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**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS**

January 4, 1999

\*Lena Adkins, Scott Barker, Sharon Beller, Thelma Bumgardner, Joy Cecil, Dan Connell, Lana Fraley, \*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 the 1998 Performance Evaluation Forms. Merit pay does apply to the 1998 evaluations. The 1998 (old) Performance Evaluation Forms should be used; however, if the evaluator has already started using the 1999 (new) form, the page for the weights and calculations for the 1998 page should be used. If there are any questions concerning this, the Office of Human Resources can be contacted.

Minutes of the December meeting were reviewed.

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

Proposed: Rep. Connell      Seconded by Rep. Weathers

**Call For Vote:**      Passed.

**COMMITTEE REPORTS**

**Credentials and Elections Committee** - Recommendations for vacancies: Patty Eldridge to fill

the vacancy in the Professional/Non-Faculty category; and Jack Templeman to fill vacancy in the Skilled Crafts category.

**Motion #2: Approve the above recommendations.** Motion passed.

There are two vacancies in the Technical/Paraprofessional category. These will be filled at the next meeting.

**Standing Committee on Appointments** - No report.

**Fiscal Affairs** - No report.

**Personnel Policies & Benefits** - No report.

**Old Business** - None.

**New Business:** Nominations were opened to elect a Vice Chair.

**Motion #3:** Rep. Thacker nominated Belva Sammons. Seconded by Rep. Jessie.

**Motion #4:** Rep. Wheeler made a motion that nominations cease. Seconded by Rep. Weathers. Motion passed.

**Motion #5:** Rep. Wheeler made a motion to elect Rep. B. Sammons by acclamation. Seconded by Rep. S. Barker. Motion passed.

Chair Stephenson presented Staff Congress Lapel Pins to: Sharon Beller, Pam Hesler and Mike Padula.

**Discussion:**

There was discussion concerning a statement made by the vice president where he mentioned the possibility of mid-year raises if enrollment increased. Chair Stephenson will discuss this topic with Porter Dailey and report back.

**Announcements:**

Business days began Wednesday, January 6

Convocation, Wednesday, January 6 at 10 a.m.

New ID cards available in Student Activities Office

**Motion:** adjournment.

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

Meeting adjourned 2:30 p.m.

Minutes by Ruth Robinson, Secretary

STAFF CONGRESS AGENDA  
Monday, February 1, 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
  - Standing Appointments Sub-Committee
  - Fiscal Affairs
  - Personnel Policies and Benefits
- 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

**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS**

February 1, 1999

Scott Barker, Sharon Beller, Thelma Bumgardner, \*Joy Cecil, Dan Connell, Patty Eldridge, Lana Fraley, Lois Hawkins, Sherri Hays, Pam Hesler, Rosemary Hinton, Betty Sue Hurley, David Jessie, Linda Kegley, Velda Mabry; Carole Morella, Michael Padula, Barry Riley, Ruth Robinson, Belva Sammons, Dallas Sammons, \*Jeffrey Smedley, Wilma Stegall, Larry Stephenson, Stephanie Stewart, \*Jack Templeman, \*Jackie Thomas, Madonna Weathers, and Neal Wheeler.

\* Prior notification

\*\* No notification

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

The meeting was called to order by Chair Stephenson at 1 p.m. Minutes of the January meeting were reviewed.

**Motion #1:** Accept the January, 1999 minutes as distributed.

Proposed: Rep. Wheeler      Seconded by Rep. Weathers

**Call For Vote:**      Passed.

**Chair's Report**

Faculty/Staff Night for Basketball game: With MSU I.D. cards, all faculty, staff and their families will be given free admission to the ballgame on February 20.

The Chair has received letters of resignation from Lena Adkins, secretarial/clerical category; and Todd Thacker, whose employment category has changed from skilled crafts to professional/non-faculty.

Current membership roster was distributed.

Chair Stephenson is working with Judy Carpenter on the standing committee listings.

### **Vice Chair's Report**

Vice Chair B. Sammons has been invited to represent staff at the development meeting for the 1999/2000 budget. She is also working on a newsletter from Staff Congress to be sent out to all staff.

**Secretary's Report:** No report.

### **Regent's Report**

The next Board of Regents meeting will be February 26. He has received no word about the budget. There is no definite decision on salaries yet. Previously, the BOR had moved that staff inequity should be addressed. We are still waiting to see the outcome of this.

## **COMMITTEE REPORTS**

**Credentials and Elections Committee** - No report.

**Standing Committee on Appointments** - No report.

**Fiscal Affairs** - No report.

**Personnel Policies & Benefits** - At the last University Benefits Committee meeting, it was discussed that a form was needed for the request and granting of days from the Sick Leave Pool. The University Benefits Committee will meet the last Wednesday of each month at 3 p.m. in the HM Conference Room.

**Old Business** - None.

### **New Business:**

**Motion #2:** Rep. Wheeler made a motion to approve new members: Sherri Hays, Velda Mabry, and Stephanie Stewart. Seconded by Rep. Hesler. Call for the vote: motion passed.

**Motion #3:** Rep. Weathers made a motion to approve Staff Congress committee memberships; seconded by Rep. Hurley. Call for vote: motion passed.

**Motion #4:** Rep. Connell made a motion to replace Jenny Cramer on the Scholarship Committee with Elaine Tyree; seconded by Rep. Wheeler. Call for vote: motion passed.

**Motion #5:** Rep. Wheeler made a motion to replace Todd Thacker on the Job Classifications Committee with Mike Padula; seconded by Rep. Weathers. Call for the vote: motion passed.

**Motion #6:** Rep. D. Sammons made a motion to fill two vacancies on the University Employees Benefits Committee with Linda Kegley and Todd Thacker; seconded by Rep. Hinton. Call for the vote: motion passed.

**Motion #7:** Rep. Robinson made a motion that Betty Sue Hurley fill the vacancy on the University Service Committee; seconded by Rep. Wheeler. Call for the vote: motion passed.

**Discussion:**

If you have made a change in your insurance policy recently, you should have received a letter stating that your old insurance policy was canceled.

It has been mentioned that there is a list of personnel that have been promised inequity pay increases this year. Regent Caudill stated that the BOR had previously asked the Administration to develop a procedure for determining which employees receive inequity pay. Chair Stephenson will check on this.

**Announcements:**

Basketball Game, February 20, 1999.

**Motion:** adjournment.

Proposed by Rep. Hawkins. Seconded by Rep. Wheeler.

Motion passed.

Meeting adjourned 2:45 p.m.

Minutes by Ruth Robinson, Secretary

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**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS**

March 1, 1999

Scott Barker\*, Sharon Beller, Thelma Bumgardner, Joy Cecil, Dan Connell, Patty Eldridge, Lana Fraley, Lois Hawkins, Sherri Hays, Pam Hesler, Rosemary Hinton, Betty Sue Hurley, David Jessie, Linda Kegley, Velda Mabry\*; Carole Morella, Michael Padula, Barry Riley\*\*, Ruth Robinson, Belva Sammons, Dallas Sammons, Jeffrey Smedley\*\*, Wilma Stegall, Larry Stephenson, Stephanie Stewart\*\*, Jack Templeman\*\*, Jackie Thomas\*\*, Madonna Weathers, and Neal Wheeler.

\* Prior notification

\*\* No notification

Guests: VP Porter Dailey  
Gene Caudill, Staff Regent  
Roger Barker, OHR

The meeting was called to order by Chair Stephenson at 1 p.m. Minutes of the February meeting were reviewed.

**Motion #1:** Accept the February, 1999 minutes as distributed.  
**Proposed:** Rep. Wheeler      **Seconded by** Rep. Hawkins  
**Call For Vote:**      Passed.

**Chair's Report**

Chair Stephenson reported that two members are in the hospital this week: Scott Barker and Velda Mabry. We wish them a speedy recovery.

**Vice Chair's Report**

Vice Chair B. Sammons is attending University budget meetings and is working on the staff newsletter.

**Secretary's Report:** No report.

## **Regent's Report**

The Board of Regents met February 26. Topics of discussion were the sprinkler systems for dorms and preliminary reports on next year's budget.

## **COMMITTEE REPORTS**

**Credentials and Elections Committee** - No report.

**Standing Committee on Appointments** - No report.

**Fiscal Affairs** - B. Sammons is attending budget meetings and will have more to discussion after tomorrow's meeting. The administration is working on a proposal that will raise the non-exempt entry levels for all six grades.

Considering that the CPI for this year is 2%, the Committee made the following motion concerning salary distribution for next fiscal year:

**Motion #2** 2% across the board to meet the CPI and remainder of salary money be used for merit for exempt staff; also, faculty and staff raise pool should be equal.

Proposed by Committee. **Motion Passed.**

**Personnel Policies & Benefits** - L. Hawkins attended the University Benefits Committee meeting and reported that the committee had received requests for 71 days from the "sick pool". The committee is looking at a vision plan to cover glasses. The committee meets the last Wednesday of each month. Any concerns should be forwarded to Rep. Hawkins.

**Old Business** - None.

**New Business:**

**Motion #2:** To have a special Staff Congress meeting next Monday, March 8 at 1 p.m to discuss salaries for the coming year.

Proposed by Rep. B. Sammons      Seconded by Rep. Hawkins

**Motion Passed.**

**Discussion:**

Rep. Kegley asked about possibilities of special benefits for long-term employees (example: free ball game tickets), or perhaps "employee of the month reserved parking space". These suggestions were passed on the Personnel Policies and Benefits Committee.

**Announcements:**



16<sup>th</sup> Regional Boys Basketball Tournament March 8 and 9

Spring Break March 15-19

**Motion:** adjournment.

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

Meeting adjourned    1:55 p.m.

Minutes by Ruth Robinson, Secretary

**STAFF CONGRESS  
SUMMARY OF SPECIAL MEETING  
MARCH 8, 1999, 1 P.M.  
EAST ROOM A**

Scott Barker\*, Sharon Beller, Thelma Bungardner, Joy Cecil, Dan Connell\*\*, Patty Eldridge, Lana Fraley, Lois Hawkins, Sherri Hays, Pam Hesler, Rosemary Hinton, Betty Sue Hurley, David Jessie, Linda Kegley, Velda Mabry\*; Carole Morella, Michael Padula\*\*, Barry Riley\*\*, Ruth Robinson, Belva Sammons, Dallas Sammons\*, Jeffrey Smedley\*\*, Wilma Stegall, Larry Stephenson, Stephanie Stewart\*\*, Jack Templeman\*\*, Jackie Thomas\*\*, Madonna Weathers\*\*, and Neal Wheeler.

\* Prior notification

\*\* No notification

Roger Barker, Director of Office of Human Resources, discussed the following salary distribution plan for the next fiscal year:

2% across the board and 1% merit will be budgeted for exempt employees. (Next year, non-exempt staff will participate in the merit system.)

Non-exempt salaries will increase by no less than 3.5% with entry levels for all grades increasing.

The new distribution system will give supervisors more discretion in their area for merit awards.

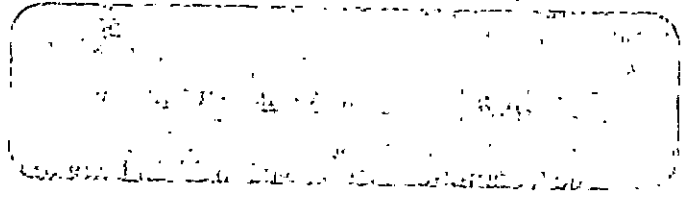
In the future, all supervisors will need to discuss employees scores with the up-line supervisors before talking with employees and giving them their scores.

Meeting adjourned at 2:35.

**STAFF CONGRESS AGENDA**  
**Monday, April 5, 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
  - Standing Appointments Sub-Committee
  - Fiscal Affairs
  - Personnel Policies and Benefits
  
- VIII. OLD BUSINESS
  
- XI. NEW BUSINESS
  
- X. DISCUSSION
  
- XI. ANNOUNCEMENTS

Next Meeting Dates:                    May 3  
   June 7  
   July 5



**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS**

April 5, 1999

Scott Barker\*, Sharon Beller, Thelma Bumgardner, Joy Cecil, Dan Connell\*, Patty Eldridge, Lana Fraley, Lois Hawkins, Sherri Hays, Pam Hesler, Rosemary Hinton, Betty Sue Hurley, David Jessie, Linda Kegley, Velda Mabry; Carole Morella, Michael Padula\*, Barry Riley, Ruth Robinson, Belva Sammons, Dallas Sammons, Jeffrey Smedley\*, Wilma Stegall, Larry Stephenson, Stephanie Stewart\*\*, Jack Templeman\*\*, Jackie Thomas, Madonna Weathers, and Neal Wheeler.

\* Prior notification

\*\* No notification

Guests: Roger Barker, OHR  
Gene Caudill, Staff Regent

The meeting was called to order by Chair Stephenson at 1 p.m. Minutes of the March 1 and March 8 meetings were reviewed.

**Motion #1:** Accept the March 1 and 8, 1999 minutes as distributed.  
Proposed: Rep. Hawkins      Seconded by Rep. Kegley  
**Call For Vote:**              Passed.

**Chair's Report**

The Board of Regents met Friday for a budget workshop. Belva and Gene will explain in the Fiscal Affairs report.

**Vice Chair's Report**

The newsletter is ready to go out except for salary information.

**Secretary's Report** - No report.

**COMMITTEE REPORTS**

### **Credentials and Elections Committee**

The Committee met on March 22 and worked up a calendar for the Staff Congress election. The calendar was reviewed with the Congress.

### **Motion #2**

The Committee recommended the election schedule for approval.  
Call for the Vote: Motion passed.

### **Standing Appointments Subcommittee**

The Subcommittee will meet before the next meeting to prepare a survey form to ask staff their preferences for serving on committees for next year.

### **Personnel Policies & Benefits Committee**

Rep. Hawkins met with the University committee to discuss insurance concerns. The University, at present, does not have an inhouse agent working with Anthem Blue Cross/Blue Shield, but is looking into the possibility of obtaining an agent soon. This will not be an employee of MSU. They will be paid by Anthem BC/BS.

### **Joint Regent's Rept. & Fiscal Affairs Rept.**

At the March 11<sup>th</sup> budget meeting, it was believed that there would be guidelines on budget distribution for this next year. Staff from the Office of Human Resources discussed having budget guidelines and there was no objection. Over Spring Break, OHR did paperwork and the sheets were given to the Vice Presidents the following week. They met with the directors to ask about groups to use for evaluation purposes and these groups were submitted back to OHR.

At the BOR budget workshop last Friday, there was discussion of the increased costs to students for the coming year. The Budget Director stated that the budget was not balanced. According to President Eaglin, the budget is off \$80,000. He stated that \$60,000 of this is for an equity pool for exempt employees. The President said that distribution had not been decided yet. When Regent Caudill asked where the written guidelines were, the President told him that he would receive a copy. The President stated that the plan, at this time, is to address the lower end of the exempt grade scale. Later, VC Sammons was told that the equity money may be used to address grades 8, 9 and 10. The Vice Presidents will meet today to discuss this and decide on a distribution process. At this time, we do know that non-exempt staff will receive no less than 3.5 percent.

The next Board of Regents meeting will be June 4 for the final approval of the budget.

**Old Business:** None.

**New Business:** None.

**Discussion:**

Rep. Thomas asked about the status of the sick leave pool and the guidelines for donating days. Mr. R. Barker stated that when the pool gets below 600 days, the OHR will ask for more days to be donated. Rep. Hawkins will discuss concerns about guidelines with the University Benefits Committee and make a recommendation that supervisors be contacted concerning employees' requests for sick pool benefits.

**Announcements:**

Founders Day is Friday, April 9.

Student Government Concert on April 6.

Staff Congress Luncheon, June 7, 12:00

Next Board of Regents meeting, June 4.

**Motion #3**

Adjournment motion by Rep. Wheeler.      Seconded by Rep. Cecil.

Call for the vote. Motion passed.

Meeting adjourned at 2:10.

Minutes by Ruth Robinson

**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS**

May 3, 1999

Sharon Beller, Thelma Bumgardner, Joy Cecil, Dan Connell, Patty Eldridge, Lana Fraley, Lois Hawkins, Sherri Hays, Pam Hesler, Rosemary Hinton\*, Betty Sue Hurley, David Jessie, Linda Kegley, Velda Mabry; Carole Morella\*, Michael Padula\*\*, Barry Riley, Ruth Robinson, Belva Sammons, Dallas Sammons, Jeffrey Smedley\*, Wilma Stegall, Larry Stephenson, Stephanie Stewart\*\*, Jack Templeman\*\*, Jackie Thomas\*\*, Madonna Weathers, and Neal Wheeler.

\* Prior notification

\*\* No notification

Guests:        Roger Barker, OHR  
                 Gene Caudill, Staff Regent

The meeting was called to order by Chair Stephenson at 1 p.m. Minutes of the April 5 meeting were reviewed. Correction: Stephanie Stewart was present at the meeting.

**Motion #1:** Accept the April 5, 1999 minutes as distributed with the correction.

Proposed: Rep. Hawkins        Seconded by Rep. Kegley

**Call For Vote:**        Passed.

**Chair's Report**

Chair recognized Ruth Robinson for receiving the Staff Service Award for 1999.

Chair has been involved with the NCAA Certification Committee. The visiting team has been on campus and will be submitting a written report soon.

Four companies have submitted bids for food services. Presentations are being made by each company. July 1 will be the beginning date for the recipient of the bid.

Committee surveys have been sent out and are due back by May 15.

**Vice Chair's Report** - No report.

**Secretary's Report** - No report.

## **COMMITTEE REPORTS**

### **Credentials and Elections Committee**

The Staff Congress election schedule was discussed. A work schedule will be prepared soon and each member will need to volunteer to work.

**Standing Appointments Subcommittee** - No report.

**Personnel Policies & Benefits Committee** - No report.

**Fiscal Affairs Rept.** - No report.

**Regent's Report** - The next Board of Regents meeting will be June 4.

**Old Business:** None

**New Business:** Roger Barker distributed draft copies of the Performance Planning, Development and Appraisal Forms for exempt and non-exempt employees. Staff Congress is welcome to submit comments and suggestions.

The election for new Staff Congress officers will be at the July 6<sup>th</sup> meeting.

**Discussion:** None

### **Announcements:**

Nursing Pinning Ceremony is May 7.

Spring Commencement is May 8.

Fundraising workshop on June 14

Memorial Day Holiday - May 31.

Staff Congress Luncheon 12:00 on June 7 - meeting 1:00, Commonwealth Room

### **Motion #2**

Adjournment motion by Rep. Wheeler.      Seconded by Rep. Hawkins.

Call for the vote. Motion passed.

Meeting adjourned at 2:25.

Minutes by Ruth Robinson

**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS**

June 7, 1999

Scott Barker, Sharon Beller\*, Thelma Bumgardner, Joy Cecil, Dan Connell, Patty Eldridge, Lana Fraley, Lois Hawkins, Sherri Hays, Pam Hesler, Rosemary Hinton, Betty Sue Hurley, David Jessie\*, Linda Kegley, Velda Mabry; Carole Morella, Michael Padula\*\*, Barry Riley\*\*, Ruth Robinson, Belva Sammons, Dallas Sammons, Jeffrey Smedley\*\*, Wilma Stegall, Larry Stephenson, Stephanie Stewart\*, Jack Templeman\*\*, Jackie Thomas\*\*, Madonna Weathers, and Neal Wheeler.

\* Prior notification

\*\* No notification

Guests: Vincent Butler  
Todd Thacker  
Zack McClurg  
Rhonda Mackin  
Richard Green

The meeting was called to order by Chair Stephenson at 1 p.m. Minutes of the May 3 meeting were reviewed.

**Motion #1:** Accept the May 3, 1999 minutes as distributed.

Proposed: Rep. Weathers      Seconded by Rep. Hesler

**Call For Vote:**              Passed.

**Chair's Report**

Chair Stephenson thanked the people who worked during the Staff Congress election. A schedule of regular Staff Congress meetings for the next year was distributed. The Board of Regents met June 4 and approved the personnel roster and the operating budget for 1999/2000. At the next meeting of Staff Congress, July 6, there will be an election of officers and committee chairs for the coming year.

**Vice Chair's Report** - No report.

**Secretary's Report** - No report.



## **COMMITTEE REPORTS**

**Credentials and Elections Committee** - No report.

**Standing Appointments Subcommittee** - The committee distributed a copy of the recommendations for University standing committees. The recommendations were taken from the staff survey conducted this past spring.

**Motion #2:** present recommendations to the President. Call for the vote: Motion passed.

**Personnel Policies & Benefits Committee** - MSU's inhouse representative for Blue Cross/Blue Shield is Dan Markwell. He is the private liaison between MSU and the insurance company.

**Fiscal Affairs Rept.** - Committee will look at the possibility of tuition wavier for children of retirees.

**Old Business:** There was a discussion concerning the new Performance Appraisal forms from the Office of Human Resources. This was tabled until the next meeting.

**New Business:** MSU Police Officers have received hazardous duty approval from the BOR and are awaiting approval by the Retirement Board.

**Discussion:** Rep. B. Sammons recognized Ruth Robinson for her years of service to Staff Congress. Ruth is retiring from the University July 30.

### **Announcements:**

Next Staff Congress meeting is July 6 at 1 p.m., Riggle Room  
SOAR, Friday, June 11.  
MSU's website is up and running.

### **Motion #3 -**

Adjournment motion by Rep. Barker Seconded by Rep. Cecil.

Call for the vote. Motion passed.

Meeting adjourned at 2:05.

Minutes by Ruth Robinson