisions and Family Medical Leave (FML). Per F. Botts-Butler, the federal law does allow employers to run FML concurrently with vacation and sick leave. Vice President Dailey is to research previous revisions of PG-48 and PG-49. Rep. Connell recommended that PG-49 go back to the committee for clarification and review.

Motion No. 3: Accept PG-48, Vacation Leave, as revised

Proposed:	Rep. Connell	Call For Vote:	Passed
		Abstain:	Rep. Baldwin

Election

Chair Thacker turned over the meeting to Rep. Morella for the elections.

Chair

Motion No. 4: Nominate Rep. Stephenson

Proposed:	Rep. Huffman	Seconded:	Rep. Riley
-----------	--------------	-----------	------------

Motion No. 5: Nominations cease

Proposed:	Rep. Thacker	Seconded:	Rep. Connell
-----------	--------------	-----------	--------------

Motion No. 6: Accept Rep. Stephenson as Chair by acclamation

Proposed:	Rep. Howard	Seconded:	Rep. Wright
Call For Vote:	Passed		

Vice Chair

Motion No. 7: Nominate Rep. Robinson
Proposed: Rep. Howard Seconded: Rep. Smedley

Motion No. 8: Nominate Rep. Wright
Proposed: Rep. Fraley Declined: Rep. Wright

Motion No. 9: Nominations cease
Proposed: Rep. Howard Seconded: Rep. Wright
Call For Vote: Passed

Motion No. 10: Accept Rep. Robinson as Vice Chair by acclamation
Proposed: Rep. Howard Seconded: Rep. Huffman
Call For Vote: Passed

Secretary

Motion No. 11: Nominate Rep. Wright
Proposed: Rep. Thacker Seconded: Rep. Riley

Motion No. 12: Nominations cease
Proposed: Rep. Smedley Seconded: Rep. Riley
Call For vote: Passed

Motion No. 13: Accept Rep. Wright as Secretary by acclamation
Proposed: Rep. Howard Seconded: Rep. Fraley

The meeting was turned over to the new Staff Congress Chair L. Stephenson.

Motion No 14: Nominate Rep. Sammons as Parliamentarian
Proposed: Rep. Wright Seconded: Rep. Howard

Motion No. 15: Nominations cease
Proposed: Rep. Howard Seconded: Rep. Wright
Call For Vote: Passed

Motion No. 16: Accept Re. Sammons as Parliamentarian
Call For Vote: Passed

Committees were designated and met to elect Chairs and Vice Chairs. (See Attachment 2)

Meeting date listing was distributed.

Old Business

Rep. Thacker proposed staff voting requirements be the same for Staff Regent and Staff Congress. Chair Stephenson assigned the Credentials and Elections Committee to review the requirements and make a recommendation to the congress.

Rep. Wright requested that the congress follow-up with the Library Committee on check out procedures of lap computers to staff. Congress has never received a reply from the committee.

New Business

None

Discussion

None

Announcements

Next scheduled meeting is Monday, August 4, 1997 at 1:00 p.m.

Motion 16: To adjourn

Proposed: Rep. Thomas

Seconded: Rep. Smedley

Call For Vote: Passed

Minutes prepared by Sue Wright , Secretary

xc: Porter Dailey
Faculty Senate
Human Resources
Library
Student Government

FISCAL AFFAIRS COMMITTEE REPORT

July 7, 1997

The Fiscal Affairs Committee would like to take this time to express our appreciation to the members of Staff Congress, and the staff for their cooperation, advise, and support during the past year. I personally would like to thank my committee for their stamina and patience.

During the past year, the participation of Exempt and Non-Exempt staff in completing and returning the Salary Distribution Survey was impressive. It signifies that the staff of Morehead State University does care and that they wish their opinions to be heard and considered no matter what their classification. If we do not care about ourselves, why should others. If we the staff, students and faculty do not support our University and participate in improving it, who else will. Our Constitution states "we are established to create a stronger bond within the staff and to promote cooperation among administration, faculty, staff, and students of Morehead State University. Let's make this past year a starting point to pursue and increase staff interest and participation in a variety of areas. To name a few: staff congress elections, staff congress meeting attendance, personnel policies and benefits, cultural diversity, the classification system, job descriptions, evaluation form, and of course salary distribution and fiscal affairs.

During the past year, this committee, investigated and reported back to staff congress on numerous issues some of which included an explanation of the use of the salary quartile system, career ladders, tuition waiver opportunities and scholarships, fees charged in the Wellness Program, lap top computer check out at the Library for staff, and salary distribution. This committee could not have functioned without the interest of staff like, the Offices of Human Resources, Information Technology, the library, Physical Plant and many more. Also, the cooperation of administration such as Dr. Eaglin, Porter Dailey, Angela Martin, Francene Botts-Butler, Bill Redwine, Larry Stephenson, Kenny White, Murray Grevious and Dana Brown to name a few was and is appreciated and hope that the cooperation will continue and grow. To conclude, the committee would be amiss if we did not give a big "THANK YOU" to Todd Thacker, Staff Congress Chair, and Gene Caudill, Staff Regent for the advise and support given to our committee and their hard work and perseverance on behalf of staff during the past year. Our appreciation is expressed to staff congress and the staff of Morehead State University for giving us the opportunity to serve you.

This concludes the final report of the 96-97 Fiscal Affairs Committee..

STAFF CONGRESS COMMITTEES
JULY 7, 1997

CREDENTIALS & ELECTIONS

SUE WRIGHT, CHAIR
LENA ADKINS
THELMA BUMGARDNER
JOY CECIL
BETTY SUE HURLEY
LINDA KEGLEY, VICE CHAIR

STANDING APPOINTMENTS SUB COMMITTEE

PAM MOORE, CHAIR
PAM HESLER, VICE CHAIR
RUSSELL HOWARD
CAROLE MORELLA
BARRY RILEY
GARY SMITH

FISCAL AFFAIRS

BELVA SAMMONS, CHAIR
AL BALDWIN
SCOTT BARKER
LANA FRALEY
DAVID JESSIE
WILMA STEGALL
MADONNA WEATHERS, VICE CHAIR

PERSONNEL POLICIES

DAN CONNELL, CHAIR
KATHY ELDRIDGE, VICE CHAIR
ROGER FOUCH
JEFF SMEDLEY
TODD THACKER
JACKIE THOMAS
NEAL WHEELER

NEW MEMBERS TO APPOINT

VACANCY--LOIS HAWKINS
VACANCY--JEFF BARKER

STAFF CONGRESS AGENDA
RIGGLE ROOM, ADUC
AUGUST 4, 1997
1:00 P.M.

- I. CALL TO ORDER
 - II. ADDITIONS TO AGENDA/RECOGNITION OF GUESTS
 - III. APPROVAL OF MINUTES
 - IV. CHAIR'S REPORT
 - V. VICE CHAIR'S REPORT
 - VI. SECRETARY'S REPORT
 - VII. STAFF REGENT'S REPORT
 - VIII. COMMITTEE REPORTS
 - *Credentials and Elections -- Sue Wright
 - *Standing Appointments Sub-Committee -- Pam Moore
 - *Fiscal Affairs -- Belva Sammons
 - *Personnel Policies and Benefits-- Dan Connell
 - *Ad Hoc Performance Evaluation Committee -- Ruth Robinson
 - XI. OLD BUSINESS
 - X. NEW BUSINESS
 - XI. DISCUSSION
 - XII. ANNOUNCEMENTS
 - XIII. ADJOURNMENT
- MEETING DATES:
- | | |
|-----------|----|
| SEPTEMBER | 8 |
| OCTOBER | 6 |
| NOVEMBER | 3 |
| DECEMBER | 1. |
| JANUARY | 5 |
| FEBRUARY | 2 |
| MARCH | 2 |
| APRIL | 6 |
| MAY | 4 |
| JUNE | 1 |
| JULY | 6 |

MOREHEAD STATE UNIVERSITY

Staff Congress

Library Archives
CCL

August 4, 1997, Riggle Room

Members Present

Lena Adkins*, Alan Baldwin*, Scott Barker, Thelma Bumgardner, Gene Caudill, Joy Cecil, Dan Connell, Kathy Eldridge*, Roger Fouch, Lana Fraley, Pam Hesler*, Russell Howard*, Betty Hurley*, David Jessie**, Linda Kegley, Pam Moore, Carole Morella, Barry Riley, Ruth Robinson, Belva Sammons, Jeffrey Smedley*, Gary Smith, Wilma Stegall, Larry Stephenson, Todd Thacker, Jackie Thomas, Madonna Weathers**, Neal Wheeler*, Susan Wright

Members Absent

- Excused * 8
- Unexcused ** 2

Guests

Francene Botts-Butler, Porter Dailey

The meeting was called to order by Chair Stephenson at 1:00 p.m.

Minutes of the previous meeting were reviewed.

Motion No. 1: Accept the July minutes.

Proposed: Rep. C. Morella

Seconded: Rep. Thacker

Chair Report

PG-48 (Vacation Leave) as discussed in the July meeting is correct according to Vice President Dailey.

Exempt employees will be paid on the 15th and 30th of each month. If these dates fall on a Saturday, the employee will be paid on the proceeding Friday. If these dates fall on a Sunday, the employee will be paid on the following Monday.

A letter was received from a concerned supervisor regarding a salary increase received by one of the unit's best employees. The issue is revisited during the Discussion section of the meeting.

Vice Chair Report

Staff Notes will be distributed within the next two weeks.

Secretary Report

A reminder to Staff Congress members who are unable to attend a scheduled meeting to contact Sue Wright, Secretary, at 3-2066 before the date of the meeting.

Regent Report

Regent Caudill reported that he would be attending an Administrative Retreat on August 12. If anyone wants him to bring up an issue at the retreat, please call him at 3-5264.

Committee Reports

Credentials & Elections Committee

The following persons have consented to be appointed to Staff Congress:

Jimmy Boyd, Clerical, is recommended to complete the term of Lois Hawkins.
Charlie Charles, Skilled Crafts, is recommended to complete the term of Jeff Barker.

Motion No. 2: Accept Jimmy Boyd and Charlie Charles to Staff Congress as recommended by the Credentials & Elections Committee
Proposed: Rep. S. Wright Call For Vote: Passed

Standing Appointments Sub-Committee

No report

Fiscal Affairs Committee

No report

Personnel Policies & Benefits Committee

PG-49 Sick Leave changes were discussed.

Motion No. 3: Recommend that PG-49 be sent back to committee for additional review.

Proposed: Rep. Connell

Call For Vote:

Passed

Old Business

The Request for Proposal (RFP) requesting an audit be done on the MSU Job Classification System is to be reissued with the completion date changed.

New Business

None

Discussion

Employee Salary Distribution Calculations

A lengthy discussion occurred concerning supervisors being supplied with the calculations used to determine an employee's salary increase. A supervisor to explain to an employee his/her salary increase would use the calculations. Vice President Dailey agreed to supply this information to supervisors in the future after the last quarter Board of Regents Meeting and before employment letters are distributed by the Office of Human Resources.

Salary Distribution and Evaluation System

The Evaluation System needs to be vastly improved. The consultants will be evaluating this system. The Ad Hoc Committee chaired by Rep. Robinson is charged to continue its review of the Employee Appraisal Form.

The ultimate decision for employee salary distribution rests with the administration. However, Staff Congress should continue to review and/or make a recommendation. The Fiscal Affairs Committee chaired by Rep. Sammons is to review the employee salary distribution for FY98-99.

Contracting University Services

Per Vice President Dailey, he is not aware of a decision to outsource additional university services at this time. However, contracting services are continually reviewed. Several services that were out-sourced in the past such as vending and student phone services are now going to be supplied by the university.

Health Insurance – Accordia

Accordia will continue to process university health claims. The company has withdrawn from the State Alliance only. Concerns were voiced regarding

Accordia's delay in processing claims. F. Botts-Butler suggested the employee utilize the 1-800 telephone number listed on the back of the insurance card and if problem can not be resolved, the employee may contact Suzanne Hogge in the Office of Human Resources

School To Work Program

The School To Work Program is a federal initiative for the purpose to encourage and support career education at all levels. The program has requested a Staff Congress representative serve on the program's council. The council meets quarterly. Rep. Cecil volunteered to serve.

Announcements

Library Breakfast 8:15 p.m. Wednesday, August 13.
University Games are to begin Sunday, August 18.
University Picnic 6:00 p.m. Friday, August 22 at Crosthwaite Plaza.
Next scheduled meeting is 1:00 p.m. Monday, August 4, 1997.

Motion 4: To adjourn

Proposed: Rep. Barker

Seconded: Rep. Cecil

Call For Vote: Passed

Minutes prepared by Sue Wright , Secretary

xc: Porter Dailey
Faculty Senate
Human Resources
Library
Student Government

PLEASE RECYCLE!

STAFF CONGRESS AGENDA
RIGGLE ROOM, ADUC
September 8, 1997
1:00 P.M.

- I. CALL TO ORDER
 - II. ADDITIONS TO AGENDA/RECOGNITION OF GUESTS
 - III. APPROVAL OF MINUTES
 - IV. CHAIR'S REPORT
 - V. VICE CHAIR'S REPORT
 - VI. SECRETARY'S REPORT
 - VII. STAFF REGENT'S REPORT
 - VIII. COMMITTEE REPORTS
 - *Credentials and Elections -- Sue Wright
 - *Standing Appointments Sub-Committee -- Pam Moore
 - *Fiscal Affairs -- Belva Sammons
 - *Personnel Policies and Benefits-- Dan Connell
 - *Ad Hoc Performance Evaluation Committee -- Ruth Robinson
 - XI. OLD BUSINESS
 - X. NEW BUSINESS
 - XI. DISCUSSION
 - XII. ANNOUNCEMENTS
 - XIII. ADJOURNMENT
- MEETING DATES:
- | | |
|----------|---|
| OCTOBER | 6 |
| NOVEMBER | 3 |
| DECEMBER | 1 |
| JANUARY | 5 |
| FEBRUARY | 2 |
| MARCH | 2 |
| APRIL | 6 |
| MAY | 4 |
| JUNE | 1 |
| JULY | 6 |

MOREHEAD STATE UNIVERSITY

Staff Congress

Library Archives
CCL

September 8, 1997, Riggle Room

Members Present

Lena Adkins*, Alan Baldwin, Scott Barker**, Jimmy Boyd, Thelma Bumgardner, Gene Caudill*, Joy Cecil, Charlie Charles, Dan Connell*, Kathy Eldridge, Roger Fouch**, Lana Fraley, Pam Hesler, Russell Howard, Betty Hurley, David Jessie*, Linda Kegley, Pam Moore, Carole Morella, Barry Riley, Ruth Robinson, Belva Sammons, Jeffrey Smedley*, Gary Smith*, Wilma Stegall, Larry Stephenson, Todd Thacker, Jackie Thomas, Madonna Weathers, Neal Wheeler, Susan Wright

Members Absent

- Excused * 6
- Unexcused ** 2

Guests

Francene Botts-Butler, Angela Martin, Porter Dailey

The meeting was called to order by Chair Stephenson at 1:00 p.m.

Minutes of the previous meeting were reviewed.

Motion No. 1: Accept the August minutes with corrections.

Proposed: Rep. Howard

Seconded: Rep. Thacker

Chair Report

Chair Stephenson yielded to Vice President Dailey to discuss the "Interim University Administrative Regulation Related To the Faculty And Staff Tuition Waiver Program For MSU Employees." (Distributed at meeting) Per Rep. Eldridge, the Personnel Policies and Benefits Committee reviewed the above referenced interim regulation. The congress discussed the interim regulation.

Vice Chair Report

Staff Notes have been distributed to the staff. Any suggestions concerning the "Staff Notes" should be directed to Vice Chair Robinson.

Secretary Report

A reminder to Staff Congress members who are unable to attend a scheduled meeting to contact Sue Wright, Secretary, at 3-2066 before the date of the meeting.

Regent Report

Regent Caudill was not in attendance.

Committee Reports

Credentials & Elections Committee

Rep. Wright submitted the Credentials and Elections Committee Report dated 9/8/97. (Attached)

Discussion of the committee's recommendations followed.

Motion No. 2: Accept recommended changes to the Morehead State University Staff Congress Constitution Article III – Representation Section 3 as stated in the committee report.

Proposed: Rep. Wright

Call For Vote: Passed

Motion No. 3: Accept recommended changes to the Morehead State University Staff Congress Constitution Article III – Representation Section 4 as stated in the committee report.

Proposed: Rep. Wright

Call For Vote: Passed

Motion No. 4: Accept recommended changes to Article IV – Membership and Eligibility Section 3 as stated in the committee report with change of the word permanent to regular which is accepted by the committee.

Proposed: Rep. Wright

Call For Vote: Passed

Motion No. 5: Accept recommended changes to the Morehead State University Staff Congress Bylaws Sections 3, Representation A, as stated in the committee report with the change of the word permanent to regular which is accepted by the committee.

Proposed: Rep. Wright

Call For Vote: Passed

Standing Appointments Sub-Committee

Joe Planck is no longer eligible to serve on the University Planning Committee. Rep. Wheeler is to replace Joe Planck on the committee.

Call For Vote: Passed

Dwayne Cable has resigned his position at the University as of October 3 and is no longer eligible to serve on the University Planning Committee. Larry Besant has voiced an interest in serving on the committee. Larry Besant is to replace Dwayne Cable on the committee.

Call For Vote: Passed

Gail Chapman has turned down the committee's request to serve on the University Service Committee. Rep. Stegall volunteered to serve on the Service Committee. Rep. Stegall is to serve.

Call For Vote: Passed

Fiscal Affairs Committee

The Fiscal Affairs Committee met to discuss the salary distribution for the coming year. The committee recommends that the 1998-99 salary distribution for non-exempt employees be equal % across the board. The committee hopes that as a result of the work by the consultants that a standard policy will be established to help determine salary increases so that each year the committee will not have to decide or make a recommendation of how monies will be distributed.

A discussion followed. Rep. Morella expressed her concern that again an employee receiving an excellent Performance Appraisal will not be compensated for job performance. Rep. Howard preferred equal dollar amount to each employee rather than the committee's recommendation.

Motion 6: Accept committee's recommendation to the administration that the 1998-99 salary distribution for non-exempt employees be equal % across the board to each non-exempt employee.

Proposed: Rep. Sammons

Call For Vote: Passed

Yes	10
No	7
Abstain	2

Personnel Policies & Benefits Committee

PG-49 Sick Leave Policy remains in committee.

Ad Hoc Committee

No report

Old Business

Jimmy Boyd and Charlie Charles were recognized as new members of Staff Congress.

Jimmy Boyd is appointed to the Standing Appointments Committee

Charlie Charles is appointed to the Credentials and Elections Committee.

New Business

The Secretary is to distribute minutes and committee memberships to Rep. Thacker for entry on the Gopher.

Discussion

Rep. Morella brought up flextime by units in the university work place. Chair Stephenson is to investigate.

Announcements

Hardwood Festival September 13-14

Harvest Festival September 20-21

Board of Regents Meeting September 19

Sawyer Brown Concert September 25

Family Weekend September 26-27

Homecoming Weekend October 10-12

Tuition Waiver Forms must be completed and returned to the Office of Financial Aid by the following dates:

Fall Semester	July 15
Spring Semesters	December 15
Summer Terms	May 15

Next scheduled meeting is 1:00 p.m. Monday, October 6, 1997.

Motion 7: To adjourn

Proposed: Rep. Rep. Morella

Seconded: Rep. Howard

Call For Vote: Passed

Minutes prepared by Sue Wright , Secretary

xc: Porter Dailey
Faculty Senate
Human Resources
Library
Student Government

PLEASE RECYCLE!

CREDENTIALS AND ELECTIONS COMMITTEE - 9/8/97

The Credentials and Elections Committee recommends that the Morehead State University Staff Congress Constitution Article III - Representation Section 3. Should be changed from:

3. Staff Exempt – those individuals whose primary responsibilities are the performance of professional, administrative, and supervisory work. Designation in the category is the responsibility of the **Director of Personnel Services**.

to:

3. Staff Exempt – Those individuals whose primary responsibilities are the performance of professional, administrative, and supervisory work. Designation in the category is the responsibility of the **Director of Human Resources**.

The Credentials and Elections Committee recommends that Article III - Representation Section 4. Should be changed from:

4. Staff Nonexempt– Those individuals who perform technical, paraprofessional, secretarial, clerical, service, maintenance, and/or skilled trades work and who are designated as nonexempt. Designation in the category is the responsibility of the **Director of Personnel Services**.

to:

4. Staff Nonexempt– Those individuals who perform technical, paraprofessional, secretarial, clerical, service, maintenance, and/or skilled trades work and who are designated as nonexempt. Designation in the category is the responsibility of the **Director of Human Resources**.

The Credentials and Elections Committee recommends that Article IV - Membership and Eligibility Section 3. should be changed from:

3. Each permanent staff member with a minimum of one year continuous University employment is eligible to vote and to seek election.

to:

regular

3. Each permanent full-time University staff member is eligible to vote and to seek election.

Also, the Credentials and Elections Committee recommends that the Morehead State University Staff Congress Bylaws Sections 3. Representation A. from:

- A. Each permanent staff employee who has one or more years of continuous employment with the University, as of the date of the election, is eligible for nomination and election to the Staff Congress.

to:

regular

- A. Each permanent full-time University staff member is eligible for nomination and election to the Staff Congress.

For the purpose of the American Medical Association, the following is a list of the members of the Association who have been elected to the office of President for the year 1919.

The following is a list of the members of the Association who have been elected to the office of President for the year 1919.

The following is a list of the members of the Association who have been elected to the office of President for the year 1919.

The following is a list of the members of the Association who have been elected to the office of President for the year 1919.

The following is a list of the members of the Association who have been elected to the office of President for the year 1919.

The following is a list of the members of the Association who have been elected to the office of President for the year 1919.

The following is a list of the members of the Association who have been elected to the office of President for the year 1919.

The following is a list of the members of the Association who have been elected to the office of President for the year 1919.

The following is a list of the members of the Association who have been elected to the office of President for the year 1919.

The following is a list of the members of the Association who have been elected to the office of President for the year 1919.

The following is a list of the members of the Association who have been elected to the office of President for the year 1919.

The following is a list of the members of the Association who have been elected to the office of President for the year 1919.

MOREHEAD STATE UNIVERSITY

Staff Congress

Staff Congress Committees

September 8, 1997

Credentials & Elections

Sue Wright, Chair
Lena Adkins
Thelma Bumgardner
Joy Cecil
Charlie Charles
Betty Sue Hurley
Linda Kegley, Vice Chair

Standing Appointments Sub-Committee

Jimmy Boyd
Pam Moore, Chair
Pam Hesler, Vice Chair
Russell Howard
Carole Morella
Barry Riley
Gary Smith

Fiscal Affairs

Belva Sammons, Chair
Al Baldwin
Scott Barker
Lana Fraley
David Jessie
Wilma Stegall
Madonna Weathers, Vice Chair

Personnel Policies and Benefits

Kathy Eldridge, Vice Chair
Roger Fouch
Jeff Smedley
Todd Thacker
Jackie Thomas
Neal Wheeler

STAFF CONGRESS AGENDA
RIGGLE ROOM, ADUC
October 6, 1997
1:00 P.M.

- I. CALL TO ORDER
- II. ADDITIONS TO AGENDA/RECOGNITION OF GUESTS
- III. APPROVAL OF MINUTES
- IV. CHAIR'S REPORT
- V. VICE CHAIR'S REPORT
- VI. SECRETARY'S REPORT
- VII. STAFF REGENT'S REPORT
- VIII. COMMITTEE REPORTS
 - *Credentials and Elections -- Sue Wright
 - *Standing Appointments Sub-Committee -- Pam Moore
 - *Fiscal Affairs -- Belva Sammons
 - *Personnel Policies and Benefits--Kathy Eldridge
 - *Ad Hoc Performance Evaluation Committee - Ruth Robinson
- XI. OLD BUSINESS
- X. NEW BUSINESS
- XI. DISCUSSION
- XII. ANNOUNCEMENTS
- XIII. ADJOURNMENT

MEETING DATES:	NOVEMBER	3
	DECEMBER	1
	JANUARY	5
	FEBRUARY	2
	MARCH	2
	APRIL	6
	MAY	4
	JUNE	1
	JULY	6

MOREHEAD STATE UNIVERSITY

Staff Congress

Library Archives
CCL

October 6, 1997, Riggle Room

Members Present

Lena Adkins Alan Baldwin, Scott Barker**, Jimmy Boyd, Thelma Bumgardner, Gene Caudill, Joy Cecil, Charlie Charles, Dan Connell*, Kathy Eldridge, Roger Fouch, Lana Fraley, Pam Hesler, Russell Howard, Betty Hurley, David Jessie**, Linda Kegley, Pam Moore, Carole Morella, Barry Riley, Ruth Robinson, Belva Sammons, Jeffrey Smedley*, * Gary Smith, Wilma Stegall, Larry Stephenson, Todd Thacker, Jackie Thomas, Madonna Weathers, Neal Wheeler**, Susan Wright

Members Absent

- Excused * 1
- Unexcused ** 4

Guests

None

The meeting was called to order by Chair Stephenson at 1:00 p.m.

Minutes of the previous meeting were reviewed.

Motion No. 1: Accept the September minutes.

Proposed: Rep. Morella

Seconded: Rep. Thacker

Call For Vote: Passed

Chair Report

The Ad Hoc Committee on the Job Classification and Compensation System met once with representatives from the Office of Human Resources to review the proposal received. Committee members are Dan Connell, Belva Sammons, Sue Wright, Betty Hurley, Kathy Eldridge, Larry Stephenson, and Todd Thacker. G. Caudill suggested direct feedback to the staff such as an open forum.

Vice Chair Report

No Report

Secretary Report

No Report

Regent Report

The next Board of Regents Meeting is scheduled for November 14. The Lakewood Terrace proposal that the complex be phased out has become very controversial. Any member wanting to voice concerns or to make comments should contact G. Caudill. A definite proposal is to be submitted to the Board before approval will be considered. No student will be displaced from University housing during the phase out.

Nothing is to be constructed in the space behind Ginger Hall where the duplexes are to be demolished unless it is a small park. The Ward Oates Duplexes, the two Wellman Houses, and the Fourth Street

Duplex are to be demolished within the next four to six weeks. There is a plan to redirect the street in that area.

G. Caudill did not have a comment on the question from Rep. Baldwin concerning an annuity package for the President. The Board has discussed the total compensation package for the President. No action has been taken. No discussion has taken place concerning annuity packages for other members of the administration that G. Caudill was involved.

Committee Reports

Credentials & Elections Committee

No Report

Standing Appointments Sub-Committee

Neal Wheeler has resigned from the Planning Committee. The committee recommends Kathy Eldridge to replace Rep. Wheeler on the University Planning Committee.

Motion 2: Kathy Eldridge be appointed to the University Planning Committee
Call For Vote: Passed

Fiscal Affairs Committee

No report

Personnel Policies & Benefits Committee

The Tuition Waiver UAR is to be phased in and no couple where both spouses are University employees will be penalized in the spring semester due to the UAR. Any questions should be directed to Larry Stephenson or G. Caudill on an individual basis.

G. Caudill would like the committee to follow-up with the Office of Human Resources concerning implementing vacation and sick leave on an hourly basis.

The tuition waiver forms are to be submitted to the Office of Financial Aid a week in advance of August 1, January 2, and May 25.

Ad Hoc Committee

No report

Old Business

A second reading of the recommendation from the Credentials and Elections Committee presented at the September meeting.

Motion 3: Accept Credentials and Elections Committee recommendation concerning changes in the Staff Congress Constitution Article III – Representation Sections 3 and 4 and Article IV Membership and Eligibility Section 3 and Staff Congress Bylaws Sections 3 Representation A.
Call For Vote: Passed – Unanimous

New Business

Rep. Thacker expressed his concern that an hourly employee has been rehired by the University at mid point. The employee had previously worked for the University. A concern was expressed that an employee that continues to serve the University is penalized. Chair Stephenson will discuss this concern with Vice President Dailey.

Discussion

None

Announcements

Homecoming Weekend October 10-12

Heart Walk October 11

Physical Plant Reorganization effective October 1. G. Caudill is in charge of Building Maintenance and S. Wright is in charge of Payroll/Personnel, Purchasing, and Warehouse.

Next scheduled meeting is 1:00 p.m. Monday, November 3, 1997.

Motion 4: To adjourn

Proposed: Rep. Rep. Howard

Seconded: Rep. Riley

Call For Vote: Passed

Minutes prepared by Sue Wright , Secretary

xc: Porter Dailey
Faculty Senate
Human Resources
Library
Student Government

PLEASE RECYCLE!

STAFF CONGRESS AGENDA
RIGGLE ROOM, ADUC
November 3, 1997
1:00 P.M.

- I. CALL TO ORDER
- II. ADDITIONS TO AGENDA/RECOGNITION OF GUESTS
- III. APPROVAL OF MINUTES
- IV. CHAIR'S REPORT
- V. VICE CHAIR'S REPORT
- VI. SECRETARY'S REPORT
- VII. STAFF REGENT'S REPORT
- VIII. COMMITTEE REPORTS
 - *Credentials and Elections -- Sue Wright
 - *Standing Appointments Sub-Committee -- Pam Moore
 - *Fiscal Affairs -- Belva Sammons
 - *Personnel Policies and Benefits--Dan Connell
 - *Ad Hoc Performance Evaluation Committee - Ruth Robinson
- XI. OLD BUSINESS
- X. NEW BUSINESS
- XI. DISCUSSION
- XII. ANNOUNCEMENTS
- XIII. ADJOURNMENT

MEETING DATES:	DECEMBER	1
	JANUARY	5
	FEBRUARY	2
	MARCH	2
	APRIL	6
	MAY	4
	JUNE	1
	JULY	6

MOREHEAD STATE UNIVERSITY

Staff Congress

Library Archives
CCL

November 3, 1997, Riggle Room

Members Present

Lena Adkins, Alan Baldwin**, Scott Barker**, Jimmy Boyd, Thelma Bumgardner, Gene Caudill, Joy Cecil, Charlie Charles, Dan Connell*, Roger Fouch**, Lana Fraley, Pam Hesler, Russell Howard*, Betty Hurley, David Jessie**, Linda Kegley, Pam Moore, Carole Morella*, Barry Riley**, Ruth Robinson, Belva Sammons, Jeffrey Smedley**, Gary Smith, Wilma Stegall, Larry Stephenson, Todd Thacker*, Jackie Thomas, Madonna Weathers, Neal Wheeler*, Susan Wright

Members Absent

- Excused * 6
- Unexcused ** 5

Guests

None

The meeting was called to order by Chair Stephenson at 1:00 p.m.

Minutes of the previous meeting were reviewed.

Motion No. 1: Accept the October minutes with corrections (Rep. Bumgardner absent).
Proposed: Rep. Sammons **Seconded:** Rep. Weathers
Call For Vote: Passed

Chair Report

The Staff Congress Constitution and Bylaw revisions are to be presented to the Board of Regents for approval on November 14.

Rep. Eldridge has been reclassified and is no longer eligible to serve in the congress and on the Planning Committee.

The Credentials and Elections Committee is to recommend a replacement for K. Eldridge at the next meeting. Bessie Boyd, Kathleen Dowling, and Lois Hawkins have expressed interest in serving in the congress. The Standing Appointments Sub-Committee is to recommend a replacement for K. Eldridge on the Planning Committee.

The job classification/compensation system consultant, Dr. William Shaney, met with the Ad Hoc Committee. The following factors are being considered in the position classification and job description review: position, education, experience, complexity, relationship to the university mission, interaction, and leadership. The consultant is going to look at what we currently have and the sequence of events in place when a job become available to ensure that positions are filled correctly, and the performance review program. He strongly believes in merit, personal development, and feels career ladder development is important. The committee expressed concerns in the following areas: inequity, lack of salary correlation between those currently in a position and a new employee. The consultants will go into an extended period of data gathering and will meet with the President and Vice Presidents the next time they are on campus. Rep. Sammons recommends that K. Eldridge remain on the committee, if possible.

Vice Chair Report

Staff Notes will be distributed to the staff soon. Any suggestions concerning the "Staff Notes" should be directed to Vice Chair Robinson.

Secretary Report

No report. Rep. Sammons recommends that the Credentials and Elections Committee investigate unexcused absences of staff congress members. Chair Stephenson concurs and would like the committee to contact those representatives who have unexcused absences to verify that they still would like to serve and will be able to attend meetings.

Regent Report

Board of Regents meeting is scheduled to meet on November 14. PG-9, PG-48, and PG-49 changes and final personnel roster are on the agenda.

Committee Reports

Credentials & Elections Committee

Lois Hawkins was contacted about servicing in the congress and is very interested.

Standing Appointments Sub-Committee

Rep. Moore has agreed to serve on the Planning Committee.

Motion 2:	Recommend that Rep. Moore serve on the Planning Committee.		
Proposed:	Rep. Wright	Seconded:	Rep. Sammons
Call For Vote:	Passed		

Rep. Moore appointed to the Planning Committee

Fiscal Affairs Committee

No report.

Personnel Policies & Benefits Committee

PG-9 Leave Without Pay

Motion 3:	Approve revisions to PG-9 Leave Without Pay Policy, as recommended by the Personnel Policies and Benefits Committee.		
Call For Vote:	Passed		

PG-48 Vacation Leave Policy .

Motion 4:	Approve revisions to PG-48 Vacation Leave Policy, as recommended by the Personnel Policies and Benefits Committee.		
Call For Vote:	Passed		

PG-49 Sick Leave Policy

Motion 5:	Approve revisions to PG-49 Sick Leave Policy, as recommended by the Personnel Policies and Benefits Committee.		
Call For Vote:	Passed		

Rep. Caudill voiced concern that a 32-hour full time employee gets the same benefits as a 40-hour full time employee. Also, concern was voiced about the use of family sick days, family sick leave, and vacation days

Chair Stephenson and Rep. Caudill are to meet with Vice President Dailey on concerns.

Ad Hoc Committee

The Evaluation Committee should have some ideas soon to submit to the congress.

Old Business

None

New Business

Motion No. 6: Recommend Kathy Eldridge remain on the Job Classification/Compensation System Ad Hoc Committee even though she is not a member of the congress.

Proposed: Rep. Sammons

Seconded: Rep. Wright

Call For vote: Passed

Discussion

Rep. Caudill notified the congress that there is a Kentucky statute concerning nepotism that states that a listed relative of a school board or university board can not be employed by the school system, university or employed as a work study or graduate assistant. He stated that he is totally legal in serving on the Morehead State University Board of Regents.

This statute was in place before there were elected regents. The congress agreed that there is a big difference between appointed and elected members. However, the Attorney General interpreted the statute to include both appointed and elected members.

Motion No. 7: Recommend appointing Rep. Hesler and Rep. Robinson to co-chair a committee to draft a resolution concerning this issue to be brought before staff congress at the December meeting.

Proposed: Rep. Robinson

Seconded: Rep. Moore

Call For Vote: Passed

Announcements

Board of Regents Meeting November 14

Motion No. 8: Adjourn Meeting

Proposed: Rep. Weathers

Seconded: Rep. Sammons

Call For Vote: Passed

Next scheduled meeting is 1:00 p.m. Monday, December 1, 1997.

Minutes prepared by Sue Wright, Secretary

xc: Porter Dailey
Faculty Senate
Human Resources
Library
Student Government

PLEASE RECYCLE!

STAFF CONGRESS AGENDA
RIGGLE ROOM, ADUC
December 1, 1997
1:00 P.M.

- I. CALL TO ORDER
 - II. ADDITIONS TO AGENDA/RECOGNITION OF GUESTS
 - III. APPROVAL OF MINUTES
 - IV. CHAIR'S REPORT
 - V. VICE CHAIR'S REPORT
 - VI. SECRETARY'S REPORT
 - VII. STAFF REGENT'S REPORT
 - VIII. COMMITTEE REPORTS
 - *Credentials and Elections -- Sue Wright
 - *Standing Appointments Sub-Committee -- Pam Moore
 - *Fiscal Affairs -- Belva Sammons
 - *Personnel Policies and Benefits--Dan Connell
 - *Ad Hoc Performance Evaluation Committee - Ruth Robinson
 - XI. OLD BUSINESS
 - X. NEW BUSINESS
 - XI. DISCUSSION
 - XII. ANNOUNCEMENTS
 - XIII. ADJOURNMENT
- | | | |
|----------------|----------|---|
| MEETING DATES: | JANUARY | 5 |
| | FEBRUARY | 2 |
| | MARCH | 2 |
| | APRIL | 6 |
| | MAY | 4 |
| | JUNE | 1 |
| | JULY | 6 |

MOREHEAD STATE UNIVERSITY

Staff Congress

MSU ARCHIVES

December 1, 1997, Riggle Room

Members Present

Lena Adkins, Alan Baldwin, Scott Barker**, Jimmy Boyd**, Thelma Bumgardner, Joy Cecil, Charlie Charles, Dan Connell, Roger Fouch, Lana Fraley, Pam Hesler, Russell Howard, Betty Hurley, David Jessie**, Linda Kegley, Pam Moore, Carole Morella, Barry Riley, Ruth Robinson, Belva Sammons, Jeffrey Smedley**, Gary Smith*, Wilma Stegall*, Larry Stephenson, Todd Thacker*, Jackie Thomas*, Madonna Weathers, Neal Wheeler, Susan Wright

Members Absent

- Excused * 4
- Unexcused ** 4

Guests

Gene Caudil, Staff Regent

The meeting was called to order by Chair Stephenson at 1:00 p.m.

Minutes of the previous meeting were reviewed.

Motion No. 1: Accept the November minutes with corrections (Rep. Baldwin excused absence and change Rep. Caudill to Regent Caudill in all instances.)

Proposed: Rep. Howard
Call For Vote: Passed

Seconded: Rep. Riley

Chair Report

Board of Regents Meeting, November 14, 1997 – The Congress Constitutional amendments were approved. PG-9, PG-48, and PG-49 were approved. If employee wants health care reimbursement and/or dependent care reimbursement, Flexible Benefits forms need to be submitted to the Office of Human Resources by December 5, 1997. The insurance premiums are automatically converted to the Cafeteria Plan.

Vice Chair Report

No report.

Secretary Report

No report.

Regent Report

Sick Leave Policy was approved by the Board pending checking of legalities of a woman being given six weeks maternity sick leave even if the doctor releases her earlier. The board did not vote President Eaglin an annuity. The Board voted to look at the possibility of a deferred compensation package by the end of this fiscal year. Any comments, concerns, or feedback on this issue should be directed to Regent Caudill.

Committee Reports

Credentials & Elections Committee

The Credentials & Elections Committee recommends Lois Hawkins to replace the vacancy created by Kathy Eldridge's resignation.

Call for Vote: Passed

Standing Appointments Sub-Committee

No report.

Fiscal Affairs Committee

No report.

Personnel Policies & Benefits Committee

Information from the Employees Benefits Committee Meeting November 12, 1997 – The new provider of the Cafeteria Plan enrollment is Anthem of Central Indiana. There will be a charge to the University per employee for this service of \$4.25 per month for those employees who decide to take the unreimbursed medical and/or child care deduction. The University will pay that cost. The health rates will remain the same for 1998. At this time, there is an anticipation of a health insurance reserve excess of \$200,000. Excess of one and a half percent over the reserve may be used for flexible spending accounts. The distribution is still in the discussion stage.

Rep. Charles was asked by one of his constituents, "What is the maximum number of sick days an employee can use in a year period?" There is no limit however, the first twelve weeks would be FMLA used in conjunction with accumulated sick days.

Ad Hoc Committee

The Evaluation Committee distributed a sample copy of the Non-Exempt Performance Appraisal Report to the congress. Regent Caudill suggested that satisfactory and unsatisfactory be used deleting good and excellent from the form. If non-exempt employees will not be participating in merit salary distribution, the form is to be considered. Rep. Connell suggests that the Performance Appraisal process in addition to the form be reviewed by the committee.

Points of discussion and form are to be returned to the committee.

Old Business

Per Mr. Besant to the Chair, there is no restriction against staff checking out lap top computers other than the fact that there are not enough and they are in so much in demand by faculty that they had to restrict staff because the faculty need them more and staff were using them for personal business and faculty were using them in connection with their jobs. Per Rep. Wheeler, there are some changes in the works in this area. If changes occur and policies are reviewed, Chair Stephenson suggests that the concerns of the Congress be expressed.

New Business

None

Discussion

None

Announcements

Motion No. 2: Adjourn Meeting
Proposed: Rep. Howard
Call For Vote: Passed

Seconded: Rep. Wheeler

Next scheduled meeting is 1:00 p.m. Monday, January 5, 1997.

Minutes prepared by Sue Wright , Secretary

xc: Porter Dailey
Faculty Senate
Human Resources
Library ✓
Student Government

PLEASE RECYCLE!

STAFF CONGRESS AGENDA
RIGGLE ROOM, ADUC
March 2, 1997
1:00 P.M.

- I. CALL TO ORDER
- II. ADDITIONS TO AGENDA/RECOGNITION OF GUESTS
- III. APPROVAL OF MINUTES
- IV. CHAIR'S REPORT
- V. VICE CHAIR'S REPORT
- VI. SECRETARY'S REPORT
- VII. STAFF REGENT'S REPORT
- VIII. COMMITTEE REPORTS
 - *Credentials and Elections -- Sue Wright
 - *Standing Appointments Sub-Committee -- Pam Moore
 - *Fiscal Affairs -- Belva Sammons
 - *Personnel Policies and Benefits--Dan Connell
- XI. OLD BUSINESS
 - How to increase enrollment?
 - How the staff and University can be more friendly?
- X. NEW BUSINESS
- XI. DISCUSSION
- XII. ANNOUNCEMENTS
- XIII. ADJOURNMENT

MEETING DATES:	APRIL	6
	MAY	4
	JUNE	1
	JULY	6

**Morehead State University
Staff Congress**

M E M O R A N D U M

DATE: March 10, 1997

TO: Morehead State University Staff

FROM: Staff Congress Credentials and Elections Committee
Ruth Robinson, Chair Joy Cecil
Thelma Bumgardner Linda Kegley

RE: Nominations for Nominations for Staff Regent

The Staff Regent is to be elected by the staff of Morehead State University for a three-year term. **Nominations for Staff Regent will be accepted until 3:30 p.m. on Friday, April 11, 1997, in the following two locations:**

Ruth Robinson
108 Library

Russell G. Howard
Rice Maintenance Building

Nomination forms are attached. A candidate for Staff Regent must be a full-time MSU staff employee and must obtain signatures of at least 10 staff members who are eligible to vote and who have not signed another petition. The petition for nomination for Staff Regent must include a written narrative of no more than 100 words that states why the nominee wants to serve as the Staff Regent. (See attached procedures). Persons nominated must agree to serve by signing the nomination form. There is no limit on the number of candidates who can declare nomination or be nominated for the 1997-98 elections. Copies can be made if additional nomination forms are needed. When the nomination forms are completed, they **MUST BE HAND CARRIED** to either representative at the locations above.

The election will be held using voting machines on Monday, May 19, 1997, from 7:00 a.m. to 5:00 p.m. in the First Floor Lobby of ADUC. Absentee ballots **MUST BE OBTAINED AND HAND DELIVERED** back to Ruth Robinson, Room 108 Library, by 3:30 p.m. on Friday, May 16.

Staff Regent Election Procedure

1. A written notice of the election shall be distributed via campus mail by the Staff Congress Credentials and Elections Committee to each staff member at least twenty (20) working days prior to the initial ballot. This letter shall indicate:
 - a. times and voting locations for the initial election;
 - b. criteria concerning eligibility of candidates for Staff Regent and the voting electorate which includes being a full-time staff member excluding the president, vice presidents, academic deans, and all academic department chairpersons;
 - c. the procedures by which a staff member may have his or her name included on the initial ballot;
 - d. a listing of the members of the Staff Congress Credentials and Elections Committee who shall be contacted concerning questions of eligibility and requests for clarification; and
 - e. the responsibilities of the Staff Regent which include:
 1. representing all staff members to the Board of Regents for a term of three years;
 2. participating in all regular, special, and committee meetings of the Board of Regents;
 3. attending Staff Congress regular and Executive Council meetings;
 4. staying current on staff related issues; and
 5. participating in activities and training related to the Board of Regents.
2. A listing including the name of each staff member eligible to vote shall be prepared by the Staff Congress Credentials and Elections Committee at least twenty (20) working days prior to the initial ballot.
3. Any eligible staff person may declare candidacy for the Staff Regent position and/or any eligible staff person may be nominated by other staff members. In order to declare candidacy a petition for nomination shall be signed by the nominee and the person making the nomination, if different, and the signature of at least 10 staff members who are eligible to vote and who have not signed another petition. The petition for nomination must include a written narrative or no more than 100 words that states why the nominee wants to serve as the Staff Regent.
4. The Staff Congress Credentials and Elections Committee shall meet at least 5 working days prior to the election to certify the validity of nomination petitions and shall prepare the initial ballot. Names of eligible candidates will be placed on the ballot in alphabetical order. The initial ballot with the 100 word narrative will be distributed via campus mail to each eligible staff member prior to the election day.
5. Any person wishing to vote absentee must obtain a ballot directly from the Chairperson of the Staff Congress Credentials and Elections Committee and sign next to his or her name on the official eligibility voter list. The ballot must be returned in person to the Chair of the Staff Congress Credentials and Elections Committee who shall put the date and time of receipt on the unopened absentee ballot. The ballot must be returned no later than 3:30 on the day before the election.
6. The election shall take place on a single week day, during the hours of 7:00 a.m. and 5:00 p.m.

7. Locked and secure ballot boxes or voting machines shall be provided for the initial vote in ADUC. The security of the ballot box or voting machine shall be the responsibility of the Staff Congress Credentials and Elections Committee Chair.
8. Each eligible voter shall show an identification card to the Staff Congress Credentials and Elections Committee. An area shall be provided at the voting location for the ballot to be marked in secret. Each voting location shall be supervised at all times by members of the Staff Congress Credentials and Elections Committee.
9. Each eligible person shall vote for one candidate only.
10. Immediately upon the closing of the polls, the ballot box or voting machine shall be locked and sealed. The Staff Congress Credentials and Elections Committee shall meet and count the ballots.
11. Upon conclusion of the vote tabulation, the Committee members shall certify the outcome of the election by affixing their signatures to the tabulation results.
12. If a simple majority of the votes cast is obtained by any single individual, the person shall be the duly elected Staff Regent.
13. If a simple majority of the votes cast is not obtained on the first ballot, subsequent balloting shall take place in a location to be determined by the Staff Congress Credentials and Elections Committee. Policies and procedures of the initial election shall apply to subsequent balloting.
14. Elections subsequent to the first shall take place in not less than five (5) nor more than fifteen (15) working days from the previous election.
15. The Staff Congress Credentials and Elections Committee shall inform all eligible staff by Campus Mail of the next election. The letter shall include the time and place of voting, names of the candidates that are to appear on the next ballot, provision for absentee ballots, and the names of the members of the Staff Congress Credentials and Elections Committee, who should be consulted for clarification of rules and procedures.
16. The second ballot shall include those individuals receiving the highest number of votes and whose cumulative votes total at least fifty (50) percent of the votes cast.
17. Balloting shall continue according to established procedures until one candidate receives a simple majority of the votes cast.
18. The final certified results as attested by the Staff Congress Credentials and Elections Committee shall be delivered immediately to the Chair of the Staff Congress who shall deliver it to the President of the University. The Chair of the Staff Congress Credentials and Elections Committee shall deliver the final certified results directly to the University President should the Staff Congress Chair be a candidate for election or unavailable.

**Staff Congress
Credentials and Election Committee
STAFF REGENT ELECTION
1997**

DATE	1997 NOMINATION/ELECTION ACTIVITY
Friday March 10	Nomination forms distributed to staff members
Friday April 11	Deadline to submit nominations
Friday April 18	Sample ballot distributed by Credentials & Elections Committee
Friday April 18	Absentee ballots available for pickup
Monday May 12	Election reminder mailed to staff
Friday May 16	Deadline to submit absentee ballots
Monday May 19	Election of Staff Regent First floor lobby Adron Doran University Center
Wednesday May 21	Notification from Chair mailed to newly elected Staff Regent

MOREHEAD STATE UNIVERSITY STAFF REGENT

NOMINATION FORM 1997

I do hereby nominate _____ as a candidate for Staff Regent to serve on the Board of Regents.

Ten signatures of support must be obtained to qualify as a candidate. (Please write legibly)

(1) _____ (6) _____
(2) _____ (7) _____
(3) _____ (8) _____
(4) _____ (9) _____
(5) _____ (10) _____

As a nominee, if elected, I agree to represent staff on the Board of Regents for a three-year term and to fulfill the following responsibilities:

- (1) Participate in all regular, special, and committee meetings of the Board of Regents;**
- (2) Attend Staff Congress regular and Executive Council meetings;**
- (3) Stay current on staff related issues; and**
- (4) Participate in activities and training related to the Board of Regents.**

Signature _____
(Person being nominated)

In no more than 100 words (typed or printed), please state why you would like to serve as Staff Regent. (Please attached separate sheet)

Hand deliver completed form By 3:30 p.m. FRIDAY, APRIL 11, 1997 to:

Ruth Robinson
108 Library

or

Russell G. Howard
Rice Maintenance Building

ELECTION IS SCHEDULED FOR MONDAY, MAY 19, 1997

STAFF CONGRESS AGENDA
RIGGLE ROOM, ADUC
April 6, 1997
1:00 P.M.

- I. CALL TO ORDER
 - II. ADDITIONS TO AGENDA/RECOGNITION OF GUESTS
 - III. APPROVAL OF MINUTES
 - IV. CHAIR'S REPORT
 - V. VICE CHAIR'S REPORT
 - VI. SECRETARY'S REPORT
 - VII. STAFF REGENT'S REPORT
 - VIII. COMMITTEE REPORTS
 - *Credentials and Elections -- Sue Wright
 - *Standing Appointments Sub-Committee -- Pam Moore
 - *Fiscal Affairs -- Belva Sammons
 - *Personnel Policies and Benefits--Dan Connell
 - XI. OLD BUSINESS
 - X. NEW BUSINESS
 - XI. DISCUSSION
 - XII. ANNOUNCEMENTS
 - XIII. ADJOURNMENT
- | | | |
|----------------|------|---|
| MEETING DATES: | MAY | 4 |
| | JUNE | 1 |
| | JULY | 6 |

Faculty Senate
HM 204
(02)

STAFF CONGRESS AGENDA
RIGGLE ROOM, ADUC
Monday, June 2, 1997
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. REGENT'S REPORT
- VIII. COMMITTEE REPORTS
 - Credentials and Elections - Ruth Robinson
 - Standing Appointments Sub-Committee - Larry Stephenson
 - Fiscal Affairs - Sue Wright
 - Personnel Policies and Benefits - Dan Connell
- XI. OLD BUSINESS
- X. NEW BUSINESS
- XI. DISCUSSION
- XII. ANNOUNCEMENTS

Next Meeting Date: To be announced