

MOREHEAD STATE UNIVERSITY

Staff Congress

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January 5, 1998, 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 * 5
- Unexcused ** 3

Guests

Gene Caudill, Staff Regent
Porter Dailey, Vice President

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 December minutes with corrections

Proposed: Rep. Connell
Call For Vote: Passed

Seconded: Rep. Howard

Chair Report

Legislative Report No. 1 (The Outlook for 1998) was distributed to the congress and discussed.(attached)

E-Mail from Porter Dailey Dated December 1997 (attached) concerning Merit Pay. The Vice Presidents were unanimous that we begin a merit pay system for hourly employees. We will use the current performance evaluation form to conduct performance evaluations on all employees for calendar 1998. The 1998 evaluations will be the basis for distributing a portion of the 1999-2000 salary pool based on merit. No determination has been made as to what other factors might be used to base the distribution of 1999-2000 salary funds.

Staff Congress went into an extensive discussion concerning merit pay, exempt and non-exempt evaluators, evaluator groups, evaluator training, up-line evaluations, performance appraisal form, employee accountabilities, sick leave and dependability, supplemental pay, and current system of evaluating. Vice President Dailey urged the congress to spend time not in determining if there should be merit pay or not, but how to develop and improve the system.

Vice Chair Report

No report.

Secretary Report

No report.

Regent Report

Regent Caudill urged the congress to show concern about the 1998-99 salary distribution.

Committee Reports

Credentials & Elections Committee

No report.

Standing Appointments Sub-Committee

No report.

Fiscal Affairs Committee

No report.

Personnel Policies & Benefits Committee

No report

Ad Hoc Committee

No Report.

Old Business

None

New Business

Motion No. 2: Staff Congress and those they represent are in opposition to merit pay for all staff.

Proposed: Rep. Barker

Seconded: Rep. Howard

Call For Vote: For 17 members
Opposed Sue Wright
Abstain Charlie Charles
Roger Fouch

Note: Dan Connell left the meeting early and did not vote.

Motion No. 3: Staff Congress recommends that all evaluators must attend mandatory Performance Appraisal training.

Proposed: Rep. Wheeler
Call For Vote: Passed

Seconded: Rep. Riley

Announcements

Next scheduled meeting is 1:00 p.m. Monday, February 2, 1998.

Motion No. 3: Adjourn Meeting

Proposed: Rep. Howard
Call For Vote: Passed

Seconded: Rep. Barker

Minutes prepared by Sue Wright , Secretary

xc: Porter Dailey
Faculty Senate
Human Resources
Library
Student Government

PLEASE RECYCLE!

STAFF CONGRESS AGENDA
RIGGLE ROOM, ADUC
February 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
  - *Ad Hoc Performance Evaluation Committee - Ruth Robinson
- XI. OLD BUSINESS
- X. NEW BUSINESS
- XI. DISCUSSION
- XII. ANNOUNCEMENTS
- XIII. ADJOURNMENT

MEETING DATES:	MARCH	2
	APRIL	6
	MAY	4
	JUNE	1
	JULY	6

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MOREHEAD STATE UNIVERSITY

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**DON'T FORGET – SPECIAL STAFF CONGRESS MEETING IS SCHEDULED FOR 1:00 P.M.
MONDAY, FEBRUARY 16, 1998 IN THE RIGGLE ROOM, ADUC.**

February 2, 1998, Riggle Room

Members Present

Lena Adkins, Alan Baldwin, Scott Barker, Jimmy Boyd, Thelma Bumgardner, Joy Cecil, Charlie Charles, Dan Connell, 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 * 6
- Unexcused ** 0

Guests

Gene Caudill, Staff Regent
Porter Dailey, Vice President
Francene Botts-Butler, Director of Human Resources

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 January minutes with corrections (Rep. Morella's absence was excused and Rep. Hawkins was present.)

Proposed: Rep. Howard
Call For Vote: Passed

Seconded: Rep. Wheeler

Chair Report

Two motions last month were submitted through Mr. Dailey to the President. Motion on mandatory performance appraisal training for all evaluators has received no response. After attending one of the performance appraisal training workshops, the Chair e-mailed Mr. Dailey to discuss the possibility of units attending the workshop together. Mr. Dailey replied and this suggestion is to be discussed. Mr. Dailey stated that the suggestion was an excellent idea. The next workshops will probably begin October or November of 1998. They need to be presented in advance of the performance appraisal process. One of the other suggestions he has made to the Office of Human Resources is the workshop should focus equally on the one on one feedback and the up front preparation for the performance appraisal process which begins in December or January of the year prior to the evaluation. This is in terms of goal setting and

accountabilities. Both aspects in the front end of the process as well as the end result is important.

The second motion passed last month in opposition to merit pay for all staff was forwarded to Mr. Dailey and then to the President. This motion was not accepted. Mr. Dailey's comments were that Staff Congress voted unanimously on March 3, 1997 and again on April 20, 1997 to continue merit pay for exempt staff. Staff Congress recommended both times a greater percentage of the exempt salary pool be used for merit. Individual accountability and performance plays an important role in the success of an organizational unit. Basing a portion of the employee's salary increase on that employee's performance is reasonable. Individual accountability provides means for a unit to achieve its collective goals and objectives. Mr. Dailey recommended that we do not change the recommendation for merit pay for staff and President Eaglin agreed.

Someone called in the last few weeks in regard to merit pay guidelines. The Chair has checked with Human Resources. Those guidelines are being finalized and will be distributed to the staff sometime in the next two weeks. The guidelines will indicate those eligible for merit pay and the distribution will be at the unit level.

Vice Chair Report

No report.

Secretary Report

No report.

Regent Report

A Board of Regents Meeting is schedule for February 20. Regent Caudill has not received any preliminary budget information. He is not sure if that will be on the agenda or not. The deferred compensation issue for the President may be discussed. If anyone has any comments or input, they should contact Regent Caudill.

Committee Reports

Credentials & Elections Committee

No report.

Standing Appointments Sub-Committee

Rebecca Bailey has resigned from the University. A recommendation for her replacement on the Library Committee will be made at the next scheduled monthly meeting.

Fiscal Affairs Committee

No report.

Personnel Policies & Benefits Committee

No report

Ad Hoc Committee

No Report and the committee has been dissolved

Old Business

None

New Business

What is a unit? A unit will be defined in the guidelines distributed by the Office of Human Resources. A unit level basically is those employees evaluated by the same evaluator. When there is only one person in a unit, the employee is included in a division group. The Vice President has the opportunity to move the employee into another group. At least, two employees make up a group.

Motion No. 2: Annual employee salary increments first meet the annual Consumer Price Index for inflation for all staff employees prior to using any other factor for annual salary increments.

Proposed: Rep. Barker

Seconded: Rep. Wheeler

Discussion:

Per Rep. Barker, the merit pay is here. I think this motion will keep at least the employee receiving a 3.0 to 3.5 evaluation from going backwards. They will be able to hold their own. What money after the cost of living is addressed will be distributed as the administration sees fit.

What if the University salary pool is not equal to the cost of living? The entire salary pool would go to address cost of living and no other funds would be available to be distributed.

Last year exempt employee salary distribution was 60% merit and 40% across the board.

Rep. Wright asked Mr. Dailey: This proposal concerning cost of living has been proposed before and the administration has never accepted it. Why? Per Mr. Dailey, you are right. This question has been asked previously in the proposal first to address cost of living and if you look at some of your old minutes, you are on record on this issue. When we moved to merit pay for exempt employees, we went into that process to make that our priority effort. That is exactly what we did. We elected to put money into merit. The problem with the salary pool is the size of the salary pool. When you have a commitment for merit to reward performance and you have a 2%-3% salary pool, which we have quite frequently had in the past, there is no room to address across the board. I think we have come closer in the non-exempt salary distribution to address a greater portion or all cost of living. We have basically wanted to address both issues. Although with across the board you don't always have the resources to address the cost of living. It is the size of the salary pool factor.

Regent Caudill stated that the Governor recently stated in the press that when he gave the 5% to the state employees or to the school system that he definitely thought they should address the cost of living before they considered any other type of pay raise. So he favors cost of living as the first indicator of a pay raise. Mr. Dailey stated that Regent Caudill's words were accurate. The Governor suggested.

Per Rep. Thacker, is that not what the Board of Regents is saying in PG 44 that they recommend. Not at all, per Mr. Dailey. The Board is saying it should be considered. Mr. Dailey

hasn't seen the language suggested by the Governor. He doesn't know if the Governor suggested that the cost of living be addressed first or will be addressed first. There is a big difference. More than likely he said he would leave it up to the local districts or boards for final determination.

Per Regent Caudill, if there is not a large enough salary pool to address what you want to go to anyway, why do we make that effort to split it up? Why not go across the board up to a certain amount before we do make a split? If it is 2%, we are just spitting into the wind anyway. He doesn't see how you justify saying we can not go across the board because the salary pool is too little because you even make it smaller when you do split it. It is easily defended, if you go across the board up to the cost of living.

Per Mr. Dailey, yes it is definitely easier. But do you address what we hear so many supervisors wanting us to address and that is accountability and performance. Should those individuals on campus who are performing at a level greater than others be recognized and rewarded for that. It is just a basic philosophical question and issue. Should we do that or not?

Per Rep. Barker, in the same sense, should an employee going along doing their job every day who gets a 3.4 evaluation be penalized because there is not enough money there. It works both ways. We have exemplary employees. We have those that get the 3.2's, 3.5's and are going to get cut out of this money. With the cost of living addressed first, he would hold his own. The state would have to come up with 5% or 6% before we can live like human beings.

Employees with an evaluation score of 3.0 or better will be eligible for some merit money.

Per Rep. Morella, the person performing at a 3.0 versus a 4.0 or 5.0, there are different levels. Our system gave us different levels. So there should be a difference. An unfortunate factor is that we have such little money to work with.

Per Ms. Botts-Butler, there is no one that gets over a 3.0 that does not get some merit.

Per Mr. Dailey, MSU is getting a 2.9% increase from the state (\$900,000). That is just on our state general appropriation. That is about 1.3% increase based upon our total budget. We are getting some new revenue as well because of the tuition increase. There lies the problem. The general fund increase from the state is a little over \$900,000. We have a \$60,000,000 budget. Now there are other revenues that will flow into the institution that will supplement that like new tuition revenues. If we could maintain our enrollment at current levels, the new tuition revenue would generate \$750,000 - \$800,000 a year. But more than likely we are not going to stay there. We are going to slide a little bit more. Our preliminary numbers at this point show that our tuition revenue increases will be in the neighborhood of about \$500,000.

Per Rep. Morella, so what we should be talking about in Staff Congress is what can we do as staff to help increase enrollment to generate the revenues so there is money available for both the cost of living and merit.

Per Mr. Dailey, his staff talked this morning about what could they do as a division and individuals in the division to help with the enrollment of this institution. That is a major, major issue that confronts all of us.

Per Rep. Morella, it is very difficult for the lay person to understand that concept when we have seen the institution spend considerable amount of dollars on the formation and reorganization of a new office of Enrollment Management and enrollment continues to decline. She would like to see Staff Congress discuss what we can do to help increase enrollment because that is where the money is to come from. Also, have someone explain to us about all the revenue that is

spent in that area but yet not generating the numbers. A better understanding of that would enable us to better understand that dollars are not available.

Per Rep. Boyd, I think if an employee works here well enough to maintain his job in spite of what his rating is, any place of employment owes it to them to try to keep him up with the cost of living aspects. I view merit as an above beyond thing sort of a bonus. If you don't have enough money to give bonuses, bonuses are not given.

Per Rep. Fraley, within our department, we have employees that have other jobs because they do not make enough to survive. Therefore, I think cost of living would be an advantage to them.

Per Rep. Moore, everything I have heard is how to reward the employee that does a little more than is normally expected of them. What option do supervisors have opened to them for the employee that does less than what is expected of them? Rewarding one for doing a little bit more is all fine and good, but for those of us that do our job, meet all the criteria, give it all we have while we are here, but go home at 4:30 you are looking at the 3.2's and 3.5's right there a lot of the time. Just because someone's life style allows them to stay and work until 6:00, 7:00, or 8:00 o'clock, they don't have kids at home, etc. that is their prerogative. That may be great for the department and for that merit raise. But if you are going to penalize that person that is doing a good job for the hours they are here, what are you doing for that employee kicking back. Per the Chair, hopefully that employee's appraisal would be below 3.0 and would not be entitled to any merit. A 1.99 would put the employee on probation. Longevity gives the employee funds if you have your time in no matter what kind of job you do because it is based only on time.

There was a disagreement concerning an employee receiving longevity money, if his evaluation is below a 3.0. Regent Caudill is to contact Ms. Botts-Butler concerning a clarification of this issue. Per Mr. Dailey, whatever we did last year is what we are doing this year. We are not changing a thing.

Non-exempt salary distribution last year was 50% across the board and 50% longevity.

Per Rep. Howard, with more and more industry moving into the area, the quality of job applicants will decline. We need to start looking at this and the motion on the floor is a fair and equitable solution. Mr. Dailey agrees WE should be looking at this.

Per Rep. Morella, I agree what we have here appears to be fair, but we need to be looking into our large segment of the University. Our survey said that some of these people that we are representing want merit pay. We are representing people that we want both exempt and non-exempt that want merit pay. There are more people today that want merit pay than a year ago wanting merit pay at the time of the survey. If you take what Rep. Howard is say, which I agree with, and we do all across the board then the better people that are eligible for merit pay will do just what you are saying. We will not be able to attract good people to the University and we won't be able to keep good people here either. If they can't get the money, they will go elsewhere. We are not going to be able to attract the people and we are not going to be able to keep good people.

Per Rep. Connell, I think in principle this motion is fair and equitable, but lets go back to the last five or six years. We have passed basically the same resolution and every year it gets turned down. So I would rather see us spend our time trying to come up with a solution that we know will be accepted. That is my only concern. I would rather see us work on some things or plan of how we are going to increase enrollment. What are we going to do to raise that pool of money?

Per Rep. Baldwin, I have a concern that there will be pressure on the amount of money available for employee pay increases by enrollment and we have been in a declining trend. In addition to that, we have other pressure on the money we have that we get from the state and tuition. One of those is this Excellence Trust Fund. We have to identify through reallocation internally some money to be able to access the money available in at least two of those incentive trust funds that the State has created. That puts additional pressure on the budget. My concern would be if it is established that whatever the inflation rate is nationally, we may very well go to a pay system that is strictly an equal distribution (across the board) pay increase each year for all employees. I don't know if we would ever get to merit for some time.

Per Regent Caudill, there are a lot of issues out there concerning matching funds. I saw a grant from the State for the Wellness Center. I understand there are matching funds required for it. Per Mr. Dailey, maybe, we could bond it. Per Regent Caudill, I would hope that our people would look at the overall recruitment process and see what is beneficial for our enrollment. We have to relieve these budgetary pressures from a lot of angles. Just because the matching money is out there does not mean we should grasp it and put \$800,000 with it. It may not be beneficial for us as a total.

Per Rep. Morella, my concern is that if there is not a concerted effort by Staff Congress to encourage and promote merit there will not be any money there after cost of living. I don't know if the people I represent want this proposal. I would like to ask them before I vote on it. I am not voting for me. I would like the opportunity to call the people I represent and ask if they want this proposal.

Per Rep. Sammons, the thing I think we have to remember as a Congress is that we have passed other resolutions dealing with merit issues and they have been rejected.

Motion No. 2 was friendly amended to read: Annual employee salary increment first meet the annual Consumer Price Index for inflation for all staff employees prior to using merit for annual salary increments.

Accepted: Rep. Barker

Accepted: Rep. Wheeler

Call For Vote: Yes	16
No	1 (Al Baldwin)
Abstain	6 (Charlie Charles, Lana Fraley, Lois Hawkins, Carole Morella, Belva Sammons, and Susan Wright)

Call For Roll Call Vote: Yes (Lena Adkins, Scott Barker, Jimmy Boyd, Thelma Bumgardner, Joy Cecil, Dan Connell, Roger Fouch, Pam Hesler, Russell Howard, David Jessie, Pam Moore, Barry Riley, Ruth Robinson, Todd Thacker, Madonna Weathers, Neal Wheeler) No (Al Baldwin) **Abstain** (Charlie Charles, Lana Fraley, Lois Hawkins, Carole Morella, Belva Sammons, Susan Wright)

Per Rep. Baldwin, my vote is based on what I think the exempt employees that I represent in the professional non-faculty group are interested in maintaining a merit system. I am afraid that being this is tied to the condition as such it would have a substantially negative impact on the merit system at this university.

Per Mr. Dailey, he briefed his staff on a meeting that was held a couple of weeks ago by the President with a number of department chairs in regard to enrollment decline. The President had a similar meeting on that issue about a year ago at this time, but the enrollment continues to drop. In the meeting this morning, I saw several 27-year veterans and others that have been at this institution for a long time. They had some good suggestions, More often than not the

last four or five years when we have had enrollment problems, we kind of turned and looked at Academic Affairs. But I think staff can contribute a number of ideas and initiatives to that issue. There are a number of staff congress members that have an idea about how we might have a positive impact on enrollment. Enrollment not only means attracting new students to the campus, but also keeping the ones here that we have. We have a good product here. Adron Doran was a visionary with the type of dormitories that he built on this campus 30 years ago. He built suites. He built apartments. That is what other campuses are now converting their old dorms to. We have them and they are very adequate. That is just one example of the kind of product we have to sell to get new students to this campus. I think you can have a positive influence on the ideas and help us better focus on what we do to become a more user-friendly campus. I don't know how many times in the last hour **you** need to do this, **you** need to do that. This is a **we**. This is **us**. I am sure many of the administrative policies that you disagree with go a long way towards the attitude that people have toward us. I don't know any other factor that influence attitude other than what some of the rules are and the way we put them into place and implement them. That is what reflects attitude. We are all in this together.

Per Regent Caudill, in an administrative retreat I very simply made the statement we talk about what a great product we have and we do. I have had three kids go to school here, but we were sitting there with approximately 55 top administrators in our retreat talking about what we could do for enrollment and what we could do to present ourselves and at least half of the people there had sent their kids elsewhere. I very simply made the statement, we need to look within to see what kind of problem we have with our product if it is not good enough for our own people to sell to themselves. How can we sell it to the public. That was well received in our group, but I haven't seen any results of anything to that type of survey. I know there are reasons to send kids elsewhere. I know there are better universities, but one of my pet peeves all my life in this county is that I went to a county school and all of my teachers sent their kids to Breckinridge because the school system wasn't good enough. Well, if that is wrong with Morehead State University, we need to look within ourselves to improve Morehead State University to make it good enough for our kids.

Per Mr. Dailey, that is exactly right. We need to look within. One of the things that was told to my staff this morning, was the experience she had bringing her niece through our process and how (these are her words) unfriendly we were.

Per Rep. Hawkins, I can give you an example of that. My son goes to Fleming County and they had a career day. He was treated better and had a better response from other universities. He plans to come to Morehead State University. However, he has gotten eight calls from every other university and community college and Morehead hasn't even responded. This comment came a month after the career day. I called Admissions and he still hasn't gotten a call from Morehead.

Per Mr. Dailey, if we are unfriendly, why are we unfriendly?

Per Rep. Wright, I know we make more money on an out of state student, but I know that when my daughter was a student here and a senior in high school, the recruitment that was done in the local area was extensive. I think the idea of recruiting locally has really changed. We need to recruit out of state students, but we need to maintain local student recruitment too.

Per Mr. Dailey, where we recruit and how we recruit is an easy fix. What I am trying to figure out is if we in fact are unfriendly, why are we unfriendly. Is it merit policies? Low salaries? Do low salaries make people unfriendly?

Per Rep. Baldwin, it use to be with the recruiting, the admissions, the registration of students that is what we did. It involved the President, the Vice Presidents, etc. When we had

registration, we involved the entire University. It used to be if a student had a problem with a schedule, financial aid problem or whatever, it was fixed during registration. Now it takes six trips to eight different buildings to come back to the original point. It is very frustrating. We made it easier on ourselves and forgot whom we are here to take care of, the students. I don't think we have checked on how well we are doing registration, recruiting, etc.

Rep. Wheeler, we didn't have to recruit that hard years ago because our alumni did the recruiting for us in these areas. Now we have alumni graduating that have not been happy with the process and so they are not encouraging students to come here. They have had such a bad experience with run arounds that they are not urging the students to come to Morehead. There is no longer a sense of family. The hourly staff consider themselves family. They are local and want to stay here and work here. The others particularly administration and faculty members are transient now. They are looking at their positions as stepping stones. Where as when Dr. Doran was here, one of his key questions was where are the students in your priorities? If the students were not at the top of those priorities, there was a problem. We just do not have that sense of family anymore.

Per Mr. Dailey, you are right on target.

Per Regent Caudill, I used the example of graduation one time. A few years ago no one thought to ask me about graduation setup until three days before graduation. Every meeting I had been to had been on we have an economic development conference coming in, we have this group coming in, nothing dealing with the students what so ever. Oh, I think we better set up graduation. We have to get rid of these kids. We worry about making it easier on ourselves and we don't consider the students.

Rep. Barker, we are losing many good kids because of some bad kids. I know that for a fact.

Per Chair Stephenson, I don't know the basis for it, but the fact that we did not have until last week a fall schedule has been very detrimental to me. I have had prospective students write me on e-mail asking me when school starts, what activities are we having. I couldn't answer any of that until we had a fall schedule. Even with that we haven't done it for next spring. I don't know that it has to be all committeeized like it has been done. Someone could just hand it down to us and get it out earlier.

Per Rep. Morella, a lot of us have been here 30 years or longer. In the concept of family, I think the university has lost its tradition. I remember when homecoming was the big activity and everyone dressed in blue and gold. Where is blue and gold on this campus? It is not anywhere. We had the 75th anniversary this year. How many of us in this room went to a 75th anniversary function? Why have so many events been cancelled for lack of participation? The traditions that were set about by the former administrations were big on the family. We have gotten so involved. We now have to compete with computers, e-mail, and video even in our own family lives. What did we use to do? We went to ball games, went to church that is what you did as a family. Now we have all these other options to compete with. We have not kept pace. So what can you say for the group. You can say what you want, but the raises are a factor of moral. It is a factor. When did this institution get the best raises? They were 7-8%. We never had to worry about when we got merit. How did we lose that? We lost it together as a group. I think there is a mission and purpose for this institution and it is to serve people of eastern Kentucky. We say it over and over. We go to our offices. I do it – stay there 80 hours a week because I am constantly dealing with paper after paper with short deadlines. I am not talking about proposals. I am talking about administrative paper, handouts and do this in a certain period of time. There is no time to go to convocations. There is not time to go as a group. People don't go to ballgames. We ought to have blue and gold days. We need to revitalize things that were important. We talk about how to get people to come here. You can

not do that unless you motivate people. We have to motivate ourselves. We don't do it. I don't do it because I am so exhausted at night I can not go to one more function. The fun of it is not there. There is too much red tape.

Per Rep. Wheeler, I remember when we used to do the freshman orientation programs and maybe there weren't enough tables, etc. and Vice Presidents took off their jackets and ties and got in there and started helping move that stuff. I can't say I have seen that kind of thing lately.

Per Rep. Barker, we did that because we had pride in it. They cared.

Per Rep. Morella, I think we have lost the sense of pride in the institution and loyalty. The new folks don't have the pride and loyalty in the institution. I think we should ask those people why they do not have it. To be a part of something you have to have ownership. They have not bought into the mission and philosophy of this institution. I bought in because I didn't have to worry about merit, tenures, promotion, portfolios, and reconfirmation. Those things take precedence over what we are going to do as a unit or as a family. We have to worry about taking home the money.

Per Rep. Hesler, talking about registration, when public safety was on the second floor during registration, we got more cussings from the students purchasing a decal than we did for towing them. I couldn't drag the students out of line to do the process right because they didn't want to get out of line. We need to be in the arena. The students do not want to get out of line during registration. It ran smoother when we were in the arena.

Per Regent Caudill, anytime you computerize you lose the personal touch. I think e-mail on this campus is a problem. I used to see Porter or talk to him on the phone. Now we send e-mail. Registration used to be a three-day killer. Now we computerized it and stretch it out over two months for our benefit not for the student's benefit. When they get through now they are more finished, but they can get through without having to talk with anyone. There are no personal relationships developed. Some of the best relationships I still have were with people I had problems with while working registration.

Per Rep. Morella, the question is the students, but what we are really saying is we want people to listen to us, the staff people. We talk in this staff congress about non-exempt issues all the time. You forget there are other people in the world that we represent. I come here and feel I am out of place and shouldn't be here. I should be over here at a university that worries about exempt issues. It is very one sided at times. We need to be concerned about a student-centered campus and that is correct. We need some people to listen about us. One thing if you ask people yes we all work for salary, but these people we have talked about are not 4's or 5's that spend all this extra time to do this. Why do they do it? They don't necessarily do it for merit pay. They do it out of loyalty to this institution and pride in ones self-work. You read all the research and it tells you that people work for hours for the self-satisfaction. But when we do that as individuals – we have to be told and get warm fuzzies from the administration not just more paperwork to do – we have to be told the job is well done. You tell people they have done a good job they will give us more and that instills pride in people. That gives people the opportunity to do a better job and they will not be haggling exempt and non-exempt. We wear ourselves out rather than looking at the big global picture and how can we help one another.

Per Regent Caudill, back during Dr. Doran days there was no exempt or non-exempt. Everyone did what needed to be done. We abused people. Very simply, we abused the hourly people. Then the labor laws came into being, we separated non-exempt and exempt. There are some factors beyond loyalty and all that governs us. I fully agree that no one is going to do a good job unless they want to. I don't care how much you pay them.

Per Ms. Botts-Butler, you need to inform students that in order to continue to receive financial aid, they need to complete a certain amount of hours with a certain grade point average and GPA. If this is not done, they do lose their financial aid. That is a federal regulation.

The minutes will be forwarded as soon as possible to show that Staff Congress is concerned about these issues.

The discussion was terminated with the topic of increasing enrollment and why we are not friendly to be on the agenda for the next scheduled monthly meeting.

A proposal from the Faculty Senate to the Board of Regents was distributed in regard to the President's annuity plan. Per Regent Caudill, it is saying that if there is money to pay the annuity, there should be a strong firm commitment to put additional money into salaries for faculty and staff. The proposal has had its first reading.

The Fiscal Affairs Committee was assigned the development of a Staff Congress proposal concerning the above issue. A special meeting is scheduled Monday, February 16 to hear the report from the Fiscal Affairs Committee.

Ms. Botts-Butler distributed a handout on the FLEX Tax Advantage.

Announcements

Next scheduled monthly meeting is 1:00 p.m. Monday, March 2, 1998.

Motion No. 3: Adjourn Meeting

Proposed: Rep. Thacker

Seconded: Rep. Hawkins

Call For Vote: Passed

Minutes prepared by Sue Wright , Secretary

xc: Porter Dailey
Faculty Senate
Human Resources
Library
Student Government

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MSU ARCHIVES
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MOREHEAD STATE UNIVERSITY

Staff Congress

Library Archives
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March 2, 1998, Riggle Room

Members Present

Lena Adkins, Alan Baldwin, Scott Barker, Jimmy Boyd*, Thelma Bumgardner, Joy Cecil, Charlie Charles, Dan Connell, 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 * 2
- Unexcused ** 1

Guests

Gene Caudill, 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 February 2, 1998 minutes with corrections.

Call For Vote: Passed

Motion No. 2: Accept the February 16, 1998 minutes.

Call For Vote: Passed

Proposals were sent to Vice President Dailey, President Eaglin, and Regent Caudill. Chair Stephenson apologized that the last "where as" concerning the opening of a manufacturing plant was deleted in error.

Chair Report

Bill Mahaney, who was a charter member of Staff Congress and served for many years, passed away recently.

The two Staff Congress proposals passed on February 16 were distributed to Vice President Dailey, President Eaglin, and Regent Caudill. Regent Caudill distributed them to the Board of Regent members.

No response has been received on our February 2, 1998 proposal on CPI before merit for salary distribution.

The Job Classification and Compensation System consultant will meet with the Ad Hoc Committee at 2:30 p.m. March 10, 1998 in the Howell-McDowell conference room. The consultant will be presenting a status report only.

- Several reclassification cases are pending and the Office of Human Resources notified some employees that there would be no decision made on their reclassifications until the consultants made their final recommendation. This is direct violation of personnel policy. The policy says that a decision would be made in 30 days. The final consultant report is expected by April 15. Some reclassifications tied to department reorganizations have been processed. Chair Stephenson is to discuss this matter with Vice President Dailey.

The Library Committee nomination of Dixie Blankenbeckler has been sent to President Eaglin and she has been notified.

Vice Chair Report

The Vice Chair submitted a report concerning the February 20, 1998 Board of Regents Meeting. (Attached)

The Congress asked the following:

- Was there any discussion about the Staff Congress proposals? No.
Was there any discussion about enrollment? Yes, the downward trend of enrollment has been stopped and enrollment is on the way up especially in retaining freshman students.
- The enrollment report was extensive and optimistic.

Secretary Report

No report.

Regent Report

The Staff Congress proposals were not presented in open session, but privately. The President of SGA did a great job in her presentation about SGA. During her presentation, she did present their resolution that was more strongly worded than ours. Nothing negative was said about the Staff Congress resolutions from any of the Board members or the President.

The President's deferred compensation package is still under discussion. It will be resolved at the next Board Meeting in May.

The Athletic Department has been reorganized. Vice President Mincey is also the Director of the Athletic Department. Kathy Worthington is Associate Director. The coaches and Compliance Officer report directly to Mr. Mincey and/or the President.

- Was there any discussion concerning the points made in the proposal making sure that the faculty and staff raise pools are equal? The comment was made by the President that he is committed to keeping the pools equal. Where we may have a disagreement is what he considers the pools. My opinion is that the President considers the additional funds from the early faculty retirements are not part of the faculty salary pool. He is strongly committed that on new dollars, he will keep the pools equal.

Committee Reports

Credentials & Elections Committee

No report.

Standing Appointments Sub-Committee

The Standing Committee Surveys have been distributed.

Fiscal Affairs Committee

Angela Martin met with the Fiscal Affairs Committee last week and went over the 98-99 Budget. The Chair of the Faculty Senate Fiscal Affairs Committee and myself met with Ms. Martin on Friday and the budget had been changed. The Vice Presidents and the Chairs of the Fiscal Affairs Committee met this morning and the budget again had been changed. The committee recommends that Ms. Martin attend our next meeting and review the 98-99 Budget with the Congress. The President is trying to find funds for 3% faculty and staff salary pools. Another meeting is scheduled for next Wednesday March 11 with the Vice Presidents and Board of Regents.

- Will the reclassifications recommended by the consultants (up or down) be addressed in the 98-99 Budget? A discussion followed.

Personnel Policies & Benefits Committee

No report

Old Business

Discussion of how to increase enrollment and how the staff can help.

- A concern was expressed that the University is taking a very similar approach to recruiting as we did during the days of President Rhinehart's administration. We have followed the strategy of not making frequent visits to the high schools in our service region.
- University representatives need to meet with superintendents, counselors, teachers, and students on an individual basis and show concern for the students. We need to pursue strong relationships with these individuals.
- A representative of Staff Congress may need to attend the Committee of Retention and Recruitment meetings.
- Relationships between University representatives and high school student parents need to be developed.
- Parents need to be informed concerning Financial Aid services.
- Telephone and mail should be used as a follow-up after individual contact is made.
- Staff needs to become more involved in recruitment/retention and show more concern.
- During an informal survey, students feel the problems are ceiling and roof leaks in some facilities, not able to get classes when requested during their junior and senior years, lack of discipline of students that break the rules and laws, and lack of parking.
- Required residence hall living and meal plans may be a factor in the lack of recruitment.
- During MSU Night presentations, we need to utilize faculty and staff from the high school and/or area.
- Create a positive faculty and staff attitude.

- Don't spend so much time in deciding what we should be doing, but spend more time in doing it.
- Pursue community public relations in the service region.
- Emphasis on off-campus centers has hurt on-campus enrollment. However, the only increase in enrollment is in the off-campus centers.
- We have to concentrate on under graduate on-campus full-time students.
- Advising MSU students need to be upgraded. The faculty needs to be relieved of some responsibilities, committees, etc., in order to give them the time needed to be good advisors.
- MSU needs to promote student individual attention, small class sizes, and small campus environment.
- Trouble-making students need to be controlled, strongly disciplined, and/or expelled.
- Student class attendance needs to be strongly monitored to aid in retention.
- Salary issues need to be addressed to create a positive attitude and moral. Our energy is spent on salary issues instead of spending it on recruitment/retention.
- Put exempt, non-exempt, faculty division aside. Concentrate on recruitment/retention.
- A representative of the Department of Enrollment Management should attend a Staff Congress Meeting and explain what they are doing and how we can fit into those plans.

Motion No. 3: Request that a Staff Congress representative serve on the Enrollment and Retention Committee.

Proposed: Rep. Weathers
Call for Vote: Passed

Seconded: Rep. Jessie

New Business

None

Announcements

Next scheduled monthly meeting is 1:00 p.m. Monday, April 6, 1998.

Motion No. 4: Adjourn Meeting

Proposed: Rep. Thacker
Call For Vote: Passed

Seconded: Rep. Wheeler

Minutes prepared by Sue Wright , Secretary

xc: Porter Dailey
 Faculty Senate
 Human Resources
 Library
 Student Government

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VICE CHAIR'S REPORT

March 2, 1998

I attended the Board of Regents meeting on February 20. I think most of the meeting was routine. However, after the "spotlight" segment the Board went into closed session.

The "Spotlight" was on the Student Government Association with a very impressive presentation by Erin Hughey. In her presentation, she made the statement that if the President receives an annuity, that she hopes it would not mean additional charges for students.

In Vice President Moore's report, he stated that MSU will be reinstating "MSU Night" where faculty members will go out and help with recruiting.

Vice President Mincey reported on the achievement of the cheerleaders for the past year. Also he mentioned the reorganization of the Athletic Department.

Vice President Dailey and his staff presented the second quarter financial report along with the personnel actions for the quarter. These were approved by the Board.

This is just a few of the topics that were discussed at the BOR meeting. The complete agenda book is always on reserve at the Library. I'm sure Mr. Caudill will give us more details on the meeting.

Ruth Robinson
Vice Chair, Staff Congress

MOREHEAD STATE UNIVERSITY
STAFF CONGRESS NOTES

Newsletter of the Morehead State University Staff Congress ** April, May, June 1998

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Pam Hesler
Russell Howard
Pam Moore
Jeff Smedley

SERVICE / MAINTENANCE

Scott Barker
Thelma Bumgardner
Roger Fouch
Betty Sue Hurley
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Chair of Faculty Senate
Staff Regent
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PROFESSIONAL / NON-FACULTY

Alan Baldwin
Lana Fraley
David Jessie
Belva Sammons
Neal Wheeler

MEETING DATES:

April 6, 1998
May 4, 1998
June 1, 1998
July 6, 1998

COMMITTEE MEMBERSHIP

Credentials & Elections

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

Standing Appointments Subcommittee

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

Fiscal Affairs

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

Personnel Policies & Benefits

Dan Connell, Chair
Roger Fouch
Lois Hawkins
Jeff Smedley
Todd Thacker
Jackie Thomas
Neal Wheeler

ABBREVIATED STAFF CONGRESS MINUTES - APRIL 6, 1998

Complete text is available at the Library circulation desk for all Staff Congress meetings.

Meeting was called to order at 1 p.m. in the Riggle Room. Guest: Gene Caudill, Staff Regent.

Chair's Report - Chair Stephenson reported that Mr. Dailey had informed him that it looks like the salary pool for the 98-99 year is 3% with 1% held in reserve for reclassifications and upgrades. The remaining 2% will be divided equally between longevity (1%) and across the board (1%) for nonexempt and exempt staff will receive 60% (1.2%) merit and 40% (.8%) across the board.

The ad hoc committee met with Chuck Shaney from Mercer on March 12, 1998. This preliminary report indicated that our present salary base appears to be 10 to 15 percent below comparable salary bases. Nonexempt salaries were compared to local and surrounding markets, lower level exempt was compared to state and regional markets using general industries and higher education.

Because of a 10 to 15% inequity between our salary base and comparable bases Mr. Shaney will recommend that, pending fiscal resources, structure and average increases be progressively accelerated at 10 to 15% a year over the next 4 to 6 years to achieve full competitiveness. A full report by Mercer is due soon.

Sue Wright, Staff Congress secretary and a representative in the at-large category, tendered her resignation effective April 13. Family illness reasons were given.

Regent Report - The University will have a great year on the capital side. Some of the allocations are as follows: Breckinridge renovation \$14 million, Wellness Center \$900,000, MSU farm operation \$200,000, Vet Tech operation \$100,000, a new building in Prestonsburg \$4 million, a new building in West Liberty \$6 million, a \$150,000 Distance Learning Center in Hindman, \$1 million for new chillers, and an unspecified amount for the

Folk Art Center and Lappin. These are nonrecurring dollars that have to be spend on these projects only. When asked about the BOR's reaction to the amount of money available for staff raises, Regent Caudill said that the Board is very concerned. The Board has given in the last 2 years a half million dollars to enrollment services. Last year's Freshman class was the largest we've had and next year's is expected to be even bigger. If we can't get enrollment up there will be very limited funds for raises.

Part of the reason our salaries are lower than surrounding universities is because they concentrated on improving salaries. MSU used their money for technology. Other universities do not have computers in every office. MSU has the only replacement program for computers and our student computers labs are on a 1 to 10 ratio. We have 2 color copiers compared to UK having 1. Our money has gone in a good direction and it should pay dividends. We need to get enrollment of full-time on campus students up so that we have more tuition money which can be used for raises.

COMMITTEE REPORTS

Standing Appointments Sub-Committee - Staff should have returned their surveys and now the committee will start the process of assigning employees to specific committees.

Fiscal Affairs Committee - Belva Sammons and the chair of the Faculty Senate Fiscal Affairs Committee have been invited to meet with the Board as part of a discussion group on salaries and expect to be invited to another meeting.

NEW BUSINESS

Pam Moore was elected as Secretary of Staff Congress to serve through June, 1998.

An appointment of an at-large representative to replace Sue Wright will go to the Credentials and Elections Committee. They will have a recommendation next meeting.

Rep. Morella made a motion that the bone density testing being added as a rider to the University's health care plan. Motion seconded and passed unanimously. As understood at this point it is not covered and is a fairly expensive test.

DISCUSSION - Question: When will the Board of Regents concentrate on pay raises for staff instead of construction?

There is already a mandate on the books to deal with. Most of the money that we will be receiving for the projects mentioned earlier is from a different source and is earmarked for these projects. If we don't do these projects we don't get the money. Our operating fund was increased by 2.9% by the state. That equals about 1.5 of our total budget. Anything we get above that 1.5 has to come out of that fund or increases in tuition. The \$900,000 in funds for the Wellness Center will not be matched by the university. The money for these projects is non-recurring funds. The only way to increase the salary pool is to cut positions or supplies or raise the enrollment substantially. One hundred full time students would equal almost \$200,000. Enrollment has nothing to do with now much funding that we receive from the state. Midyear salary adjustments are a possibility if there is a large increase in enrollment.

Question: How does the purchasing of retirement time work?

On KTRS, there is a bill that has been amended. Bottom line is a plan to allow you to retire using your three highest years average once you have in 25 years of service and are 55 years of age. Right now it's 27 years of service with no age limit using a 5 year salary average. There is another bill with 20 years of service you can purchase up to 5 years in both KERS & KTRS. You pay your share and the University's share. KTRS would equal 20% and KERS would be 13.85. There is another bill that increases the service credit from 1.97 to 2.2% and becomes effective later.

Regent Caudill expressed his embarrassment over the poor attendance at the Founder's Day Convocation. Some of this was attributed to a miscommunication on the time of the ceremony and the fact that attendance was only suggested not required.

ABBREVIATED STAFF CONGRESS MINUTES -MAY 4, 1998

Meeting was called to order at 1 p.m. in the Riggle Room. Guests: Gene Caudill, Staff Regent; and Angela Martin, Director of Budgets & Management Information.

The meeting was turned over to Ms. Martin for an overview of the budget for 1998/99. Ms. Martin handed out a summary of the proposed 98-99 University budget and explained that it is subject to some change before it goes to the Board on June 2, 1998. Below are the main points that were covered.

- Budget is balanced at this point. Incoming revenues do equal expenditures.
- Expected decline in enrollment of 2.4%. Last year's enrollment was at 8,300 and is expected to be 8,100.
- Decline of 100 expected in Residence Hall occupancy housing for a total of 2,850.
- The Council on Post-secondary Education, which sets tuition, has authorized a tuition increase of almost 5.58%, which translates into \$1,135.00 per semester for instate undergraduate students.
- State appropriations are up by 2.9% (\$960,000).
- Establish a marketing position which goes along with the Wellness Information program.
- Nonrecurring special appropriations: Vet Tech program at \$100,000 and Distance Learning in Hindman receives \$150,000. Kentucky Folk Art Center receives \$200,000 of recurring dollars for operation expenses which means that the University no longer needs to subsidize it. Wellness Information program will receive \$120,000 to initiate a wellness information program.
- The biggest increase allocation in next year's budget is a new salary pool of 3%. This translates into about 1.1 million dollars which includes both faculty and staff. Dr. Eaglin has directed Dr. Moore to reallocate, within his personnel base, and additional 1% for faculty and librarians. This gives salary a salary pool of 3%; and faculty and librarians, a 4% pool.
- Distribution of salary increased will be the same as last year.
- There is \$60,000 set aside for a compression raise to be allocated to approximately 150 staff. About 20 of these are exempt and the rest are nonexempt. Human Resources has reached a formula to address the issue.
- Inflationary increase for the library is new. Books and Periodicals budgets will get a 9.3% increase and an additional \$50,000 base increase as part of our strategic plan from last year.
- Reduction in the University's share of the KERS rate saves around \$67,000.
- Due to a reorganization, the President has decided to establish a new position, Executive Assistant to the President for Development, at a salary of \$65,000 per year plus benefits. Alumni Relations and Development will now report to Bill Higginbotham, Executive Assistant to the President for Development.
- Student telephone services and the snack vending auxiliary enterprises are not handled in house which means an increase in expenditures and revenue in those areas.

- State appropriations of \$214,000 for operation and maintenance of new facilities with budgeted amounts of only \$150,000 helped balance the budget.
- Utilities have been increased by 5.44 (\$108,000).
- Travel reimbursement will increase. State regulations are followed for mileage and per diem reimbursement and are effective July 1. Academic and some selected administrative departments will increase by 10% and all others by 5% (\$65,000).

After the budget report, the meeting was called to order and minutes approved.

Chair's Report - The next BOR meeting will be on June 2. The final Mercer report is not yet in but when it is Staff Congress will receive a copy. The bone density testing proposal has been presented to and received by Mr. Daily.

Regent's Report - Mr. Caudill attended a budget workshop and answered questions concerning this topic. The next BOR meeting will be on June 2 which is when they will approve the 98/99 fiscal year budget as well as the personnel roster. Supervisors should have the formula used by Human Resources to calculate raises at about the same time.

COMMITTEE REPORTS

Credentials and Election Committee - The committee will be accepting nominations for the SC election until Friday, May 15. The election will be held on Thursday, May 28, 1998 on the first floor of ADUC.

Fiscal Affairs Committee - It was suggested that Staff Congress go on record as asking the Board of Regents to concentrate on staff salaries. It is felt that being on record with this request may be beneficial even though Dr. Eaglin has already stated that he wishes to work on improving both faculty and staff salaries.

OLD BUSINESS - None.

NEW BUSINESS

When asked if SC would have access to the Mercer Report before it goes to the Board, Mr. Dailey assured SC that there will be no action taken based on the Mercer report at the next Board meeting.

Rep. Thacker made the motion "We ask the Board to make it a mandate that salaries for both staff and faculty be given top priority annually until salaries reach market and regional benchmarks" seconded by Rep. Jessie. Call for the vote: motion passed.

ABBREVIATED STAFF CONGRESS MINUTES -JUNE 1, 1998

Meeting was called to order at 1 p.m. in the Riggle Room. Guests: Gene Caudill, Staff Regent; Francene Botts-Butler; Suzanne Hogge; Dick Green; Mike Pennington; Sandra Barker; Michelle Patrick; and Porter Dailey.

Francene Botts-Butler gave a report on the audit review which was performed by Mercer Inc. and that is now completed. The objective of this audit was to review the job classification plan, compensation plan, existing career ladders, and the performance system.

Members of the Admissions and Retention Staff presented a report on their activities to increase and retain students.

Chair Report - Longevity formulas were handed out to explain how longevity was determined. The Mercer report is complete. Staff Congress has a copy and there will also be a copy on file in the Library.

The Job Classifications Appeals Committee is still functioning at this point. Steve Schaffer has retired so Dallas Sammons was recommended to replace him.

PG-22, which deals with the employment of relatives, is being looked at by University counsel for possible changes. Staff Congress will review any changes once University counsel has reviewed it.

Roger Fouch who represented Skilled Crafts has resigned and Gary Smith from Skilled Crafts has also resigned effective today. The Credentials and Elections Committee will need to replace both representatives.

Credentials and Election Committee - Linda Kegley thanked everyone that helped with the election. The results of the election are as follows:

Larry Stephenson, Executive/Manager-3 year term
 Todd Thacker, Skilled Crafts-3 year term
 Thelma Bumgardner, Service Maintenance-3 year term

Rosemary Hinton, Secretarial/Clerical-3 year term
 Anthony Roberts, Professional/NonFaculty-3 year term
 Bessie Boyd, Technical/Paraprofessional-3 year term

AT LARGE CATEGORY

Roger Barker, Professional/NonFaculty-3 year term
 Dallas Sammons, Professional/NonFaculty-3 year term
 Lois Hawkins, Technical/Paraprofessional-2 year term

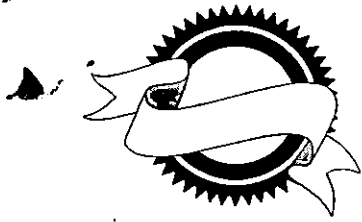
Ruth Robinson, Secretarial/Clerical-3 year term
 Wilma Stegall, Service/Maintenance-3 year term

Personnel Policies & Benefits Committee - Human Resources will be contacting employees for contributions to the sick leave pool soon.

Staff Notes will be sent to all staff at Morehead State University. Questions pertaining to issues within *Staff Notes* should be directed to your representatives.

Staff Notes by Ruth Robinson, Vice Chair.

Teresa L. Johnson
UFO 0664



MOREHEAD STATE UNIVERSITY

STAFF CONGRESS NOTES

Newsletter of the Morehead State University Staff Congress ** April, May, June 1998

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There is already a mandate on the books to deal with. Most of the money that we will be receiving for the projects mentioned earlier is from a different source and is earmarked for these projects. If we don't do these projects we don't get the money. Our operating fund was increased by 2.9% by the state. That equals about 1.5 of our total budget. Anything we get above that 1.5 has to come out of that fund or increases in tuition. The \$900,000 in funds for the Wellness Center will not be matched by the university. The money for these projects is non-recurring funds. The only way to increase the salary pool is to cut positions or supplies or raise the enrollment substantially. One hundred full time students would equal almost \$200,000. Enrollment has nothing to do with now much funding that we receive from the state. Midyear salary adjustments are a possibility if there is a large increase in enrollment.

Question: How does the purchasing of retirement time work?

On KTRS, there is a bill that has been amended. Bottom line is a plan to allow you to retire using your three highest years average once you have in 25 years of service and are 55 years of age. Right now it's 27 years of service with no age limit using a 5 year salary average. There is another bill with 20 years of service you can purchase up to 5 years in both KERS & KTRS. You pay your share and the University's share. KTRS would equal 20% and KERS would be 13.85. There is another bill that increases the service credit from 1.97 to 2.2% and becomes effective later.

Regent Caudill expressed his embarrassment over the poor attendance at the Founder's Day Convocation. Some of this was attributed to a miscommunication on the time of the ceremony and the fact that attendance was only suggested not required.

ABBREVIATED STAFF CONGRESS MINUTES -MAY 4, 1998

Meeting was called to order at 1 p.m. in the Riggle Room. Guests: Gene Caudill, Staff Regent; and Angela Martin, Director of Budgets & Management Information.

The meeting was turned over to Ms. Martin for an overview of the budget for 1998/99. Ms. Martin handed out a summary of the proposed 98-99 University budget and explained that it is subject to some change before it goes to the Board on June 2, 1998. Below are the main points that were covered.

- Budget is balanced at this point. Incoming revenues do equal expenditures.
- Expected decline in enrollment of 2.4%. Last year's enrollment was at 8,300 and is expected to be 8,100.
- Decline of 100 expected in Residence Hall occupancy housing for a total of 2,850.
- The Council on Post-secondary Education, which sets tuition, has authorized a tuition increase of almost 5.58%, which translates into \$1,135.00 per semester for instate undergraduate students.
- State appropriations are up by 2.9% (\$960,000).
- Establish a marketing position which goes along with the Wellness Information program.
- Nonrecurring special appropriations: Vet Tech program at \$100,000 and Distance Learning in Hindman receives \$150,000. Kentucky Folk Art Center receives \$200,000 of recurring dollars for operation expenses which means that the University no longer needs to subsidize it. Wellness Information program will receive \$120,000 to initiate a wellness information program.
- The biggest increase allocation in next year's budget is a new salary pool of 3%. This translates into about 1.1 million dollars which includes both faculty and staff. Dr. Eaglin has directed Dr. Moore to reallocate, within his personnel base, and additional 1% for faculty and librarians. This gives salary a salary pool of 3%; and faculty and librarians, a 4% pool.
- Distribution of salary increased will be the same as last year.
- There is \$60,000 set aside for a compression raise to be allocated to approximately 150 staff. About 20 of these are exempt and the rest are nonexempt. Human Resources has reached a formula to address the issue.
- Inflationary increase for the library is new. Books and Periodicals budgets will get a 9.3% increase and an additional \$50,000 base increase as part of our strategic plan from last year.
- Reduction in the University's share of the KERS rate saves around \$67,000.
- Due to a reorganization, the President has decided to establish a new position, Executive Assistant to the President for Development, at a salary of \$65,000 per year plus benefits. Alumni Relations and Development will now report to Bill Higginbotham, Executive Assistant to the President for Development.
- Student telephone services and the snack vending auxiliary enterprises are not handled in house which means an increase in expenditures and revenue in those areas.

- State appropriations of \$214,000 for operation and maintenance of new facilities with budgeted amounts of only \$150,000 helped balance the budget.
- Utilities have been increased by 5.44 (\$108,000).
- Travel reimbursement will increase. State regulations are followed for mileage and per diem reimbursement and are effective July 1. Academic and some selected administrative departments will increase by 10% and all others by 5% (\$65,000).

After the budget report, the meeting was called to order and minutes approved.

Chair's Report - The next BOR meeting will be on June 2. The final Mercer report is not yet in but when it is Staff Congress will receive a copy. The bone density testing proposal has been presented to and received by Mr. Dailey.

Regent's Report - Mr. Caudill attended a budget workshop and answered questions concerning this topic. The next BOR meeting will be on June 2 which is when they will approve the 98/99 fiscal year budget as well as the personnel roster. Supervisors should have the formula used by Human Resources to calculate raises at about the same time.

COMMITTEE REPORTS

Credentials and Election Committee - The committee will be accepting nominations for the SC election until Friday, May 15. The election will be held on Thursday, May 28, 1998 on the first floor of ADUC.

Fiscal Affairs Committee - It was suggested that Staff Congress go on record as asking the Board of Regents to concentrate on staff salaries. It is felt that being on record with this request may be beneficial even though Dr. Eaglin has already stated that he wishes to work on improving both faculty and staff salaries.

OLD BUSINESS - None.

NEW BUSINESS

When asked if SC would have access to the Mercer Report before it goes to the Board, Mr. Dailey assured SC that there will be no action taken based on the Mercer report at the next Board meeting.

Rep. Thacker made the motion "We ask the Board to make it a mandate that salaries for both staff and faculty be given top priority annually until salaries reach market and regional benchmarks" seconded by Rep. Jessie. Call for the vote: motion passed.

ABBREVIATED STAFF CONGRESS MINUTES -JUNE 1, 1998

Meeting was called to order at 1 p.m. in the Riggle Room. Guests: Gene Caudill, Staff Regent; Francene Botts-Butler; Suzanne Hogge; Dick Green; Mike Pennington; Sandra Barker; Michelle Patrick; and Porter Dailey.

Francene Botts-Butler gave a report on the audit review which was performed by Mercer Inc. and that is now completed. The objective of this audit was to review the job classification plan, compensation plan, existing career ladders, and the performance system.

Members of the Admissions and Retention Staff presented a report on their activities to increase and retain students.

Chair Report - Longevity formulas were handed out to explain how longevity was determined. The Mercer report is complete. Staff Congress has a copy and there will also be a copy on file in the Library.

The Job Classifications Appeals Committee is still functioning at this point. Steve Schaffer has retired so Dallas Sammons was recommended to replace him.

PG-22, which deals with the employment of relatives, is being looked at by University counsel for possible changes. Staff Congress will review any changes once University counsel has reviewed it.

Roger Fouch who represented Skilled Crafts has resigned and Gary Smith from Skilled Crafts has also resigned effective today. The Credentials and Elections Committee will need to replace both representatives.

Credentials and Election Committee - Linda Kegley thanked everyone that helped with the election. The results of the election are as follows:

Larry Stephenson, Executive/Manager-3 year term
 Todd Thacker, Skilled Crafts-3 year term
 Thelma Bumgardner, Service Maintenance-3 year term

Rosemary Hinton, Secretarial/Clerical-3 year term
 Anthony Roberts, Professional/NonFaculty-3 year term
 Bessie Boyd, Technical/Paraprofessional-3 year term

AT LARGE CATEGORY

Roger Barker, Professional/NonFaculty-3 year term
 Dallas Sammons, Professional/NonFaculty-3 year term
 Lois Hawkins, Technical/Paraprofessional-2 year term

Ruth Robinson, Secretarial/Clerical-3 year term
 Wilma Stegall, Service/Maintenance-3 year term

Personnel Policies & Benefits Committee - Human Resources will be contacting employees for contributions to the sick leave pool soon.

Staff Notes will be sent to all staff at Morehead State University. Questions pertaining to issues within *Staff Notes* should be directed to your representatives.

Staff Notes by Ruth Robinson, Vice Chair.

MOREHEAD STATE UNIVERSITY

STAFF CONGRESS

June 1, 1998

FACULTY SENATE
Fields Hall

Members

Lena Adkins*, Alan Baldwin**, Scott Barker**, Jimmy Boyd**, Thelma Bumgardner, Gene Caudill, Staff Regent, Joy Cecil, Charlie Charles, Dan Connell, 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

- Excused * 2
- Unexcused ** 9

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Suzanne Hogge, Compensation and Benefits Manager
Dick Green, Manager of Public Safety
Mike Pennington, Assistant Director of Admissions Operation
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The objective of this audit was to review the job classification plan, compensation plan, existing career ladders, and the performance system. (The forms used to evaluate job performance.)

Job titles and classifications were reviewed and recommendations by Mercer were made as follows:

- Exempt titles were examined and it was recommended that 5 titles move upward and 5 move down in classification. Mercer also reviewed 10 exempt positions already submitted for reclassification and recommended that 6 move up, 1 down and 3 remain unchanged.
- Mercer also reviewed 145 nonexempt titles and recommended that 3 go up and none down. Of 24 previously submitted nonexempt positions up for reclassification 9 were

recommended to go up, 12 to remain unchanged and 3 should be moved to an exempt category.

Established pay levels were found to be adequate and sufficient to meet market demand in various positions when compared to other places. Mercer looked at surveys from several different places and looked at a total of 56 exempt and nonexempt benchmark positions (29 exempt & 27 nonexempt) to validate the compensation plan. They compared the medium salary of those positions to those in the external market surveys and found that exempt positions are at 85% of market & nonexempt is at 90% of market.

Mercer looked at the career ladders for employees. Career ladders should and do encompass educational requirements, experience, and duties consistent with moving up. Mercer also found that the title hierarchy is correct and consistent.

The following are some of the final recommendations from Mercer Inc.:

- Retain current job analysis.
- Revise and create career ladders where appropriate.
- Adopt new weights for the factors which are used in the job performance evaluation forms.
- Implement grade changes, up and down, that Mercer has recommended.
- Make minor revisions to some of the pay policies so that the University's goals and objectives are incorporated.

All positions that Mercer recommended for upgrading were upgraded and all positions recommended for downgrading will be done only after that position becomes vacant. Other recommendations by Mercer are still under consideration.

The complete Mercer report is at the Camden Carroll Library.

The University is considering changes to some of the following policies:

- Allowing a salary increase, up to 5%, for those employees that make lateral transfers.
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- Allow more flexibility in policy management to Human Resources as regards exceptions to beginning salaries up to midpoint.
- Having supervisors make recommendations on how to distribute merit pay as opposed to Human Resources.
- ~~All appeals would go through Human Resources only.~~
- Reallocate hire down savings with the funds going to the Staff Compensation pool.

Members of the Admissions and Retention Staff presented a report on their activities to increase and retain students.

Mike Pennington gave an overview comparison of the past 3 years:

1996 was one of the best freshman classes with a total of 1270 students, in 1997 we had 1240 students. The goal for 1998 is to have 1,400 students and by using the information from previous years we feel that we will reach that goal.

On May 30, 1996 a total of 1,868 students had applied to MSU for the fall semester and MSU accepted 1,642 of them. On May 30, 1997 a total of 1,965 had applied and 1,586 were accepted. As of May 30, 1998 a total of 2,691 applied and so far 2,600 have been accepted. Statistics prove that 50-51% of these are going to show up so based on current figures we expect about 1,300 and since applications are still being accepted we fully expect to meet our goal of about 1,400 new enrolled students for this fall.

Retention has been a problem and we are doing everything we can to improve our retention rate. One thing that many of you have been involved in is MSU 101. We feel that this program has helped immensely. Retention has gone from about 63% to about 67% which is actually pretty good since the national average is about 70%.

Sandy: We employ many different recruiting activities. Summer Sensation, which kicks off in July, consists of bringing in high school Juniors to stay overnight along with their parents. MSU is the only university presently doing this during the summer. During fall and spring we have a preview day which is an open house. The night before we offer the Eagle Red Carpet society. That is where the student comes for an overnight stay and we have lots of bonding activities to help them meet other prospective students. We feel this breaks the ice and begins binding them to our University. In September travel season begins with counselors hitting the college fairs. These generate many requests for information. Our last report shows that as of January we had attended over 160 of these college fairs and had made over 300 high school visits. Our office is also open every Saturday except for about 4. This enables students that can't make it here during the week to come and visit. This is done on a volunteer basis by our office and with Michelle's help also do teleconferencing on Sunday's from noon to 9 p.m.

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Mike Pennington stated that he feels that everyone on campus is responsible for enrollment and that all employees already help directly or indirectly with enrollment. Clean rooms, mechanically sound vehicles, and the friendly atmosphere are all a part of enticing and keeping students here.

The meeting was called to order by Chair Stephenson at 2:05 p.m.
Minutes of the previous meeting were reviewed.

Motion No. 1: Accept the May 98 minutes
Proposed: Rep. Lois Hawkins   **Seconded by** Rep. Kegley

Call For Vote: Passed

Chair Report

The Chair thanks everyone that worked on the Staff Congress election last Thursday.

The University has agreed to look into having the bone density testing added to our health insurance.

Longevity formulas were handed out. I hope to have another handout by the end of the meeting that will explain how longevity was determined.

The Mercer report is complete. Staff Congress has a copy and there will also be a copy on file at the Library.

The Job Classifications Appeals committee is still functioning at this point. Steve Shaffer retired from the University several months ago and needs to be replaced on this committee. The Standing Appointments Sub-Committee has recommended Dallas Sammons to replace him.

Motion No. 2: Appoint Dallas Sammons to the Job Classification Appeals Committee.

Proposed by: Rep. Wheeler   **Seconded by:** Rep. Hesler

Call for vote: Passed

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Vice Chair Report

No report

Secretary Report

No report

Staff Regent Report

The Board of Regents meeting will be on June 2 at 9:00 a.m. in Room 419 in Reed Hall. They will approve the 98-99 budget and the personnel roster.

Committee Reports

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Announcements

July meeting for Staff Congress will be on JULY 13

Election of new officers will be done at this meeting so be sure to attend.

Motion No. 3: Adjourn Meeting

Proposed by Rep. Wheeler

Seconded by Rep. Hawkins

Minutes prepared by Pam Moore, Secretary

xc Porter Dailey
Faculty Senate
Human Resources
Library
Student Government

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MOREHEAD STATE UNIVERSITY STAFF CONGRESS

June 1, 1998

Library Archives
CCL

Members

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Minutes prepared by Pam Moore, Secretary

xc Porter Dailey
Faculty Senate
Human Resources
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PLEASE RECYCLE

**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS**

August 3, 1998

Lena Adkins*, Roger Barker, Scott Barker, Sharon Beller, Bessie Boyd**, Thelma Bumgardner*, Joy Cecil*, Dan Connell*, Lois Hawkins, Pam Hesler*, Rosemary Hinton, Russell Howard*, Betty Sue Hurley, David Jessie, Linda Kegley, Pamela Moore, Carole Morella*, Barry Riley, Anthony Roberts**, Ruth Robinson, Belva Sammons, Dallas Sammons, Jeffrey Smedley*, Wilma Stegall**, Larry Stephenson, Todd Thacker, Jackie Thomas*, Madonna Weathers, and Neal Wheeler.

- Excused * 9
- Unexcused ** 3

Guests: Beth Patrick and Gary VanMeter

Gene Caudill, Staff Regent

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

Minutes of the July meeting were reviewed.

Motion: Accept the July 98 minutes.

Proposed: Rep. Weathers   Seconded by Rep. D. Sammons

Call For Vote: Passed

Chair's Report

Chair Stephenson has selected Belva Sammons as the Parliamentarian.

Chair Stephenson suggested that since Staff Congress normally meets the first Monday of each month, that committee meetings be scheduled for the third Monday if possible.

Chair Stephenson is serving on the Search Committee for the Director of Human Resources.

Vice Chair's Report

No report.

Secretary's Report

No report.

Regent's Report

The Administrative Retreat is this Wednesday and Thursday in Paintsville with the topic being fundraising development. He will report at the next meeting. The next BOR meeting is September 18.

COMMITTEE REPORTS

Credentials and Elections Committee

Rep. Robinson reported that the committee is still looking for someone to fill the vacancy in the Skilled Crafts category.

Standing Committee on Appointments

At the last meeting, Kathleen Dowling was recommended to serve on the Job Classifications Appeals Committee. Kathleen is not in the correct job category.

Motion to recommend Russell Howard to fill the vacancy on this committee.

Proposed: Rep. Wheeler   Seconded by Rep. D. Sammons

Call for the vote: Passed.

Fiscal Affairs

No report.

Personnel Policies & Benefits

No report.

Task Force on Performance Appraisal Forms

Rep. Robinson reported that the group worked as quickly as possible to get recommendations to bring before the Congress and get back to Mr. Dailey as soon as possible. Copies of the forms supplied by Human Resources were distributed along with the recommended changes from the Committee. Robinson reviewed each change in detail and offered explanations for the suggested changes. The Committee will meet again to discuss the additional changes suggested by Staff Congress and will get approval from the Executive Council so changes can be submitted to Porter Dailey.

New Business

A proposed policy, "Technology Security Policy" replacing the current "Computer Use Policy" was discussed. Beth Patrick and Gary VanMeter gave some background and the reasoning for the Computing Policy. Information Technology is responsible for all computing and communications needs. This process started in January, 1996, and the process has been reviewed recently. They are looking at: the fact that there is no current policy that deals with all of these issues referred to in this policy. With the growing importance of the networks, it has become necessary to define the rights, privileges, privacy requirements, and integrity of the system. This document is IT's attempt to do this. This document has already been reviewed by IT, the Technology Resource Committee, the Vice Presidents, the Deans Council, the President's Cabinet and others who are interested in this policy and has been passed.

Motion 3: To accept the policy as submitted.

Proposed by Rep. Thacker.

Seconded by Rep. Hawkins

Motion passed unanimously.

PG-22 , Employment of Relatives. This will upgrade the University's policy to meet the KRS. The definition of relative will be consistent with KRS Chapter 164, to mean a person's father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law, or daughter-in-law. The basic premise of the policy has not changed; i.e. personnel will be selected, placed, promoted, etc., without regard to family status. The amended policy will allow the employment of a relative to a position in which his/her relative serves in a direct or up-line supervisory capacity; however, the policy will require matters related to salary, promotion, tenure, evaluations, etc., to be assigned the responsibility to another supervisor.

This proposed policy does away with every nepotism issue on campus except the Board of Regents. This brings up some concern for those relatives who are already employed and what action, if any, will be taken toward those already employed. Our Staff Regent has relatives who are employed and were employed before he became Staff Regent. Much discussion followed.

Motion 4: Staff Congress strongly disapproves and does not support the revision of PG-22 as written because our Staff Regents are elected by peers and we feel it weakens the nepotism policy presently in effect at MSU.

Proposed by Rep. Wheeler.

Seconded by Rep. S. Barker

Motion passed unanimously.

Discussion:

There was discussion on whether the Job Classification Appeals Committee will be abolished for next year. Staff Congress has submitted the recommendations for Standing Committees for the next fiscal year. The Job Classification Appeals Committee was included. No word has come back concerning this Committee.

Rep. S. Barker stated that Staff Congress should ask the Board of Regents to make staff salaries a paramount concern. Also he feels that there should be career ladders for staff.

Announcements:

The next BOR meeting is September 18

Next Staff Congress meeting is September 14.

Meeting adjourned 2:35.

Motion: adjournment.

Proposed by S. Barker.

Seconded by L. Hawkins

Motion passed.

Minutes by Ruth Robinson, Secretary

STAFF CONGRESS AGENDA
Monday, September 14, 1998
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
  - Standing Appointments Sub-Committee
  - Fiscal Affairs
  - Personnel Policies and Benefits
- VIII. OLD BUSINESS
- XI. NEW BUSINESS
- X. DISCUSSION
- XI. ANNOUNCEMENTS

Next Meeting Dates: October 5, 1998

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**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS
MINUTES**

October 5, 1998

Lena Adkins, Roger Barker*, Scott Barker, Sharon Beller, Bessie Boyd, Thelma Bumgardner*, Joy Cecil*, Dan Connell*, Lois Hawkins, Pam Hesler, Rosemary Hinton, Russell Howard*, Betty Sue Hurley, David Jessie, Linda Kegley, Pamela Moore*, Carole Morella, Barry Riley, Anthony Roberts, Ruth Robinson, Belva Sammons, Dallas Sammons, Jeffrey Smedley, Wilma Stegall, Larry Stephenson, Todd Thacker, Jackie Thomas*, Madonna Weathers, and Neal Wheeler.

Guest: Gene Caudill, Staff Regent

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

Minutes of the September meeting were reviewed.

Motion #1: Accept the September, 1998 minutes.

Proposed: Rep. Wheeler   Seconded by Rep. Kegley

Call For Vote: Passed

Chair's Report

Chair Stephenson reported that Roger Barker has been appointed as the new Director of Human Resources, effective November 1.

There has been no response yet regarding Staff Congress's concerns about staff members being upgraded for teaching classes.

The concerns that were expressed last month in regards to someone from the Dean of Students Office or Housing serving on the Academic Appeals Committee for students has been passed on to Faculty Senate. They are in charge of the make-up of committees. Chair Stephenson will keep us informed.

In order to control unauthorized parking at the Wellness Center, a tag is required. These tags may be picked up at the Wellness Center.

The minutes from Staff Congress meetings are now on the gopher system. Since this system is being phased out, perhaps the minutes can be placed on a web page. Rep. D. Sammons is checking on this.

Joy Cecil resigned from the School-to-Work Committee. Dallas Sammons will serve on this Committee.

Vice Chair - No report.

Secretary's Report - No report.

Regent's Report

Mr. Caudill reported that the Board of Regents met on Friday, September 18. The policy on nepotism was passed. Mr. Caudill did inform the BOR of the position Staff Congress took on this policy. The Board did not act on the computing policy. The next meeting will be in November.

COMMITTEE REPORTS

Credentials and Elections Committee - No report.

Standing Committee on Appointments - No report.

Fiscal Affairs - No report.

Personnel Policies & Benefits - No report.

Task Force on Performance Appraisal Forms

Rep. Robinson reported that the group had met with Mr. Dailey and made a final review of the Performance Appraisal forms. Information will be going out soon to supervisors on training on the new forms.

Old Business - None.

New Business

Motion #2: Appoint Mike Padula to fill the vacancy in the Skilled Crafts category. Motion by Rep. Thacker. Seconded by Rep. Smedley. Motion passed.

Discussion:

Rep. B. Sammons briefed Staff Congress on the duties and responsibilities of the Academic Appeals Committee. Rep. S. Barker stated that these duties and responsibilities were not what he was concerned with in regards to discipline problems. He believes that there should be more disciplinary action taken with problem students. He feels that this will help with the retention of quality students. Rep. Sammons will discuss these concerns with the Committee.

Announcements:

Next BOR meeting is November 13.

MSU Blue & Gold Marching Band Festival, October 10

Homecoming, October 17

Next Staff Congress meeting is November 2.

Motion: adjournment.

Proposed by Rep. Barker.   Seconded by Rep. Wheeler.   Motion passed.

Meeting adjourned 2:05 p.m.

Minutes by Ruth Robinson, Secretary

STAFF CONGRESS AGENDA
Monday, November 2, 1998
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
  - Standing Appointments Sub-Committee
  - Fiscal Affairs
  - Personnel Policies and Benefits
- VIII. OLD BUSINESS
- XI. NEW BUSINESS
- X. DISCUSSION
- XI. ANNOUNCEMENTS

Next Meeting Dates:

December 7
January 4
February 1
March 1
April 5
May 3
June 7
July 5

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**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS**

November 2, 1998

Lena Adkins, Scott Barker, **Sharon Beller, **Bessie Boyd, Thelma Bumgardner, * Joy Cecil, Dan Connell, Lois Hawkins, Pam Hesler, **Rosemary Hinton, Russell Howard, Betty Sue Hurley, David Jessie, Linda Kegley, Carole Morella, **Michael Padula, Barry Riley, Ruth Robinson, *Belva Sammons, Dallas Sammons, Jeffrey Smedley, Wilma Stegall, Larry Stephenson, Todd Thacker, *Jackie Thomas, Madonna Weathers, and Neal Wheeler.

Guest: Gene Caudill, Staff Regent
Roger Barker, Director OHR

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

He suspended the order of the day to allow Mr. Al Baldwin to discuss the following: **Athletics Certification** - Steering Committee, Committee on Governance and Commitment to Rules Compliance, Committee on Academic Integrity, Committee on Fiscal Integrity, Committee on Commitment to Equity, Governance and Commitment to Rules Compliance, Academic Integrity, Fiscal Integrity, and Commitment to Equity. (Copies are included with these Minutes.)

Minutes of the October meeting were reviewed. The following should be listed as absent: Pam Hesler and Betty Sue Hurley. Dan Connell was present at the meeting.

Motion #1: Accept the October, 1998 minutes with the above corrections.

Proposed: Rep. Howard   Seconded by Rep. Hawkins

Call For Vote: Passed.

Chair's Report

The Chair will give his report under Discussion.

Vice Chair - No report.

Secretary's Report - No report.

Regent's Report

Mr. Caudill reported that the Audit Committee of the Board of Regents met and the University received a clean audit for the fourth year in a row. The next BOR meeting is November 13.

COMMITTEE REPORTS

Credentials and Elections Committee - No report.

Standing Committee on Appointments - No report.

Fiscal Affairs - No report. Rep. Belva Sammons has had a heart valve replaced.

Motion #2: To send flowers to Ms. Sammons.

Proposed: Rep. Howard. Seconded: Rep. Jessie

Call for the Vote: Motion passed.

Personnel Policies & Benefits - No report.

A copy of the Anthem Blue Cross and Blue Shield proposed health insurance rates was distributed along with the dental insurance proposed rates. The committee chose the three-tier plan which includes: single, two-person or family plans.

Old Business - None.

New Business - None.

Discussion:

In 1994, the University became self-insured. It is projected that as of January 1, 1999, the health insurance reserve fund will have approximately \$392,600 in excess of the \$796,500 required reserve balance. It will be proposed to the Board of Regents to distribute a portion of these funds to employees as follows:

Approximately \$275 will be distributed to each eligible employee. The employee has two options: (1) Employees may choose to have the amount allocated to a medical reimbursement flexible spending account or (2) receive a cash payment less payroll deductions.

Motion #3:

Recommend that the University take the \$392,000 and divide equally among all staff. Remove

Wellness Center and flu shots from the program. All available funds should be reimbursed equally to all in cash or reimbursable medical account to allow employees to have more available funds to insure their families.

Rep. Roberts discussed staff using their tuition wavier to register for classes and then dropping the classes. Taxes are still being charged for these classes. Chair Stephenson will discuss this with the Administration.

Announcements:

Basketball game November 15.

Next BOR meeting is November 13.

Concert November 30.

Motion: adjournment.

Proposed by Rep. Hawkins   Seconded by Rep. Kegley

Motion passed.

Meeting adjourned 3:00 p.m.

Minutes by Ruth Robinson, Secretary

STAFF CONGRESS AGENDA
Monday, December 7, 1998
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
  - Standing Appointments Sub-Committee
  - Fiscal Affairs
  - Personnel Policies and Benefits
- VIII. OLD BUSINESS
- XI. NEW BUSINESS
- X. DISCUSSION
- XI. ANNOUNCEMENTS

Next Meeting Dates:

January 4
February 1
March 1
April 5
May 3
June 7
July 5

11/2/98

ATHLETICS CERTIFICATION

STEERING COMMITTEE

President Ronald G. Eaglin
Al Baldwin, Chair, Assistant to the Executive Vice President for Academic Affairs
& University Planning Officer
Mike Mincey, Vice President for Student Life & Director of Athletics
Kathy Worthington, Associate Director of Athletics & Senior Woman Athletic
Administrator
Mike Walters, Associate Vice President for Fiscal Services
Dave Rudy, Chair, Department of Sociology, Social Work & Corrections
Brenda Malinauskas, Associate Professor of Human Sciences
Vivian Cyrus, Assistant Professor of Mathematics
Mike Brown, Faculty Athletics Representative & Associate Professor of HPER
Terry Ensor, Alumnus
Gene Caudill, Administrative Superintendent, Physical Plant
Ted Marshall, Professor of Social Work
Murray Grevious, Building Services Superintendent
Tami Jones, Coordinator of Alumni Activities
Yolanda Scott, Assistant Professor of Sociology
Peggy Osborne, Associate Professor of Marketing
Roger Barker, Grants Administrator
Jenny Richardson, Student

COMMITTEE ON GOVERNANCE AND COMMITMENT TO RULES COMPLIANCE

Ted Marshall, Chair, Professor of Social Work
Jim Wells, Compliance & Educational Services Director
Bud Wooten, Alumnus
Bob Albert, Assistant Professor of Finance
David Dinkins, Student Athlete
Cara Goetz, SGA Student Representative
Gene Ranvier, Registrar
Brenda Malinauskas, Associate Professor of Human Sciences
Rebecca McGinnis, Conference Services Coordinator

**COMMITTEE ON
ACADEMIC INTEGRITY**

Dave Rudy, Chair, Department of Sociology, Social Work & Corrections
Mike Brown, Faculty Athletics Representative & Associate Professor of HPER
Yvonne Baldwin, Assistant Professor of History
Paul Goodpaster, Alumnus
Dave Magrane, Professor of Biology
Dewayne Krom, Student Athlete
Kent Barber, SGA Student Representative
Robert Royar, Assistant Professor of English

**COMMITTEE ON
FISCAL INTEGRITY**

Mike Walters, Chair, Associate Vice President for Fiscal Affairs
Terry Ensor, Alumnus
Reginald Overton, Assistant Professor of HPER
Barbara Dehner, Associate Professor of Radiologic Technology
Todd Thacker, Maintenance Technician II
Lauren Mackey, Student Athlete
Ruth Ann Harney-Howard, Residence Halls Area Coordinator
Jason McCloud, SGA Student Representative

**COMMITTEE ON
COMMITMENT TO EQUITY**

Vivian Cyrus, Chair, Assistant Professor of Mathematics
Murray Grevious, Building Service Superintendent
Dustin Wallen, SGA Student Representative
Phil Martin, Community Representative
Mike Hopper, Director of Career Services
Yolanda Scott, Assistant Professor of Sociology
Carrie Addington, Student Athlete

GOVERNANCE AND COMMITMENT TO RULES COMPLIANCE

Operating Principles

1. **Institutional Mission.** Maintaining intercollegiate athletics as an integral part of the educational program is a basic purpose of the Association. Consistent with this fundamental policy, the mission and goals of the athletics program shall:
  - a. Appear in published form and be given wide circulation within the institution and among its external constituencies;
  - b. Relate clearly to the mission and goals of the institution;
  - c. Support the educational objectives and academic progress of student-athletes;
  - d. Support equitable opportunity for all students and staff, including women and minorities;
  - e. Result from a process of development and periodic review involving substantive participation by the major constituent groups of the institution; and
  - f. Be reflected in the actual practices of the institution's athletics program.

Recommendations:

1. The committee recommends that the mission statement of the athletics program be provided to all members of the University community by having it published in the Eagle Student Handbook, the Faculty Handbook, the University's Web Page, and the Handbook for Administrative, Professional, and Support Staff.
  2. The committee recommends that the athletics mission statement be reviewed by the Intercollegiate Athletics Committee at least every five years and/or at all times that the University's mission statement is reviewed. In addition, the date of the most recent revision should be included wherever the statement appears in published form.
2. **Institutional Control.** The Association's principle of institutional control vests in the institution the responsibility for the conduct of its athletics program, including the actions of its staff members and representatives of its athletics interests.

No recommendations.
  3. **Presidential Authority, Governing Board.** The institution's governing board shall provide oversight and broad policy formulation. The chief executive officer shall be assigned ultimate responsibility and authority for the actual operation of the athletics program, with clear and direct support of the board.

No recommendations.
  4. **Shared Responsibilities.** The athletics program shall be an integral part of the educational enterprise of the institution. As such, appropriate campus constituencies shall have the opportunity to provide input into the formulation of policies relating to the conduct of the athletics program and to scrutinize the implementation of such policies.

Recommendations:

1. While all appropriate campus constituencies are given the *opportunity* to provide input on athletics issues, the committee recommends that the bodies involved in the shared governance of the University; i.e., the Faculty Senate, the Staff Congress, and the Student Government Association, involve themselves more actively in the development and implementation of athletics policies.
  2. The committee recommends that the Intercollegiate Athletics Committee conduct a minimum of one open forum per year at which students, faculty, staff, and administrators can express concerns and/or offer suggestions regarding the athletics program.
5. **Assignment of Rules-Compliance Responsibilities.** The institution shall have in place a set of written policies and procedures that assign specific responsibilities in the area of rules compliance. In critical and sensitive areas, institutional compliance procedures shall provide for the regular participation of persons outside of the athletics department.

No recommendations.

6. **Rules-Compliance Accountability.** Rules compliance shall be the subject of an ongoing educational effort, and the commitment to rules compliance shall be a central element in personnel decisions within the department of intercollegiate athletics.

Recommendation:

The committee recommends that a systematic review, rules education, and control process be implemented. This would include preparation of a document (to be mailed to all current athletics donors, future donors at the time they first give, and parents of all first-time student-athletes at the time of the student's first registration at MSU) which outlines what, if anything, a booster (representative of our athletics interests) can do for a student who is being recruited or one who is already enrolled. The document should also outline what a booster should and should not do if he/she is aware of an outstanding prospect.

7. **Rules-Compliance Evaluation.** The institution shall provide evidence that its rules-compliance program is the subject of periodic (e.g., annual) evaluation by an authority outside of the athletics department.

Recommendation:

The committee recommends that an external compliance audit be completed on an annual basis. This audit should be completed by the Ohio Valley Conference and/or the NCAA.

ACADEMIC INTEGRITY

Operating Principles

1. **Student-Athletes Integrated in Student Body.** An intercollegiate athletics program shall be designed to be a vital part of the institution's educational system, and student-athletes shall be considered an integral part of the student body.

No recommendations.

2. **Admissions and Graduation.** The institution shall admit only student-athletes who have reasonable expectations of obtaining academic degrees. If the graduation rate of student-athletes is significantly lower than that of the rest of the student body, this disparity shall be analyzed, explained and addressed (through specific plans for improvement) by appropriate institutional authorities under clearly established and approved policies. If the academic profile of entering student-athletes differs from that of the rest of the student body, the contrast shall be analyzed and explained by regular institutional authorities under clearly established and approved policies.

Recommendation:

While the graduation rate of student-athletes since 1983 is consistently higher as compared to that of general students, the committee recommends that the MSU Compliance and Educational Services Director (CESD) annually review the academic status of all post-eligibility athletes with respect to graduation requirements. The CESD in conjunction with the student-athlete and his/her advisor should outline a plan for degree completion.

3. **Academic Authority.** The responsibility for admission, certification of academic standing and evaluation of academic performance of student-athletes shall be vested in the same agencies that have authority in these matters for students generally.

No recommendations.

4. **Academic Support.** Adequate academic support services shall be available for student-athletes. Student-athletes shall be encouraged and assisted in reaching attainable academic goals of their own choosing. When it is determined that individual student-athletes have special academic needs, these needs shall be addressed. The support services shall be approved and reviewed periodically by academic authorities outside the department of intercollegiate athletics.

Recommendation:

The committee recommends increasing by four the number of tutors in Academic Support Services. To ensure quality and background in the appropriate academic specializations, the committee recommends the hiring of institutional workshops.

5. **Scheduling.** The scheduling of athletics competition and practice shall minimize conflicts between athletics participation and academic schedules, especially during examination periods.

Recommendation:

A written policy regarding scheduling of events and practices should be developed by a committee including the Executive Vice President for Academic Affairs, the Director of Athletics, and the Academic Subcommittee of the University Intercollegiate Athletics Committee. The policy should specify a number or range of "missed classes" that is tolerable for each sport.

FISCAL INTEGRITY

Operating Principles

1. **Financial Controls.** Institutional financing of intercollegiate athletics shall follow prudent management and fiscal practices and provide relatively full and stable opportunities for student-athletes. All funds raised for and expended on athletics shall be subject to generally accepted practices of documentation, review and oversight. In addition, all expenditures from any source for athletics shall be approved by the institution. Budget and audit procedures for athletics shall be consistent with those followed by the institution generally and with the provisions of NCAA Constitution 6.2, which requires that the institution's annual budget for athletics be approved by the institution's chief executive officer or designee from outside the athletics department, and that a financial audit be performed by a qualified auditor who is not a staff member of the institution and who is selected by the chief executive officer or designee from outside the athletics department.

No recommendations.

2. **Established Policies and Procedures.** The institution shall have in place policies and standard operating procedures to ensure that all expenditures for athletics are handled consistently in accordance with NCAA rules.

No recommendations.

COMMITMENT TO EQUITY

Operating Principles

1. **Gender Issues.** An institution shall demonstrate that in the area of intercollegiate athletics, it is committed to fair and equitable treatment of both men and women. It shall have available adequate information for assessing its current progress in this area and an institutional plan for addressing it in the future. The plan shall provide for accommodating the evolving standards of the Association in the area of gender equity.

Recommendations:

1. The committee recommends that the University continue to increase the number of female student-athletes participating in varsity level sports.
  2. While sports involving more contact such as football are given priority for the full-time certified trainers, the committee recommends a rotating schedule from season to season for the men's and women's basketball, baseball, softball, and volleyball, providing equal opportunity for each sport to have the services of the full-time certified trainers.
  3. The committee recommends the development of a plan for providing equitable facilities for the women's softball team.
2. **Minority Issues.** An institution shall demonstrate that in the area of intercollegiate athletics, it is committed to providing equitable opportunities for minority students and institutional personnel. It shall have available adequate information for assessing its current progress in this area and an institutional plan for addressing it in the future. The plan shall provide for accommodating the evolving standards of the Association in the area of minority issues.

Recommendations:

1. The committee recommends that a plan for recruiting African-American student-athletes be developed.
  2. The committee recommends increasing travel budgets for recruitment.
  3. The committee recommends hiring assistant coaches in baseball, softball, and volleyball to enhance the ability to visit and recruit student-athletes during regular season play.
  4. The committee recommends maintaining regular contact with minority high school coaches in schools that have a large minority student-athlete population.
  5. The committee recommends that the Athletics Department work with the Multicultural Student Affairs Office to encourage minority student-athletes to participate in the GUSTO program, which matches faculty and staff with new freshmen in a mentoring relationship and academic guidance program. In addition, other educational and social programs designed to support minority students should be encouraged.
3. **Student-Athlete Welfare.** The institution shall demonstrate a commitment to the fair treatment of student-athletes, particularly in their academic role as students. There shall be evidence that the welfare of student-athletes and the fairness of their treatment is monitored, evaluated and addressed on a continuing basis.

Recommendation:

The committee recommends that the Athletics Department provide lap-top computers to be made available for student-athletes to check out while away from campus for University competition.

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**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS**

December 7, 1998

*Lena Adkins, **Scott Barker, Sharon Beller, Thelma Bumgardner, Joy Cecil, Dan Connell, Lois Hawkins, **Pam Hesler, Rosemary Hinton, Russell Howard, *Betty Sue Hurley, David Jessie, Linda Kegley, Carole Morella, *Michael Padula, Barry Riley, Ruth Robinson, *Belva Sammons, Dallas Sammons, *Jeffrey Smedley, *Wilma Stegall, Larry Stephenson, Todd Thacker, Jackie Thomas, Madonna Weathers, and Neal Wheeler.

* Prior notification

** No notification

Guest: Gene Caudill, Staff Regent
Roger Barker, Director OHR

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

He suspended the order of the day to allow Mr. Roger Barker, Director of Human Resources, to discuss a merit plan proposal for the coming year. Mr. Barker stated that the Mercer plan recommended all employees be on a merit pay plan. The proposal is: (This is only a proposal, it does not have VP approval.) The percentage of merit pay will be determine by the President. Then, supervisors will receive the percentage pool for the employees reporting directly to them. The supervisors will determine how they distribute the merit pay within their units. They can choose to use a percentage or they can use a dollar amount for their employees. Mr. Barker is seeking feedback on the proposal at this time. If this proposal has a future, Mr. Barker will provide copies for Staff Congress and he will be available for further discussion. Ideas and suggestions should be forwarded to Mr. Barker.

Minutes of the November meeting were reviewed.

Motion #1: Accept the November, 1998 minutes as distributed.

Proposed: Rep. Morella   Seconded by Rep. Hawkins

Call For Vote: Passed.

Chair's Report

Staff Congress received a "thank you" card from Belva Sammons.

Chair Stephenson has received a letter of resignation from Bessie Boyd.

The bone density testing requested by Staff Congress has been added to the MSU insurance plans.

In his resignation letter, Anthony Roberts asked that Staff Congress investigate the taxing of tuition. Chair Stephenson has talked with the administration and discovered that tuition for graduate classes only is taxed. If the class is dropped, then taxes are recalculated.

Chair Stephenson has talked with the Office of Human Resources about staff members being reclassified because of teaching assignments. OHR stated that no one has been reclassified because of teaching assignments only. Chair Stephenson will discuss this further with OHR and discuss particular employees. He will keep us informed.

Benefits from the insurance reserve pool will be distributed to eligible employees (employed by November 1 and still working on January 1) on January 15. Also, each university employee will be granted a one-year membership in the Wellness Center. Flu shots will also be provided to employees and spouses.

Vice Chair - No report.

Secretary's Report - No report.

COMMITTEE REPORTS

Credentials and Elections Committee - There are three vacancies to be filled: Roger Barker, Anthony Roberts and Bessie Boyd. Committee will make recommendations at next meeting.

Standing Committee on Appointments - No report.

Fiscal Affairs - No report.

Personnel Policies & Benefits - No report.

Old Business - None.

New Business - Rep. Morella asked that Staff Congress send Mr. Barker a note thanking him for

coming to present the merit pay proposal to us.

Motion #2 - The merit pay proposal should be presented to Staff Congress for input before being approved and finalized by the University administration.

Proposed by Rep. Morella

Seconded by Rep. Weathers

Call for the vote: Motion passed.

Discussion: The Chair has received a letter from Vice Chair Rep. Russell Howard. Rep. Howard is planning to retire soon. A vice chair will be elected at the next meeting.

Announcements:

December 11	Holiday Party
December 12	Commencement
December 15	Last Day of finals
December 16	Meet MSU Night-Ashland
December 23	Last Day in Office before Holiday
December 24	Holiday Begins
January 4	First Day Back in Office
January 4	Next Staff Congress Meeting
January 5	Residence Halls Open
January 6, 7, 8	Business Days
January 11	Spring Semester classes begin
January 18	Martine Luther King Holiday

Summer School 1999

Summer I	May 17-June 11
Summer II	June 14-July 9
Summer IIB	July 12-July 30

Fall Semester (Tentative)

Business Days	August 11, 12, 13
Classes Begin	August 16

Motion: adjournment.

Proposed by Rep. Howard   Seconded by Rep. Wheeler
Motion passed.

Meeting adjourned 2:30 p.m.

Minutes by Ruth Robinson, Secretary

STAFF CONGRESS AGENDA
Monday, January 4, 1999
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
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- VIII. OLD BUSINESS
- XI. NEW BUSINESS
- X. DISCUSSION
- XI. ANNOUNCEMENTS

Next Meeting Dates: February 1
                                 March 1
                                 April 5
                                 May 3
                                 June 7
                                 July 5