

9/19/19

**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
JANUARY 6, 2003**

**MEMBERS:**

Darlene Allen	Lisa Caskey	David Jessie	Pam Moore	Dallas Sammons	Willis Taylor
Sharon Beller	Joy Cecil	Linda Kegley	Carole Morella	Rhonda Sloan	*Jonell Tobin
Brad Bennington	Gaylena Cline	M. LaFontaine	Lora Pace	Tim Smith	Barbara Ward
Larry Besant	Rhonda Crisp	Rhonda Mackin	Darlene Ramey	*Doug Snedegar	Maurice White
T. Bumgardner	Mike Hopper	Tina McWain	*Belva Sammons	*Stephanie Stewart	Rick Williams

\*Denotes member was absent

<b>Guests:</b>	None
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Chair Pace called the meeting to order at 1:08 p.m. A quorum was present.

<b>Motion:</b>	To approve the December 2, 2002 minutes as submitted	
	<b>Proposed:</b> Rep. Moore	<b>Seconded:</b> Rep. Kegley
<b>Called for Vote:</b>	Passed	

**Chair's Report**

Roger Barker is sick today and could not attend the meeting, but he gave the following information to Chair Pace by phone: (1) Human Resources is going with our recommendations concerning the typing test. They think they have found a new software that will allow corrections. Hiring supervisors can ask for further testing if needed. Human Resources will give instructions to Search Committee Chairs that what they do for one applicant, they must do for all; everything must be consistent. Job Descriptions will need to be changed by Human Resources to reflect these changes. Roger will give an update to Staff Congress at a later date. (2) Chair Pace asked Roger what policies reviewed by Staff Congress this past semester are now in effect. They are as follows: PG 9-Leave of Absence, PG 10-Military Leave, PG 48-Vacation Leave, PG 49-Sick Leave, PG 52-FMLA. He thinks they have been updated on the Web. (3) PG 1 and 3 might be combined. The Personnel Policies and Benefits Committee will be asked to review this.

Email was sent to Gene Caudill in reference to staff riding the bus from the 'E' Lot. He said bus drivers have been instructed to give priority to students, but others can ride if there are available spaces. Chair Pace will be meeting with Gene tomorrow. Hopefully he will say that anyone waiting at the bus stop can ride.

Faculty Senate will be having a meeting to discuss parking issues on campus. Chair Pace has been invited to attend and will report to Staff Congress at the February meeting or by email if warranted. Email was sent to Joe Cline about students parking in Faculty/Staff spaces and not getting ticketed or towed. No response has been received yet. This issue might be addressed at the Faculty Senate meeting.

The Weather Plan and how it affects Physical Plant employees who come in to work early is being reviewed. We are trying to clarify who makes the decision

	to close the university, what time the decision is made, and if it could be made earlier. Five people make the decision for the public schools. They start at 4 a.m. and make a decision rather quickly.
<b>Vice-Chair's Report</b>	No report
<b>Secretary's Report</b>	The month of December, \$160.06 was spent out of the supply account. Most of that was for the luncheon at West Liberty. There is a remaining supply balance of \$2,135.09. We spent \$94.08 out of the travel account for the greyhound bus to transport us to West Liberty. There is a remaining travel account balance of \$430.92.

### Committee Reports

<b>Credentials and Elections</b>	Rep. LaFontaine distributed a timeline for the upcoming election in May. The positions to be elected are listed. Please check for any discrepancies.
<b>Standing Appointments Subcommittee</b>	Rep. Stewart was absent. Chair Pace reported that in 'Old Business' we will have the second and final reading of the amendment to the bylaws making the Standing Appointment Subcommittee a regular standing committee of Staff Congress.
<b>Fiscal Affairs</b>	Rep. B. Sammons was absent. No report
<b>Personnel Policies and Benefits</b>	<p>Rep. Besant reported that the committee has not met since November, but they will be meeting this month. They have a long list of items to be discussed including the possibility of a third deductible added to the health insurance as brought up by Rep. Moore at the December meeting. At the November committee meeting, the Personnel Policies and Benefits Committee considered and voted on whether to bring back to Staff Congress the question of asking Human Resources to make the probation of vacation accumulation retroactive. The Committee unanimously voted not to bring it back to Congress for consideration.</p> <p>Rep. Besant was surprised that PG 1 and 3 might be combined since the Personnel Policies and Benefits Committee had already reviewed them and Staff Congress voted to accept the changes presented to the committee by Human Resources.</p> <p>The University Employee Benefits Committee has not met.</p> <p>Chair Pace reported that Roger Barker does not have the insurance reports from open enrollment ready yet.</p> <p>Rep. Besant reported that at our request the staff of Human Resources did a survey of regional and to some extent non-regional benchmark institutions to get information about accumulation of vacation days and significant others as a dependent category. This information will be discussed at the next Personnel Policies &amp; Benefits Committee meeting.</p>

### Old Business

<b>Motion:</b>	(Second & Final Reading) To establish the Standing Appointments Subcommittee as a stand alone committee of Staff Congress with the same considerations, rules and regulations as the other three committees now existing before Staff Congress	
	<b>Proposed:</b> Rep. LaFontaine	<b>Seconded:</b> Rep. Moore
<b>Called for Vote:</b>	Passed	

A copy of the new bylaws will be given to all members in February.

Rep. Moore said the possibility of Job Descriptions being put online had been discussed before, but nothing had ever come of it. She felt that Job Descriptions should be online so that anyone interested in applying for a position could look up the description and see the job grade. Rep. Besant said it was very important that the descriptions be online and the university has the capabilities of doing this. The Library has a book of job descriptions, but it is not kept current. He suggested that Staff Congress request that the online information include the annual list of job grades, which is a separate document. Rep. Hopper noted that if anyone asks for a reclassification, the job description determines whether or not the position is upgraded. It is a good idea to have the information online for supervisors to use when requesting an upgrade for a certain position. Rep. Moore asked why the grade level couldn't just be added to the job description; it would be easier than having two separate documents online. Rep. Morella said when Human Resources approves a job description, they write in a grade level and it has an official signature and date. That is the version we would want online. Chair Pace will follow-up on this issue.

Rep. Besant said the UAR's are now online. They can be accessed through the Faculty/Staff pages.

### **New Business**

Rep. Williams would like to see hourly staff paid weekly instead of bi-weekly. Rep. Cline and Rep. McWain work in the payroll office and will check into this matter. Vice-Chair Jessie asked if they could compare what savings on taxes there would be to employees. More offices than just payroll would be affected by a change like this. Chair Pace will send a memo regarding this matter.

**Discussion** - None

**Regent Report** - No report

### **Announcements**

Convocation is this Wednesday in Duncan Recital Hall at 10 a.m. Lunch will follow in the Fulbright Auditorium.

Business Days are Wednesday, Thursday, and Friday in the Button Drill Room. Registration is Thursday and Friday in the departments. Changes to schedules can also be made online.

Classes start Monday, January 13.

There will be a retirement reception for Porter Dailey on January 16 from 3-4:30 p.m. in the Breck Society Room. There will be a new Staff Congress liaison when he retires. We should know who it will be soon.

Members of the Personnel Policies and Benefits Committee should stay a few minutes after the meeting to schedule a committee meeting.

<b>Motion:</b>	To adjourn	
	<b>Proposed:</b> Rep. Kegley	<b>Seconded:</b> Vice-Chair Jessie
<b>Called for Vote:</b>	Passed	

Minutes submitted by: Rhonda Crisp, Secretary

MSU ARCHIVES  
9/1/19

MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES-SPECIAL SALARY DISTRIBUTION MEETING  
JANUARY 27, 2003

**MEMBERS:**

Darlene Allen	Lisa Caskey	David Jessie	Pam Moore	Dallas Sammons	*Willis Taylor
Sharon Beller	Joy Cecil	Linda Kegley	Carole Morella	Rhonda Sloan	*Jonell Tobin
Brad Bennington	Gaylena Cline	M. LaFontaine	Lora Pace	*Tim Smith	Barbara Ward
*Larry Besant	Rhonda Crisp	*Rhonda Mackin	Darlene Ramey	Doug Snedegar	Maurice White
T. Bumgardner	Mike Hopper	Tina McWain	Belva Sammons	*Stephanie Stewart	*Rick Williams

\*Denotes member was absent

<b>Guests:</b>	Gene Caudill-Director Physical Plant, Beth Patrick-Associate Vice President Planning & Budgets, Roger Barker-Director of Human Resources, Suzanne Hogge-Assistant Director of Compensation & Benefits, Phyllis Dehart-Compensation & Benefits Manager
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Chair Pace called the meeting to order at 11:10 a.m. A quorum was present.

The sole purpose of this meeting was to discuss the Salary Distribution Recommendation from the Fiscal Affairs Committee.

The meeting was turned over to Rep. B. Sammons, Chair of the Fiscal Affairs Committee. Rep. B. Sammons and Chair Pace met with Beth Patrick, Mike Walters, Roger Barker, Suzanne Hogge, and Porter Dailey a couple of weeks ago to talk about salary issues. At that meeting the distribution pool was discussed as 40% across the board and 60% merit/equity for exempt employees. A couple of years ago the administration attempted to address some of the salary compression issues with non-exempt employees and the salary scale was readjusted, but that was never done for exempt employees.

The Fiscal Affairs Committee met and wanted to make sure there was enough of an across the board raise to help with cost of living increases. The President said at the convocation that he was asking the budget folks to try to find a 5% pool, but for that to happen we need a state budget. Since we don't have a budget yet, the Committee decided not to do a pool percentage, but overall percentages.

<b>Motion:</b>	<p><b>For a salary pool of 5% or more:</b>  Exempt - 60% across the board and 40% merit/equity (This is designed to help address the salary compression issues among exempt employees.)  Non-Exempt - 80% across the board and 20% merit</p> <p><b>For a salary pool of 3.0 - 4.9%:</b>  Exempt - 60% across the board and 40% merit/equity  Non-Exempt - across the board</p> <p><b>For a salary pool of less than 3%:</b>  Exempt - across the board  Non-Exempt - across the board</p> <p>These recommendations are being made with the following stipulations:</p> <ul style="list-style-type: none"> <li>• That a continued commitment be made to address salary compression and cost of living concerns in the future</li> <li>• There be a written justification from the employee's supervisor for use of merit/equity distribution</li> <li>• The total of merit and equity distribution for any individual employee may not exceed 10% of the current base salary.</li> </ul>
	<p><b>Proposed:</b> Fiscal Affairs Committee    <b>Seconded:</b> None Needed</p>
<b>Discussion:</b>	<p>Guest Gene Caudill wondered why the word 'equity' was included in the recommendation. Does that mean he can do what he wants with the 40%? Why were non-exempt employees not included in this? Rep. B. Sammons said yes, he can do what he wants with the 40%, but they did add the stipulations in the recommendation to make it fair. Compression issues were addressed two years ago for non-exempt employees. According to the information she and Chair Pace received, there are more compression issues right now for exempt staff than non-exempt staff; that is why non-exempt staff was not included in the recommendation.</p> <p>Chair Pace said that Faculty Senate has been working on addressing inequities. It is harder on the staff side because it is more difficult to compare positions. Exempt staff have been left out previously on equity issues. Guest Beth Patrick said the Faculty Senate elected to distribute salaries 60% merit and 40% equity.</p> <p>Gene Caudill asked if there will be a 5% pool or will some of the money be held out for upgrades, etc. Beth Patrick was advised in a meeting today that on the faculty side, the 4th share will be part of the 5% pool, but on the staff side there will be a 5% pool plus upgrades. Technically, the pool will be larger than 5% for staff because of this.</p> <p>Rep. LaFontaine asked where the money is coming from for the 5% increase. According to Beth Patrick, the money will be coming from tuition increases, increases in revenue from tuition through enrollment growth, and a reduction in existing expenditures. All units have been asked for a 2.5% budget reduction plan. The President is committed to a 5% pool if at all possible, but we don't have a budget yet so a lot of things could still happen.</p>
<b>Called for Vote:</b>	Passed

The recommendation will be forwarded immediately this afternoon to the President and Porter Dailey.

**Announcements**

The rest of the meetings for this year will be in Breck 309.

Our next meeting will be Monday, February 3 in Breck 309.

Lunch is being provided after the meeting today.

<b>Motion:</b>	To adjourn	
	<b>Proposed:</b> Rep. D. Sammons	<b>Seconded:</b> Vice-Chair Jessie
<b>Called for Vote:</b>	Passed	

Minutes submitted by: Rhonda Crisp, Secretary

**MSU ARCHIVES**  
9/11/19

**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
FEBRUARY 3, 2003**

**MEMBERS:**

Darlene Allen	Lisa Caskey	David Jessie	Pam Moore	Dallas Sammons	Willis Taylor
Sharon Beller	Joy Cecil	Linda Kegley	Carole Morella	Rhonda Sloan	Jonell Tobin
Brad Bennington	Gaylena Cline	M. LaFontaine	Lora Pace	Tim Smith	*Barbara Ward
Larry Besant	Rhonda Crisp	*Rhonda Mackin	Darlene Ramey	Doug Snedegar	*Maurice White
T. Bumgardner	Mike Hopper	Tina McWain	Belva Sammons	Stephanie Stewart	Rick Williams

\*Denotes member was absent

<b>Guests:</b>	Gene Caudill-Director of Physical Plant, Roger Barker-Director of Human Resources
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Chair Pace called the meeting to order at 1:03 p.m. A quorum was present. Guests were welcomed.

<b>Motion:</b>	To approve the January 6, 2003 minutes as submitted	
	<b>Proposed:</b> Rep. Kegley	<b>Seconded:</b> Rep. Allen
<b>Called for Vote:</b>	Passed	

<b>Motion:</b>	To approve the January 27, 2003 Special Salary Distribution Meeting minutes as submitted	
	<b>Proposed:</b> Rep. LaFontaine	<b>Seconded:</b> Rep. McWain
<b>Called for Vote:</b>	Passed	

<p><b>Chair's Report</b></p>	<p>A memo was given to Carol for Dr. Eaglin at the University Council meeting on Monday afternoon concerning the salary distribution pool recommendation from Staff Congress. Copies of the memo are available up front.</p> <p>On Thursday afternoon, Chair Pace attended a Faculty Senate meeting. They thought we should show a united front from Faculty and Staff concerning salary distribution. The president was there and intended to attend Staff Congress today, but he is in Frankfort. He plans to attend at a later date to discuss the budget as well as salary distribution. He talked about a lot of things that pertained to Faculty since it was their meeting, but he is very committed on the staff side. A state budget will probably not be passed until the special session in April. Nothing will be settled until then concerning salaries. Chair Pace feels the President will be fairly accepting of what we sent forward. It is very similar to what Faculty Senate came up with.</p> <p>Concerning parking: Faculty and staff can ride the bus to campus from the outer lots. It might take a little longer to get here, but it is available if needed. Faculty Senate invited Chair Pace to their Executive Council meeting in reference to parking. Joe Cline and Myron Doan were also present at the meeting. They have decided to put together an Ad-Hoc Committee to look at parking in general. They asked for a Staff Congress Representative to serve on the committee. Rep. Snedegar was asked to serve on this committee and he accepted. He will report back at the next meeting if warranted.</p> <p>We talked before about having 'job descriptions' put online. We need to explain to Roger Barker what we would like to see online during the 'Discussion' portion of our meeting. He has some information we can discuss at that time also.</p> <p>After our last meeting, Chair Pace sent a memo regarding weekly payroll to Dana Baldrige, Director of Payroll. She is willing to come and talk to us, but is concerned that her employees can't get everything done by going to a weekly time period. They would prefer not to go to a weekly payroll. She said it is not true that employees would save taxes by getting paid weekly. She said, "The tax charts are entered based on annual withholding. The system annualizes all amounts and breaks down into biweekly amounts. There should be no savings associated with pay frequency." If Staff Congress wants to pursue it further we will talk about it during 'Discussion'.</p> <p>Chair Pace attended the University Council meeting and as stated before, the budget is up in air at this point. There are training sessions being offered for anyone who deals with administrative processes. The processes are becoming web-based.</p>
<p><b>Vice-Chair's Report</b></p>	<p>No report</p>

<b>Secretary's Report</b>	<p>The month of January, \$60.00 was spent out of the supply account to add copies to our account. There is a remaining supply balance of \$2,075.09. There was money spent for our luncheon January 27, but the final total has not come through from catering. That amount will be reported at next month's meeting.</p> <p>The new committee information has been added to the Bylaws. The information is as follows: <b><u>University Standing Appointments Committee.</u></b> This committee will be responsible for recommending to Staff Congress appointees to University Standing Committees. The committee will be responsible for creating, distributing, and evaluating University Standing Committee interest surveys that will be sent to all staff each spring.</p> <p>On page 6 of the bylaws in Section 2.C., 'three standing committees' needs to be changed to 'four standing committees'. It will be changed on the website as soon as possible. You can go to the website and print out a new copy or change it on your current copy.</p>
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### Committee Reports

<b>Credentials and Elections</b>	Rep. LaFontaine provided two handouts, 'Attachment #1 Staff Congress and Staff Regent Election Guidelines' and 'Proposed Revisions to Staff Congress and Staff Regent Election Guidelines'. The Credentials and Elections Committee met last Thursday to go over 'Attachment #1' and iron out some discrepancies and make a few minor changes. The end product is shown in the 'Proposed Revisions'. A motion will be made in 'New Business'.
<b>University Standing Appointments</b>	No report
<b>Fiscal Affairs</b>	No report

<b>Personnel Policies and Benefits</b>	<p>Rep. Besant reported that there has not been a meeting of the University Employee Benefits Committee. The Personnel Policies and Benefits Committee met on January 22 and talked about the possibility of asking Human Resources to come up with a proposal for health insurance where there would be a deductible for the two-person base plan that would lie between the single base plan and the family base plan and to look again at the single basic contribution for 'every employee regardless of which plan the employee has'. They passed the information along to Human Resources and asked for an analysis of these as well as other options in time for next years health insurance proposals. The Personnel Policies and Benefits Committee would like to have the information well ahead of time next year. Roger Barker agreed.</p> <p>The next two items will require action by Staff Congress in 'New Business'. The Committee recommends that Staff Congress request that Human Resources change the wording 'continuous service' to 'accumulated service' as a factor for vacation and sick leave accumulation or other Human Resources policies or practices where the changes would benefit MSU employees. Secondly, the Committee recommends that Staff Congress request that Human Resources adopt a policy where excess employee vacation days (over 30 days) transfer over to the 'sick leave pool' rather than the days being lost.</p> <p>Rhonda Mackin resigned from the Personnel Policies and Benefits Committee because of pressing business and the committee tabled several other items for further analysis.</p>
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**Old Business** - None**New Business**

Rep. LaFontaine read the 'Proposed Revisions to Staff Congress & Staff Regent Election Guidelines' document.

<b>Motion:</b>	To approve the Proposed Revisions to Staff Congress & Staff Regent Election Guidelines as submitted	
	<b>Proposed:</b> Credentials & Elections Committee	<b>Seconded:</b> None Needed
<b>Discussion:</b>	<p>Suggestions/Comments:</p> <p>Rep. B. Sammons would like to see an 'informal forum' instead of an 'open forum' or 'informal reception'. Also, #3 says 'any campaigning must take place off-campus'; maybe it should say within so many feet of the polling place instead of off-campus. Some people never see other MSU employees off-campus. The way this is stated, even employees on their lunch hour could not campaign on-campus. If we get this picky, no one will want to run for Staff Congress.</p> <p>According to Chair Pace, the 2001 election guidelines do not address online voting or the fact that ADUC is now unavailable. The guidelines were not followed during the last regular election even though they are supposed to be for the regular Staff Congress Elections and the Staff Regent Elections. We want the guidelines to be very clear, but there seems to be a lot of confusion at this time.</p> <p>Rep. Moore said these guidelines were originally drafted for the Staff Regent Election only. She didn't like the guidelines then and she doesn't like them now, but the competition that went on in 2001 did generate more interest in Staff Congress than she had ever seen before. Also, she thought we had gotten away from 'polling places' last year with the online voting. Chair Pace clarified that 'polling place' is the area where paper ballots are available.</p> <p>Rep. Morella recommended that the proposed revisions be changed to make the Staff Congress and Staff Regent election guidelines separate. These are two different issues and we are mixing them. We don't want to discourage anyone from serving on Staff Congress. In reference to using university resources, she feels she should be able to pick up the phone or send emails, etc. and encourage anyone to run for Staff Congress. The Committee should go back and be very general and encouraging in the guidelines for regular Staff Congress elections; for Staff Regent elections we should have the forums or gatherings.</p>	
<b>Question Called:</b>	Rep. B. Sammons	
<b>Called for Vote:</b>	Defeated	

<b>Motion:</b>	To send this proposal back to the Committee and that the Committee submit a list of proposed revisions at the March meeting. There should be separate guidelines and conditions for the Staff Congress and the Staff Regent Elections.	
	<b>Proposed:</b> Rep. Morella	<b>Seconded:</b> Vice-Chair Jessie
<b>Called for Vote:</b>	Passed	

<b>Motion:</b>	That Staff Congress recommend that Human Resources change the words 'continuous service' to 'accumulated service' as a factor for vacation and sick leave accumulation or other Human Resources policies or practices where the changes would benefit MSU employees	
	<b>Proposed:</b> Personnel Policies & Benefits Committee	<b>Seconded:</b> None Needed
<b>Discussion:</b>	<p>Rep. B. Sammons asked what 'accumulated service' means. Rep. Besant said it meant the time a person had worked for MSU previously plus the time worked upon rehire.</p> <p>Rep. Hopper explained that there are a number of employees who previously worked at MSU and when they came back to work they were considered new employees and started accumulating vacation and sick leave as such. If MSU awards service pins for 'accumulative service' then they should allow employees to accumulate sick leave and vacation for 'accumulative service'. He will be getting a 15-year service pin, but is accumulating sick leave and vacation as a five-year employee.</p> <p>Rep. McWain mentioned that if a person decides to leave MSU it is their choice. Why should MSU treat them as anything but new employees? Vice-Chair Jessie and Rep. Moore agreed. What about all the temporary employees? Rep. Hopper wondered why prior service is recognized for anything then. If it is recognized for awards such as service pins, why not award benefits on that same basis. Why should employees be penalized for years of prior service? They were valued enough by the university to be rehired.</p> <p>Rep. Morella thinks if Human Resources awards pins for years of total service, that is a loophole to recognize these individuals and support that they go to 'accumulated service'.</p> <p>Rep. Stewart said that in state government if you leave and come back you are considered a new employee.</p> <p>Rep. Besant said the key point is that the people who come back to work at the university like it here and the university would like to have them back. There is not a better endorsement of previous employees than that the institution would hire them back. It is hypocritical for the university to give a service pin for total years of employment, but not give vacation and sick leave for these total years of service. It is a morale issue. It seems like a relatively small thing that is in conflict with something else the university does.</p> <p>Rep. Williams feels it is the employees choice to leave, but what if the employee was laid off? If he comes back, he would be a new employee. Rep. Besant said that is a valid point. The university is rewriting the mandatory lay-off policy.</p> <p>Gene Caudill asked about the people that retire and are rehired. They would have to be included.</p>	
<b>Question Called:</b>	Vice-Chair Jessie	<b>Seconded:</b> Rep. B. Sammons
<b>Called for Vote:</b>	Defeated	

Since recognition of 'continuous service' seems to be an issue, Rep. B. Sammons would like for Human Resources to review the process for recognition of 'continuous service' and define it and bring that definition back to Staff Congress. Roger Barker said 'continuous service' is service that extends longer than one week. 'Accumulated service' is used for the service pins.

<b>Motion:</b>	That Staff Congress request that Human Resources adopt a policy whereby employees excess vacation days be transferred to the sick leave pool rather than simply being lost	
	<b>Proposed:</b> Personnel Policies & Benefits Committee	<b>Seconded:</b> None Needed
<b>Discussion:</b>	<p>Rep. Stewart said for several years she has tried to get MSU to look at how state government lets employees carry time over. For more than 20 years of service, state employees can carry over 60 days, etc. She would rather see us go to something like that instead of rolling excess days over to the sick pool. Some employees do not want to donate time to the sick leave pool and would be against this motion.</p> <p>Rep. Moore said some employees do not want to donate to the pool, but if the time could be put into the individual persons sick leave it would be better.</p>	
<b>Question Called:</b>	Rep. LaFontaine	<b>Seconded:</b> Vice-Chair Jessie
<b>Called for Vote:</b>	Defeated	

Rep. Besant asked Roger Barker how many vacation days go over 30 and thus are lost annually on average. Roger prints a report that tells how many people are at 30 days, but it does not tell how many days are lost. Rep. Stewart asked if we could increase the number of days we are allowed to build up. Gene Caudill said that would result in a budgetary issue. Rep. B. Sammons thinks we should be very careful as a Congress what we ask for that costs money this year with the 9% budget cut facing us. Gene Caudill said if days roll to sick leave it could have budgetary ramifications down the road when people retire.

### Discussion

In reference to 'job descriptions' being online, Chair Pace asked members to convey to Roger Barker what we would like to see on the web page. Rep. Moore would like to see the grade level and entry-level salary online along with the job description. Gene Caudill thought the class of the job would be better than the salary. Roger said every job title and grade scale is available now, and he hopes to have the job descriptions online by the end of the year. He does not want to put the salary right on the job description because those change frequently and that leaves room for error. The job description should contain the date and approval stamp from Human Resources or it might not be accurate according to Rep. Morella. Since the salary is not usually published when ads are run, Rep. Besant said people need to understand that they have to go to another location online to find the salary. Rep. Allen said the pages could be linked together. Roger said we need to take it as we go and see how it all works out.

Rep. LaFontaine was wondering if MSU is thinking about exclusively using online applications. Roger Barker said we use online applications, but he doesn't know if that will ever be exclusive.

Rep. Stewart asked if the buses quit running at 5:15 p.m. From that point on, what do faculty and staff do if they need to get back to their car? Gene Caudill said Vice-President Weathers said that Public Safety will provide a shuttle van if needed after 5:15 p.m. Employees need to call Public Safety and request a ride. The shuttle van was purchased by the Parent's Association.

Gene Caudill said he doesn't understand why there is such a catastrophe with parking. We lost 31 spaces on the boulevard and picked up 90 one block away for faculty and staff, but everybody says there are no parking spaces. Rep. B. Sammons said that is not the issue. The issue is that students are taking the spaces illegally and not getting towed.

In reference to the typing test issue, Roger Barker said Human Resources found a software program that allows corrections. The cost is \$200.00 per copy. They are going with the recommendations of Staff Congress. There will be no pass/fail on the test, they will allow corrections, etc. They are getting three copies of the software, but it can't be moved from one computer to another. It will cost about \$1,000.00

to implement the new testing. Someone will need to come up with the money to purchase this software. When it is available they will have to change all the job descriptions. Human Resources is ready to move on this as soon as they get the money needed.

Rep. Williams asked if Dana Baldrige could attend our next meeting to talk about going to a weekly payroll. Chair Pace will invite her:

**Regent Report** - No report

**Announcements**

There is a women's basketball game tonight.

<b>Motion:</b>	To adjourn	
	<b>Proposed:</b> Rep. LaFontaine	<b>Seconded:</b> Vice-Chair Jessie

Minutes submitted by: Rhonda Crisp, Secretary

**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
MARCH 3, 2003**

**MSU ARCHIVES**

**MEMBERS:**

Darlene Allen	Lisa Caskey	David Jessie	Pam Moore	*Dallas Sammons	Willis Taylor
*Sharon Beller	Joy Cecil	*Linda Kegley	Carole Morella	Rhonda Sloan	Jonell Tobin
Brad Bennington	Gaylena Cline	M. LaFontaine	Lora Pace	Tim Smith	Barbara Ward
Larry Besant	Rhonda Crisp	Rhonda Mackin	Darlene Ramey	Doug Snedegar	Maurice White
T. Bumgardner	Mike Hopper	Tina McWain	Belva Sammons	Stephanie Stewart	Rick Williams

\*Denotes member was absent

<b>Guests:</b>	Roger Barker-Director of Human Resources
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Chair Pace called the meeting to order at 1:09 p.m. A quorum was present. Roger Barker was welcomed.

<b>Motion:</b>	To approve the February 3, 2003 minutes as submitted	
	<b>Proposed:</b> Rep. Moore	<b>Seconded:</b> Rep. Cecil
<b>Called for Vote:</b>	Passed	

<b>Chair's Report</b>	<p>Chair Pace reported that we have not abandoned the issue of weekly payroll. We will consider the issue at the April meeting.</p> <p>PG-58 will be discussed in the 'Discussion' portion of our meeting. We will not vote today. We will give comments to Rep. Besant for the Personnel Policies and Benefits Committee to consider and we will vote in April, or May if changes are needed. It will not go to the board until June.</p>
<b>Vice-Chair's Report</b>	No report
<b>Secretary's Report</b>	The month of February, \$293.55 was spent out of the supply account. \$227.63 was spent for box lunches for the special salary distribution meeting and \$65.92 was spent for refreshments for the February meeting. There is a remaining supply balance of \$1,781.54.

**Committee Reports**

<b>Credentials and Elections</b>	Rep. LaFontaine provided two handouts, 'Proposed Revisions to Staff Regent Election Guidelines' and 'Proposed Revisions to Staff Congress Election Guidelines'. We will discuss these guidelines during 'Old Business'. The 'Call for Nominations' will be sent out tomorrow. The document is at the printers; all we need to do is fold and stick labels.
<b>University Standing Appointments</b>	Rep. Stewart pointed out that if a person resigns from a Standing Appointments Committee, they need to resign in writing to Staff Congress.
<b>Fiscal Affairs</b>	No report

<b>Personnel Policies and Benefits</b>	Rep. Besant reported that there has not been a meeting of the University Employee Benefits Committee. The Personnel Policies and Benefits Committee met on February 24 and discussed PG-3, 'Types of Appointments'. The committee will bring a recommendation to Staff Congress in 'New Business'. PG-58 was discussed in some detail and will be discussed in the 'Discussion' portion of this meeting. Thursday, March 6 will be the next committee meeting in reference to PG-58.
<b>Ad-Hoc Parking Committee</b>	Rep. Snedegar reported that the committee has met twice. They are proposing that fines for first offenses in parking be raised from \$6.00 to \$25.00. Towing fees will also increase. The amount has not been decided yet, but the amount of money that is going to Public Safety will be increased. The committee discussed \$10.00 - \$15.00. They are looking into long-term issues such as campus police being an auxiliary service and funding themselves through fees and fines. They also discussed not allowing Freshmen to have cars on-campus, but that probably will not happen. They could make a portion of the U.S. 60 lot for Freshmen only, but Public Safety has tried that before and it doesn't work. There was a proposed increase in parking tags, but Rep. Snedegar was adamantly against that. Right now the committee is going to concentrate on fees and fines. With the proposed budget cuts, Public Safety was cut in the student personnel area; the students were checking parking areas. One of the things the extra fine money would be used for is to keep the SGA shuttle buses running. Public Safety is trying to be more consistent when writing tickets and towing. They are looking into trying to come up with a plan that after the third ticket the vehicle would be towed. There will be another meeting of the committee soon. Please email any suggestions to Rep. Snedegar.

### Old Business

Rep. LaFontaine and the Credentials and Elections Committee reworked the 'Staff Regent & Staff Congress Election Guidelines' document. There are now two documents 'Staff Congress Election Guidelines' and 'Staff Regent Election Guidelines'.

<b>Motion:</b>	The proposed revisions to 'Staff Congress Election Guidelines' and 'Staff Regent Election Guidelines' be accepted by the body	
	<b>Proposed:</b> Credentials & Elections Committee	<b>Seconded:</b> None Needed
	<p>Vice-Chair Jessie asked what is the 'specified time frame' in #2 of the 'Staff Congress Election Guidelines'. Rep. LaFontaine said April 7-May 9 are the dates for absentee ballots. Voting online can be done from anywhere in the world the day of the election if there is internet access. Paper ballots and computer access will be available at two locations: Rice Maintenance Building and Thompson Hall on election day for employees who do not have access to a computer or do not want to vote by computer. Chair Pace said that Martha Patrick of Institutional Research and Computer Applications said we could lock people out of the computer if they have already voted by paper ballot. That would prevent someone from voting twice. Last year there were about 45 paper ballots the day of the election.</p> <p>Rep. Hopper asked about #3 on the 'Regent Guidelines' document. Does it mean a candidate cannot email people from home? Rep. LaFontaine said they are trying to prevent candidates from using university resources. Rep. Stewart was wondering what the penalty would be if this was violated. Rep. B. Sammons</p>	

<b>Discussion:</b>	<p>said that mailing information from home to campus addresses would also be a problem then. Campus mail is the U.S. mail if the candidate puts their own postage on it. There should not be a problem using the university post office if the candidate pays for the postage.</p> <p>Rep. Morella pointed out that this is a university function, but these guidelines seem very limiting. It sounds as though the only campaigning that can be done is to put up a picture and/or biography on the Staff Congress Web page and that information would be edited for content. The candidate doesn't seem to have much of a voice. It doesn't sound like the candidate will do a formal speech at the forum so we won't know how well they speak or write. Rep. LaFontaine said the 'Staff Regent Election Guidelines' do provide for the candidates to speak at the forum. Rep. B. Sammons said that some people don't have time to go to a forum and wouldn't have the opportunity to meet candidates running for Regent. Rep. White asked if a forum had been held in the past. Rep. LaFontaine said no.</p> <p>Rep. B. Sammons asked if #3 on the 'Staff Regent Election Guidelines' could say 'Campaign material including posters, flyers, and pamphlets may be distributed at the candidate's expense on-campus.'</p> <p>Vice-Chair Jessie asked if #2 on the 'Staff Congress Guidelines' could say 'Paper ballots will be made available during a specified time frame to absentee voters and/or individuals voting by paper.'</p> <p>Rep. LaFontaine said there are bugs with online voting, but she hopes as time goes by most will be ironed out.</p>
<b>Question Called for Staff Regent Election Guidelines:</b>	Rep. Moore
<b>Motion:</b>	In the 'Staff Regent Election Guidelines' document, #3, the second sentence should say 'Campaign material including posters, flyers, and pamphlets may be distributed at the candidate's expense on-campus'
	<b>Proposed:</b> Rep. B. Sammons <b>Seconded:</b> Rep. Morella
<b>Called for Hand-Count Vote:</b>	12 in favor, 9 opposed, 2 abstained, Passed
<b>Motion:</b>	In the 'Staff Regent Election Guidelines' document, #4, the last sentence should say 'Paper ballots will be made available during a specified time frame to absentee voters and/or individuals voting by paper'
	<b>Proposed:</b> Vice-Chair Jessie <b>Seconded:</b> Rep. McWain
<b>Called for Vote:</b>	Passed
<b>Motion:</b>	To accept the proposed revisions to the 'Staff Regent Election Guidelines' with amendments
	<b>Proposed:</b> Credentials & Elections Committee <b>Seconded:</b> None Needed
<b>Called for Vote:</b>	Passed
<b>Discussion about Staff Congress Election Guidelines:</b>	<p>Rep. B. Sammons pointed out that #1 says candidates can put information on the Web page and she would hate for people not to run for Staff Congress because they are uncomfortable writing a biography to put on the page.</p> <p>Candidates do not have to put anything up on the page or they can only put up a picture if they don't want to write anything. Several members have gained election to Staff Congress without doing any campaigning at all.</p>

<b>Question Called for Staff Congress Election Guidelines:</b>	Rep. Moore	
<b>Motion:</b>	To accept the proposed revisions to the 'Staff Congress Election Guidelines' with #2 saying 'voting by paper'	
	<b>Proposed:</b> Credentials & Elections Committee	<b>Seconded:</b> None Needed
<b>Called for Vote:</b>	Passed	

### New Business

<b>Motion:</b>	Move for Staff Congress approval of PG-3 'Types of Appointments'	
	<b>Proposed:</b> Personnel Policies & Benefits Committee	<b>Seconded:</b> None Needed
<b>Called for Vote:</b>	Passed	

Rep. Stewart asked Roger Barker if seminar information coming from Human Resources could be condensed down on a card instead of getting individual sheets for each seminar. Information Technology sends out a card once a semester that lists all workshops for the semester. They also list their workshop information on the Web site. With budget problems this could save money. Mr. Barker said they do know the schedule for the entire semester in advance, except there are occasions where new seminars are added. Rep. B. Sammons said there are MSU employee ID numbers on the labels. She is not comfortable with anyone having access to her ID number because she uses that number to code grades, etc.

### Discussion

Chair Pace said she thinks there are some people on-campus who fear that we are looking at PG-58 because there is going to be a reduction in force. She has talked to a lot of supervisors and nobody is talking about a reduction in force right now. This is the eighth policy we have looked at in eight months. It is better to review this policy now, when we are not looking at a reduction in force, than wait until we're in the middle of something and don't have the policy the way we would like for it to be. When we talk with our constituents, let's be responsible and let them know that a reduction in force is not being discussed at this time. The President is still very supportive of the 5% increase in salaries and is still looking for the 5% increase. We don't have a budget yet so nothing is definite, but it doesn't make sense for the administration to be talking about a 5% increase in salaries if they are considering lay-offs. This is an important topic for us to be looking at. We need to be responsible in laying down a policy that works in case it ever does get used. We hope it never gets looked at again because we never have to use it. We want to give comments to Rep. Besant for the Personnel Policies and Benefits Committee to consider. They will bring something back to us at our next meeting.

Rep. Besant said a new or revised version of a personnel policy comes to Roger Barker in Human Resources after it has went through the President's Cabinet. After that it comes to us and the Faculty Senate. That has occurred with PG-58 and it has been put up on the Staff Congress Web page. We passed out a version with line numbers to make the discussion easier today. PSE-6 and PSNE-7 are also up on the Web page. The Planning Committee met before this meeting and the question was asked of Beth Patrick, "Where is the budget in Frankfort in terms of how it is going to affect Morehead State?" She said there is no danger of lay-offs, at least as compared to the uncertainty of a few months ago. This is not a policy that is going to be suddenly brought out June 1.

Roger Barker said this policy has always been a trouble area. He didn't feel it was a real RIF (reduction

in force) policy. He said in the old policy, the requirements for management making the decision on whom to RIF goes from none at all to very vague. Standards need to be applied to lay-offs and reasons for lay-offs should be included in personnel files. It puts the university and employees at risk if no one knows what standards are used in lay-offs. There should be a paper trail if we have to go back and justify why positions are eliminated. This new policy makes that a requirement. If any office is reducing force on any basis other than seniority, there must be approval of the Human Resources Director and the Affirmative Action Officer. Those two people know the law. The university can get into trouble if a RIF is not handled correctly. That is one of the most dangerous areas you can get into in employee law because of age discrimination issues for employees age 40 and above. Mr. Barker has been pushing for this new policy for almost four years; this has nothing to do with the current budget situation. At the Planning meeting, Mr. Barker asked Beth Patrick if in any of the budget reduction plans from the units did anyone plan to have a reduction in force. She said that MSU has no intention of reducing their workforce. That only applies to 'filled standing positions', not fixed-term or vacant positions.

Rep. B. Sammons asked where 12-days comes from on Line #86 & 93. Mr. Barker said that was two work weeks with a weekend between.

Rep. Hopper asked if letters of appointment carry any weight as an implied contract or is it just a piece of paper. Mr. Barker said it does not create an implied contract in any form or fashion. It is just a notification.

Chair Pace would like for more than 12-days to be considered. Rep. Bennington said that exempt employees have to give 30-days notice when leaving the university, but the university only gives employees a 12-day notice. Rep. B. Sammons said that non-exempt employees have to give two weeks notice. Rep. Besant said 12-days does seem abrupt, it is too minimal when all benefits end with the 12-days except the tuition waiver that is already in effect.

Rep. Besant said the committee had been discussing the question of cumulative versus continuous time at the university. If there is an employee who has a longer cumulative period of employment and a colleague who has a longer continuous time, the person with the shorter length of employment could be laid-off with this policy. Mr. Barker said that is correct.

Rep. Besant said lines 14-17 say the university 'provides for reasonable transition assistance'. The benefits provided would be that for one year they could apply for positions as internal candidates and keep their benefits for a period of time if they pay. Those two items exhaust the 'reasonable transition assistance'. Also, line 26 & 31 says 'This policy applies to all non-probationary full-time staff, it sounds like probationary people can't be let go, when in fact probationary people can be let go at any time. Rep. Besant said the language is misleading. Mr. Barker said releasing probationary people is not defined as a RIF, we have a right to release probationary people with or without cause. This policy does not apply to probationary people, period. You do not need any policy for probationary people as long as you don't violate anyone's rights.

Vice-Chair Jessie asked if the policy should state that people could draw unemployment.

Rep. Besant said line 67 says 'Seniority will be the first basis for reduction in force'. It sounds like the people with the most seniority would go first. Mr. Barker said that was a good point.

Chair Pace said in line 153 under 'Grievance', there is not enough protection. We can grieve that the process hasn't been done, but as long as everything has been followed employees don't have any kind of recourse. If you compare that to PAc-26, the faculty have about 20 layers of protection and an audience of the President at some point. We don't have to go that far, but there should be something in the language to allow the staff person to be able to challenge the lay-off.

Vice-Chair Jessie feels we should offer openings to laid-off individuals instead of making them come to us looking for jobs. Mr. Barker said there is no way the university could keep up with that, it should be the employee's responsibility. You wouldn't find that anywhere in the world. There are affirmative

action plans on how we handle searches.

Rep. Besant said it is important to distinguish between lay-off and elimination. In the early 90's, PSE-6 and PSNE-7 were revised and in the early 90's there were some people let go because of budgetary concerns. At that time, other actions were taken that are not eluded to here, neither in the category of lay-off or elimination. Mainly, some people with 12-month jobs were allowed to change their work period to 10 or 11 months. That is not mentioned here, but if it was a good idea ten years ago why is it not mentioned in this revised policy. Mr. Barker said he never considered that a RIF, but technically it could be and should be stated.

Rep. LaFontaine asked if an employee is laid-off and recalled, when they are recalled are they on probationary status. Mr. Barker said no.

The committee will put these comments in writing and Staff Congress will vote on it in April and submit to Mr. Barker.

Mr. Barker said this seniority situation needs to be clarified to determine whether it is seniority with the university or time in position. Rep. B. Sammons said theoretically if you are not a good employee then you wouldn't get to move to a new position. If that be the case, then she feels both issues should be considered. Time in position and total seniority at the university should be a determining factor in staff reduction. Also, on line 93, is it a normal thing that a person can be paid instead of getting 12-days notice? Mr. Barker said sometimes there is an emergency situation that makes that statement necessary.

Rep. Besant said everyone got an email about the policies being posted on the Staff Congress Web site. Has anyone solicited comments from constituents? What is the discussion that might be expected in committee from beyond Staff Congress? A lot of comments raised today were from outside Staff Congress. New comments can be emailed to Rep. Besant, Chair Pace, or the Staff Congress email address.

Rep. Besant said the Personnel Policies and Benefits Committee will meet this Thursday. Staff members from the University Employee Benefits Committee might want to attend also.

**Regent Report** - No report. Chair Pace said there is a Board of Regent's meeting on March 11.

### **Announcements**

Tuesday, March 18 is Founders Day.

Spring Break is March 24-28.

Mardi Gras lunch is available tomorrow.

There is a men's basketball game tomorrow night at 7 p.m. There is a charge. SGA has purchased 500 tickets for students on a first-come, first-serve basis for \$5.00. Other ticket prices are \$8.00 and \$10.00.

<b>Motion:</b>	To adjourn	
	<b>Proposed:</b> Vice-Chair Jessie	<b>Seconded:</b> Rep. Ramey
<b>Called for Vote:</b>	Passed	

Minutes submitted by: Rhonda Crisp, Secretary

**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
APRIL 7, 2003**

**MEMBERS:**

Darlene Allen	Lisa Caskey	David Jessie	Carole Morella	*Rhonda Sloan	Jonell Tobin
Sharon Beller	*Joy Cecil	Linda Kegley	Lora Pace	Tim Smith	Barbara Ward
Brad Bennington	Gaylena Cline	M. LaFontaine	Darlene Ramey	Doug Snedegar	Maurice White
*Larry Besant	Rhonda Crisp	Rhonda Mackin	Belva Sammons	*Stephanie Stewart	Rick Williams
*T. Bumgardner	Mike Hopper	Pam Moore	Dallas Sammons	Willis Taylor	

\*Denotes member was absent

<b>Guests:</b>	Roger Barker-Director of Human Resources, Mike Walters-Vice President for Administration and Fiscal Services, Gene Caudill-Director of Physical Plant, Dana Baldrige-Director of Payroll
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Chair Pace called the meeting to order at 1:03 p.m. A quorum was present. Guests were welcomed.

<b>Motion:</b>	To approve the March 3, 2003 minutes as submitted	
	<b>Proposed:</b> Rep. Moore	<b>Seconded:</b> Rep. Kegley
<b>Called for Vote:</b>	Passed	

<b>Chair's Report</b>	Chair Pace reported that Tina McWain has taken a new position with the university. Since her EEO category has changed, she resigned from Staff Congress. She plans to run for congress again.
<b>Vice-Chair's Report</b>	No report
<b>Secretary's Report</b>	The month of March, \$364.33 was spent out of the supply account. \$198.75 was spent for printing of the 'Call for Nominations' for the election, \$60.00 for adding copies to our account, \$64.89 for refreshments, \$18.19 for office supplies, and \$22.50 for printing the 'Nominations Reminder' for the election. There is a remaining supply balance of \$1,417.21.

**Committee Reports**

<b>Credentials and Elections</b>	Rep. LaFontaine reported that the sample ballot has been mailed out. The committee has no recommendation at this time to fill Tina McWain's position. The chair and vice-chair of the committee has a meeting with the two Regent candidates on Wednesday to discuss campaign guidelines and the format for the open forum.
<b>University Standing Appointments</b>	Rep. Stewart was absent. Chair Pace reported that the interest survey for serving on Standing Committees was mailed out to staff members. The list of members on each committee is still not 100% correct on the Faculty Senate Web page.

<b>Fiscal Affairs</b>	<p>Rep. B. Sammons had no report.</p> <p>Roger Barker reported that the salary distribution pool as proposed by Staff Congress was approved by the Board of Regents. For exempt staff there will be a 5% pool. (3% across-the-board and 2% merit/equity.) For non-exempt staff there will be a 5% pool. (4% across-the-board and 1% merit.) Additionally, there will be a 25 cent increase per hour for non-exempt staff and a \$1,000 increase per year for exempt staff. This will also apply to the entry-level scale and will be added to filled as well as vacant positions.</p> <p>Rep. Morella asked if the 5% pool would be calculated before or after the 25 cent or \$1,000 increase was applied. Mike Walters said it was his understanding that the 5% would be calculated and then the 25 cents per hour or \$1,000 would be added.</p> <p>Rep. LaFontaine asked if we would receive employment letters this year. Roger Barker said the letters would be mailed after the Board of Regents meeting on June 6.</p> <p>Forms are already in the mail to supervisors asking them about the merit/equity distribution. Supervisors have to submit in writing their rationale for the distribution.</p>
<b>Personnel Policies and Benefits</b>	<p>Rep. Besant was absent. Rep. Bennington reported that he was elected Vice-Chair of the committee at their last meeting. The Faculty Senate made a couple of changes to PG-3, but the changes do not affect staff. We approved PG-3 at the last meeting. PG-58 was discussed extensively at the meeting and the committee will be calling for a vote in 'Old Business'. The latest copy of PG-58 is available up front.</p>
<b>Ad-Hoc Parking Committee</b>	<p>Rep. Snedegar reported that the committee has proposed an increase in fines and fees as follows:</p> <ol style="list-style-type: none"> <li>1. Vehicle Registration Fees, Extended Lot E-increase to \$20.00 from \$15.00.</li> <li>2. Temporary Parking Fees, Weekly (2 week limit)-increase to \$10.00 from \$2.00.</li> <li>3. Towing fee-increase Administrative Fee to \$15.00 from \$10.00.</li> <li>4. Violation-Non-Registered Vehicle Fine-increase to \$35.00 from \$15.00.</li> <li>5. Violation-Registered Vehicles-increase to \$25.00 from \$6.00. After 7 days increase to \$35.00 from \$12.00.</li> </ol> <p>The Committee also recommended a speedbump for Downing Hall at the 116 side that slopes down to the baseball field. There is no proposed increase for Faculty/Staff Parking Permits.</p> <p>The committee is asking that the extra money received go back to Public Safety to hire students to patrol parking lots. These student workers would also be utilized to help operate the SGA van for student transport to extended parking locations and the excess funds will help offset operational costs for the SGA van such as fuel, maintenance, etc. Security lighting and upkeep of current parking lots could also be an option as well as expediting the construction of additional parking areas. Mr. Caudill said the money for these areas would need to go to Physical Plant.</p> <p>These recommendations were incorporated into the proposed fee schedule that will go forward to the Board of Regents for approval.</p>

**Old Business**

<b>Motion:</b>	The proposed revisions to PG-58 be accepted by the body as presented	
	<b>Proposed:</b> Personnel Policies and Benefits Committee	<b>Seconded:</b> None Needed
<b>Called for Vote:</b>	Passed	

**New Business** - none**Discussion**

Roger Barker said that all employees will be getting a form to sign in reference to the new HIPAA Privacy Laws. Every employee that is a member of the health insurance plan must sign an acknowledgment of receipt of the HIPAA Guidelines and return it to Human Resources. Employees cannot have health insurance if they do not sign this form. Please inform your constituents.

Vice-Chair Jessie asked if paper ballots could be used the day of the election. Rep. LaFontaine said paper ballots could be used in an emergency, but that will not be advertised. Staff will have three voting options: absentee, vote by paper on Tuesday, and online voting on Wednesday. Rep. Moore pointed out that people can vote by paper, they just need to do it on Tuesday instead of Wednesday.

Rep. Kegley asked about the possibility of voters writing-in names. The online voting screen does not have a write-in option, but Rep. D. Sammons said it could be done with a programming change from Information Technology. Rep. Mackin reminded us that according to the bylaws, candidates must sign a form agreeing to run for office. If we go by the bylaws, write-ins are not allowed. The Credentials and Elections Committee will look into this matter.

Chair Pace asked if there were any questions for Dana Baldridge, Director of Payroll, about the possibility of going to a weekly payroll. Rep. LaFontaine asked if there would be any savings on taxes if employees were paid weekly instead of biweekly. Ms. Baldridge said there is no tax advantage whatsoever. The IRS has an annualized tax structure and no matter how the pie is sliced the amount of taxes will be the same.

**Regent Report**

Gene Caudill reported that the big topics at the last meeting were the salary increase and tuition increase. Tuition is set to increase by 15-18% according to the amount needed for the budget. Mr. Walters said the rate will be finalized at the Board of Regents meeting on June 6.

**Announcements**

On June 2 we will have our annual Staff Congress luncheon where we bring in newly elected members. The luncheon will be at 11:30 a.m. in Breck 302. The monthly Staff Congress meeting will follow the luncheon at 1 p.m.

<b>Motion:</b>	To adjourn	
	<b>Proposed:</b> Rep. Kegley	<b>Seconded:</b> Rep. LaFontaine
<b>Called for Vote:</b>	Passed	

Minutes submitted by: Rhonda Crisp, Secretary

**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
MAY 5, 2003**

**MEMBERS:**

Darlene Allen	Lisa Caskey	*David Jessie	*Carole Morella	*Rhonda Sloan	Jonell Tobin
Sharon Beller	Joy Cecil	Linda Kegley	Lora Pace	Tim Smith	Maurice White
Brad Bennington	Gaylena Cline	M. LaFontaine	Darlene Ramey	Doug Snedegar	Rick Williams
*Larry Besant	Rhonda Crisp	Rhonda Mackin	*Belva Sammons	Stephanie Stewart	
T. Bumgardner	Mike Hopper	*Pam Moore	Dallas Sammons	*Willis Taylor	

\*Denotes member was absent

<b>Guests:</b>	Roger Barker-Director of Human Resources
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Chair Pace called the meeting to order at 1:05 p.m. A quorum was present. Roger Barker was welcomed.

<b>Motion:</b>	To approve the April 7, 2003 minutes as submitted	
	<b>Proposed:</b> Rep. Kegley	<b>Seconded:</b> Rep. Ramey
<b>Called for Vote:</b>	Passed	

<b>Chair's Report</b>	<p>Chair Pace reported that she is still working on details for the June Luncheon. The Luncheon will be June 2 at 11:30 a.m. The new catering people do not want us to have the Luncheon in Breckinridge 302 as previously announced. The new location will probably be the Alumni Cafeteria. If the Alumni Cafeteria location does not work out, we might use the Fulbright Auditorium in Baird Music Hall as our second choice. We are awaiting final confirmation from catering about the location. Various administrators and newly elected Staff Congress members will be invited. The location of the luncheon will be included in invitations that will be sent out in the next few days. Following the luncheon will be the last meeting of the fiscal year. Members that are leaving Staff Congress will be recognized for their time of service. New officers will be elected in July.</p> <p>Barbara Ward has left the university. Her position with Staff Congress will remain open for the remainder of the fiscal year. Her position was up for re-election anyway so this will have no effect on the election.</p> <p>Thirty-seven people attended the forum. Fourteen were Staff Congress members and twenty-three were other staff. Good comments have been received about the forum. Please email any comments about improvements that can be made to the forum to Chair Pace. The officers of Staff Congress are developing a mini-handbook for new officers outlining steps taken to complete certain tasks, timelines, etc. Information about the planning of the forum will be included in this handbook for future reference.</p>
<b>Vice-Chair's Report</b>	Vice-Chair Jessie was absent. No report

<b>Secretary's Report</b>	The month of April, \$155.65 was spent out of the supply account. \$89.76 was spent for printing of the sample ballot and voting instructions for the election, \$39.14 for refreshments, and \$26.75 for printing the voting instructions reminder and forum information for the election. There is a remaining supply balance of \$1,261.56. The final amount for the forum refreshments has not yet been received. The amount will be reported at the next meeting.
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### Committee Reports

<b>Credentials and Elections</b>	<p>Rep. LaFontaine reported that she and Rep. Snedegar met with the Regent candidates on April 9 concerning the election and format of the forum.</p> <p>Absentee ballots are available until May 9. There have been 15 absentee ballots to date. Paper ballots are available May 13 and online voting will be May 14. There is a sign-up sheet going around the room for members to sign-up to help at the polling locations on Wednesday May 14. Candidates are not eligible to help at the polling place.</p> <p>The Staff Congress Web site contains information about the election. Also, the Faculty/Staff page on the MSU Web site has an election button with information. It also links to the Staff Congress site. Rep. Snedegar worked with April Nutter to get the information online.</p> <p>Online voting will open at 6 a.m. instead of 7 a.m. to accommodate employees on the night shift. That is the earliest we can open up voting according to Information Technology. Also, absentee ballots can be hand-delivered if needed. Just as a reminder, online voters must have an active AIMS account. Everyone should check in advance to make sure their account is active. For staff needing access to a computer for online voting, computers will be available in the Rice Maintenance Building Conference Room and Seminar Room 023 in Thompson Hall from 7 a.m. to 5 p.m. Paper ballots on Tuesday, May 13 will be available in HM 111, Gaylena Cline's office.</p>
<b>University Standing Appointments</b>	Rep. Stewart reported that she is still receiving surveys and will continue to receive them until May 15. Only one person from Skilled Crafts has replied; no one has replied from Service Maintenance. She will give a stack of surveys to Linda Kegley, David Jessie, and Todd Thacker to distribute to employees in these categories. Hopefully, some of them will respond.
<b>Fiscal Affairs</b>	Rep. B. Sammons was absent. No report.
<b>Personnel Policies and Benefits</b>	Rep. Besant was absent. Rep. Bennington had no report.
<b>Ad-Hoc Parking Committee</b>	No report

Old Business - none

New Business - none

## Discussion

Rep. Stewart would like for Staff Congress to run a shuttle for people who would like to vote but do not have transportation. She had heard someone else was going to run a shuttle and felt it would be better if we did it. Chair Pace said she had checked into the situation and didn't find anybody planning to run a shuttle van. Rep. LaFontaine pointed out that if we run a shuttle, the driver would have to have clearance to drive an MSU van and have the proper driver's license. Most members felt a van was not needed, but they would be glad to drive voters to the polling place themselves. Congress has made it very easy to vote by offering three voting options: absentee until May 9, paper ballots on May 13, online voting on May 14. Staff can vote by absentee ballot if they don't want to vote online or do not have transportation. Rep. LaFontaine will be happy to deliver an absentee ballot to anyone who needs it.

Roger Barker said employees will be getting another reminder about the HIPAA privacy laws soon. Also, there is no information yet about health insurance for next year.

## Regent Report - none

## Announcements

There will be a Cystic Fibrosis Golf Tournament on Thursday June 5 at the MSU course. There will be an 8 a.m. check-in and a shotgun start at 8:30 a.m. The entry fee is probably around \$20.00 or \$25.00 per person, but call David Jessie for the exact amount. There will be lunch and prizes. The tournament is a scramble.

Don't forget the election.

June 2 at 11:30 a.m. will be the Staff Congress Luncheon.

<b>Motion:</b>	To adjourn	
	<b>Proposed:</b> Rep. Cecil	<b>Seconded:</b> Rep. Kegley
<b>Called for Vote:</b>	Passed	

Minutes submitted by: Rhonda Crisp, Secretary

**MOREHEAD STATE UNIVERSITY**  
**STAFF CONGRESS MINUTES**  
**JUNE 2, 2003**

**MEMBERS:**

Darlene Allen	Lisa Caskey	David Jessie	Carole Morella	*Rhonda Sloan	Jonell Tobin
Sharon Beller	*Joy Cecil	Linda Kegley	Lora Pace	Tim Smith	*Maurice White
Brad Bennington	Gaylena Cline	M. LaFontaine	Darlene Ramey	Doug Snedegar	*Rick Williams
Larry Besant	Rhonda Crisp	*Rhonda Mackin	Belva Sammons	Stephanie Stewart	
T. Bumgardner	Mike Hopper	Pam Moore	*Dallas Sammons	*Willis Taylor	

\*Denotes member was absent

<b>Guests:</b>	Gene Caudill-Director of Physical Plant & Staff Regent, New Members: Ed Beam, Kristie Jenkins, Donna King, Jeffrey Liles, Amy Moore, Cindy Thompson
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Chair Pace called the meeting to order at 12:36 p.m. A quorum was present.

<b>Motion:</b>	To approve the May 5, 2003 minutes as submitted	
	<b>Proposed:</b> Rep. Kegley	<b>Seconded:</b> Rep. Allen
<b>Called for Vote:</b>	Passed	

<b>Chair's Report</b>	Chair Pace reported that salary increases will be voted on Friday by the Board of Regents. Employees can find out the amount of their raise by talking with their supervisor or looking at the Personnel Roster at the Circulation Desk at the Library.  Vice-Chair Jessie will contact new members before the July meeting about committee placement.
<b>Vice-Chair's Report</b>	No report.
<b>Secretary's Report</b>	The month of May, \$170.47 was spent out of the supply account. \$105.58 was spent for Staff Regent Forum refreshments and \$64.89 was spent for May refreshments. \$430.92 was transferred from Travel to Supplies so it could be used to purchase needed items. There is a remaining balance of \$1,522.01 in the supply account.

**Committee Reports**

<b>Credentials and Elections</b>	Rep. LaFontaine reported that the election went well. The committee has not met since the election, but there will probably be some suggestions to streamline the election process at a later date. There is a handout available up front that outlines the voting patterns for the past four years. The voter turnout was slightly above 50%. There was a 58% voter turnout at the last Regent election. There were 384 total voters; 254 staff members voted online and 130 voted by paper or absentee ballot.
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<b>University Standing Appointments</b>	Rep. Stewart reported that she has stopped receiving surveys. The committee will make appointments in July for Congress to vote on in August.
<b>Fiscal Affairs</b>	No report.
<b>Personnel Policies and Benefits</b>	No Report. Rep. Besant thanked the committee for all their hard work.

**Old Business** - none

**New Business** - none

**Discussion** - none

### **Regent Report**

Staff Regent Caudill reported that the next Board of Regents meeting is June 6. The personnel roster, budget, and other major items will be discussed. He will give a report at the next meeting.

### **Announcements**

The next meeting is July 7 at 1 p.m. in Breck 309. New officers and committee chairs will be elected.

The Cystic Fibrosis Golf Scramble is Thursday, June 5. Contact Vice-Chair Jessie for more information.

<b>Motion:</b>	To adjourn	
	<b>Proposed:</b> Rep. Stewart	<b>Seconded:</b> Rep. LaFontaine
<b>Called for Vote:</b>	Passed	

Minutes submitted by: Rhonda Crisp, Secretary

**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
JULY 7, 2003**

**MEMBERS:**

*Darlene Allen	Gaylena Cline	Linda Kegley	*Amy Moore	Rhonda Sloan	Jonell Tobin
Ed Beam	Rhonda Crisp	Donna King	Pam Moore	*Doug Snedegar	Rick Williams
T. Bumgardner	Mike Hopper	M. LaFontaine	Lora Pace	Stephanie Stewart	
Lisa Caskey	Kristie Jenkins	Jeffrey Liles	Belva Sammons	Willis Taylor	
*Joy Cecil	David Jessie	Rhonda Mackin	Dallas Sammons	Cindy Thompson	

\*Denotes member was absent

<b>Guests:</b>	Gene Caudill-Director of Physical Plant & Staff Regent, Roger Barker-Director of Human Resources
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Chair Pace called the meeting to order at 1:06 p.m. A quorum was present.

**ELECTION OF STAFF CONGRESS OFFICERS**

Rep. LaFontaine conducted the election. Representatives Cline and P. Moore agreed to serve as tellers.

Rep. Pace and Rep. Jessie nominated for Staff Congress Chair. Rep. Pace accepted nomination; Rep. Jessie declined.

<b>Motion:</b>	To close nominations and elect Rep. Pace by acclamation	
	<b>Proposed:</b> Rep. Hopper	<b>Seconded:</b> Rep. B. Sammons
<b>Called for Vote:</b>	Passed	

Rep. Stewart nominated for Vice-Chair. Rep. Stewart accepted nomination.

<b>Motion:</b>	To close nominations and elect Rep. Stewart by acclamation	
	<b>Proposed:</b> Rep. B. Sammons	<b>Seconded:</b> Rep. P. Moore
<b>Called for Vote:</b>	Passed	

Rep. Crisp nominated for Secretary. Rep. Crisp accepted nomination.

<b>Motion:</b>	To close nominations and elect Rep. Crisp by acclamation	
	<b>Proposed:</b> Rep. Tobin	<b>Seconded:</b> Rep. Stewart
<b>Called for Vote:</b>	Passed	

Re-elected Chair Pace conducted business from this point forward.

<b>Motion:</b>	To approve the June 2, 2003 minutes as submitted	
	<b>Proposed:</b> Rep. P. Moore	<b>Seconded:</b> Rep. Caskey
<b>Called for Vote:</b>	Passed	

<b>Chair's Report</b>	Chair Pace reported that she had a brief conversation with Roger Barker concerning health insurance before the meeting today and he said he would like to start working with the Personnel Policies and Benefits Committee after they are organized today.  A calendar will be presented today. We might need to change the November meeting date due to pre-registration. We will vote on a change and the calendar in 'New Business'. Meeting space is so hard to come by, that we should make a change now if we feel it is needed.
<b>Vice-Chair's Report</b>	No report.
<b>Secretary's Report</b>	Members were asked to review an email/address list and verify their address. Minutes and agendas will be sent to these addresses each month.

### Committee Reports

<b>Credentials and Elections</b>	No report.
<b>University Standing Appointments</b>	No report.
<b>Fiscal Affairs</b>	No report.
<b>Personnel Policies and Benefits</b>	No report.

### Old Business - none

### New Business

Chair Pace distributed the Executive Council's Recommendation for University Standing Committees. According to the bylaws, nominations were opened up so members could move to another committee if they so desired. No committee change nominations received.

<b>Motion:</b>	To accept the University Standing Committee member recommendations as presented	
	<b>Proposed:</b> Executive Council	<b>Seconded:</b> none needed
<b>Called for Vote:</b>	Passed	

Business was suspended to allow committees to elect Chairs and Vice-Chairs. Members must have one-year of previous Staff Congress experience to serve in a leadership capacity.

The meeting was called back to order at 1:31 p.m.

Vice-Chair Stewart announced the Chairs and Vice-Chairs for the committees. They are as follows:

**Credentials and Elections Committee:**Chair - **Margaret LaFontaine**Vice-Chair - **Doug Snedegar****Fiscal Affairs Committee:**Chair - **Belva Sammons**Vice-Chair - **Pam Moore****University Standing Appointments Committee:**Chair - **Stephanie Stewart**Vice-Chair - **Linda Kegley****Personnel Policies and Benefits Committee:**Chair - **Mike Hopper**Vice-Chair - **David Jessie**

<b>Motion:</b>	To accept newly elected Chairs and Vice-Chairs of Staff Congress Standing Committees as presented	
	<b>Proposed:</b> Vice-Chair Stewart	<b>Seconded:</b> Rep. Jessie
<b>Called for Vote:</b>	Passed	

Chair Pace asked members to look over the calendar for this year. All dates listed are the first Monday of each month with the exception of September because of Labor Day. The November 3 meeting is during advance registration week.

<b>Motion:</b>	To accept calendar as submitted	
	<b>Proposed:</b> Executive Council	<b>Seconded:</b> none needed
<b>Amendment:</b>	To change the November 3 meeting to November 10 because of pre-registration and accept the other meeting dates for the fall semester as submitted	
	<b>Proposed:</b> Rep. Tobin	<b>Seconded:</b> Rep. P. Moore
<b>Called for Vote:</b>	Passed	

**Discussion**

Rep. Hopper said there are three vacancies on Staff Congress because no one ran in two categories. Can we do anything to fill these positions since these categories are under-represented? Do the bylaws permit a special election? Rep. LaFontaine said normally we would move the next highest vote getter from the election up into a position if there is a vacancy, but since no one ran in the election we cannot do that. Rep. LaFontaine read Section 5, Article F of the bylaws that states: 'When a permanent vacancy occurs, the person receiving the next highest number of votes in the last election in the employment category in which the vacancy occurs shall be appointed. The Credentials and Elections Committee shall recommend a replacement in the event no candidate received the next highest number of votes, to the Congress for approval. In the event no candidate received the next highest number of votes or a replacement is not recommended by the Credentials and Elections Committee, the term shall remain permanently vacant until a successor has been elected.' Rep. Jessie said two previous Staff Congress members had approached him about the vacancies. They are interested in the positions. The Credentials and Elections Committee will meet before the August meeting and come back with a recommendation on this issue. Rep. B. Sammons asked if the committee decides to take action, would they come prepared with names to nominate for these positions. Members need to tell staff from the Service Maintenance or Technical Paraprofessional categories to contact Rep. LaFontaine if they are interested in serving on Staff Congress.

**Regent Report**

Staff Regent Caudill reported that budget and personnel rosters were approved at the last Board of Regents meeting. Employees have been notified of their pay raise.

### Announcements

Rep. D. Sammons announced that August 12 is opening day for new freshman coming to campus. The Student Housing Office is asking for faculty/staff volunteers to help students move in. There will not be heavy lifting involved, but volunteers will answer questions, etc. The Student Housing Office is working on a new traffic flow plan for that day. Students will check-in from 2-9 p.m.

Gene Caudill announced that the Battson-Oates Drive traffic flow direction will be reversed after blacktopping and striping is finished. Traffic flow will be one-way to second street. Rep. B. Sammons asked why parking spaces behind the library cannot stay diagonal. Mr. Caudill said there is tight traffic flow behind the library and Ginger area and there is a possibility that it will be turned into two-way traffic in the future. Parallel spaces will make more room for shuttle buses and large vehicles to maneuver. Nickell Alley traffic flow will also change. It will be going one-way, northbound. Nickell Alley is a city street; the city is making that change. Chair Pace said students will be sent letters about changes in the traffic flow patterns.

The fifth and final SOAR will be Saturday, July 12.

Rep. LaFontaine announced that University Games will happen again this year. Plans are being made, but there are no dates yet.

<b>Motion:</b>	To adjourn	
	<b>Proposed:</b> Rep. D. Sammons	<b>Seconded:</b> Rep. P. Moore
<b>Called for Vote:</b>	Passed	

Minutes submitted by: Rhonda Crisp, Secretary

**MSU ARCHIVES**

**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
AUGUST 4, 2003**

**MEMBERS:**

Darlene Allen	*Gaylena Cline	Linda Kegley	Amy Moore	*Rhonda Sloan	Jonell Tobin
*Ed Beam	Rhonda Crisp	Donna King	Pam Moore	Doug Snedegar	*Rick Williams
T. Bumgardner	*Mike Hopper	M. LaFontaine	Lora Pace	Stephanie Stewart	
Lisa Caskey	Kristie Jenkins	Jeffrey Liles	Belva Sammons	*Willis Taylor	
Joy Cecil	David Jessie	Rhonda Mackin	Dallas Sammons	Cindy Thompson	

\*Denotes member was absent

<b>Guests:</b>	Roger Barker-Director of Human Resources
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Chair Pace called the meeting to order at 1:03 p.m. A quorum was present. Roger Barker was welcomed.

<b>Motion:</b>	To approve the July 7, 2003 minutes as submitted	
	<b>Proposed:</b> Rep. Allen	<b>Seconded:</b> Rep. B. Sammons
<b>Called for Vote:</b>	Passed	

<b>Chair's Report</b>	Chair Pace reported that the September through December meetings will be held in 101 Lappin Hall. The location for the spring semester meetings will be announced at a later date.
<b>Vice-Chair's Report</b>	No report.
<b>Secretary's Report</b>	Members need to see the secretary after the meeting if they did not receive the agenda and minutes by mail or email.

**Committee Reports**

<b>Credentials and Elections</b>	Rep. LaFontaine reported that the committee met on July 15 and they have three names to submit for Staff Congress membership. She will submit the names in 'Old Business' for approval.
<b>University Standing Appointments</b>	Vice-Chair Stewart reported she has new appointments for six university standing committees. She will submit the names for approval in 'Old Business'.
<b>Fiscal Affairs</b>	No report.
<b>Personnel Policies and Benefits</b>	Rep. Jessie reported that the committee met with Roger Barker about health insurance for the coming year and received some preliminary numbers. There is nothing concrete yet. Chair Pace asked members to email health insurance concerns to Mike Hopper, David Jessie, Donna King, Amy Moore, or Lisa Caskey. They will compile a list of items that need to be addressed.

**Old Business**

Rep. LaFontaine reported that the Credentials and Elections Committee met on July 15 and they have three names to recommend for Staff Congress Membership. They looked at all of their options and decided to go completely off the board and are recommending people who have never served before. All individuals were contacted and are willing to serve.

<b>Motion:</b>	To approve the appointment of Becky Holbrook, an employee of the Bookstore, as a member of Staff Congress in the Technical/Paraprofessional Category	
	<b>Proposed:</b> Credentials & Elections Committee	<b>Seconded:</b> None Needed
<b>Called for Vote:</b>	Passed	

<b>Motion:</b>	To approve the appointment of Terry Mays, Concessions & Vending Supervisor, as a member of Staff Congress in the Service/Maintenance Category	
	<b>Proposed:</b> Credentials & Elections Committee	<b>Seconded:</b> None Needed
<b>Called for Vote:</b>	Passed	

<b>Motion:</b>	To approve the appointment of Lake Kelly, Wellness Facilities Attendant at the Swimming Pool, as a member of Staff Congress in the Service/Maintenance Category	
	<b>Proposed:</b> Credentials & Elections Committee	<b>Seconded:</b> None Needed
<b>Called for Vote:</b>	Passed	

Vice-Chair Stewart reported that the Standing Appointments Committee has recommendations to fill positions on six university standing committees. They are as follows:

Angela Thompson - Scholarship Committee  
 Pam Moore - Employee Benefits Committee  
 Rosemary Hinton - Job Reclassification Committee (Secretarial/Clerical area)  
 Linda Kegley - Job Reclassification Committee (Service/Maintenance area)  
 \*David Jessie - Alternate for Job Reclassification Committee  
 \*Pam Moore - Alternate for Job Reclassification Committee  
 Joel Pace - Intercollegiate Athletics Committee  
 William Redwine - Student Disciplinary Committee  
 April Nutter - Library Committee

There will be five or six appointments at the next meeting.

<b>Motion:</b>	To approve the appointment of new committee members on University Standing Committees as submitted	
	<b>Proposed:</b> University Standing Appointments Committee	<b>Seconded:</b> None Needed
<b>Called for Vote:</b>	Passed	

**New Business**

Vice-Chair Stewart reported that previously the Vice-Chair was in charge of doing a newsletter. Do members think it would be a benefit to staff to reintroduce a newsletter?

There was a brief discussion of the pros and cons of a newsletter. A newsletter might help generate interest in Staff Congress. The newsletter would be mailed to all staff and could be posted on a bulletin board in the Physical Plant office for employees who don't regularly get their mail. We could try it for a year and re-evaluate its benefit at that time.

<b>Motion:</b>	To start producing a Staff Congress Newsletter again	
	<b>Proposed:</b> Vice-Chair Stewart	<b>Seconded:</b> Rep. P. Moore
<b>Called for Vote:</b>	Passed	

Rep. Cecil asked why the handicapped parking spaces behind Ginger Hall are in a rocky area. She said some handicapped students who cannot drive themselves have to get out of their vehicle on the side where there are rocks and there is no way a wheelchair can roll through that area. Chair Pace said she would contact the ADA officer about our concern.

**Discussion**

Chair Pace gave out new student orientation schedules. Rep. D. Sammons did a brief presentation about traffic flow for the opening of school and student check-in dates and times. Residence Halls will open Monday, August 11 for upper class returning students. Tuesday, August 12 will be the arrival of new students - transfer and freshmen. There have been 12-15 faculty/staff volunteers to help students move in. If anyone wants to help, it's not too late to volunteer.

**Regent's Report** - none**Announcements**

Convocation will be August 12 at 10:00 a.m. in Button Auditorium. Attendees will receive a gift.

Rep. Liles said there is an NCAA Interim Self-Study Certification Report due January 2004. The NCAA requires broad university involvement. Faculty Senate and Staff Congress should be involved. He will update the group on what they need to do at a later meeting.

Rep. LaFontaine announced that the first University Game will be August 25. A list of events will be distributed at convocation. There will be a 5K run and a one mile walk this year.

Our next meeting will be the Monday following Labor Day.

<b>Motion:</b>	To adjourn	
	<b>Proposed:</b> Vice-Chair Stewart	<b>Seconded:</b> Rep. Kegley
<b>Called for Vote:</b>	Passed	

Minutes submitted by: Rhonda Crisp, Secretary

**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
SEPTEMBER 8, 2003**

**MEMBERS:**

Darlene Allen	*Gaylena Cline	David Jessie	Jeffrey Liles	Lora Pace	Stephanie Stewart
Ed Beam	Rhonda Crisp	Linda Kegley	Rhonda Mackin	Belva Sammons	*Willis Taylor
T. Bumgardner	Rebecca Holbrook	*Lake Kelly	Terry Mays	Dallas Sammons	Cindy Thompson
Lisa Caskey	Mike Hopper	*Donna King	Amy Moore	Rhonda Sloan	Jonell Tobin
Joy Cecil	Kristie Jenkins	M. LaFontaine	Pam Moore	Doug Snedegar	*Rick Williams

\*Denotes member was absent

<b>Guests:</b>	Roger Barker-Director of Human Resources, Suzanne Hogge-Assistant Director of Compensation & Benefits Human Resources, Gene Caudill-Director of Physical Plant & Staff Regent, Mike Walters-Vice President for Administration & Fiscal Services, Academic Department Specialists: Regina Kissick, Rosemary Hinton, Jennifer Madden, Penny Grier, Rose Mary Johnson
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Chair Pace called the meeting to order at 1:05 p.m. A quorum was present. Guests were welcomed.

<b>Motion:</b>	To approve the August 4, 2003 minutes as submitted	
	<b>Proposed:</b> Rep. P. Moore	<b>Seconded:</b> Rep. Kegley
<b>Called for Vote:</b>	Passed	

<b>Chair's Report</b>	<p>Chair Pace reported that she talked at length with Francene Botts-Butler about the handicapped parking situation. She is checking to make sure we are compliant with the number of van accessible spaces, but she thinks there is no problem. The law reads the spaces have to be accessible to the buildings, not in a lot and there have to be a certain number of handicapped spaces in relation to the amount of regular parking spaces on campus. Our concern is on record. Gene Caudill said that one more van accessible space was added.</p> <p>The meeting might be long today. We will continue to conduct business as long as we have quorum. Health Insurance is on the agenda and Roger Barker will do a presentation. When we get into the discussion phase, please be recognized before you speak.</p>
<b>Vice-Chair's Report</b>	Vice-Chair Stewart welcomed new Staff Congress members Terry Mays, Rebecca Holbrook, and Lake Kelly. Rep. Mays was appointed to the Standing Appointments Committee. Rep. Holbrook was appointed to the Fiscal Affairs Committee. Rep. Kelly was appointed to the Credentials and Elections Committee.
<b>Secretary's Report</b>	Secretary Crisp reported that for the month of August, \$21.20 was spent to buy new member name plates. The Supply Account balance is \$3,419.80.

**Committee Reports**

<b>Credentials and Elections</b>	Rep. LaFontaine reported that new member Rebecca Holbrook will serve in the Technical/Paraprofessional Category, a continuation of Tina McWain's position until June 30, 2004. She can choose to run for membership again at that time. Representatives Kelly and Mays will both serve one-year terms until June 30, 2004. This is according to the bylaws. They are in the Service/Maintenance Category. Their positions will be re-elected in May for two-year terms and they can also choose to run for membership again at that time.
<b>University Standing Appointments</b>	Vice-Chair Stewart reported she has new appointments for four university standing committees. She will submit the names for approval in 'Old Business'. There will be appointments to three other committees at a later date.
<b>Fiscal Affairs</b>	No report.
<b>Personnel Policies and Benefits</b>	Rep. Hopper reported that the committee met with Roger Barker on August 26 about health insurance for the coming year. Roger will do a presentation today for Staff Congress concerning health insurance.

### Old Business

Vice-Chair Stewart reported that the Standing Appointments Committee has recommendations to fill positions on four university standing committees. They are as follows:

Mike Hendrix & Kristie Jenkins - Service Committee

Rose Mary Johnson & Mike Hogge - Wellness Committee

LaRaissa Davis - Student Life Committee

Taunya Jones, Susette Redwine, Susan Maxey, Lesley White - Student Media Nominations (The President will choose two.)

<b>Motion:</b>	To approve the appointment of new committee members on University Standing Committees as submitted	
	<b>Proposed:</b> University Standing Appointments Committee	<b>Seconded:</b> None Needed
<b>Called for Vote:</b>	Passed	

Business was suspended so that Roger Barker could do a power point presentation about healthcare costs nationwide and at Morehead State University. He discussed a new insurance option that will probably be offered this year called a consumer driven healthcare plan (CDHP). It would be tied to a special reimbursement account called an HRA (Healthcare Reimbursement Arrangement). There is a 95% chance this plan will happen in some form. This option would probably replace the current base plan. After the presentation, there was a question and answer session. There is no rate information available at this time. The university is waiting on information from the actuary. Chair Pace will call a special meeting to discuss insurance within the next two weeks.

### New Business

Rep. Pam Moore reported that she has been asked by a group of Academic Department Specialists (ADS) to bring a situation to the attention of Staff Congress. The ADS's were supposed to receive an upgrade to non-exempt 6 from a 4 or 5 and receive a 7.5% pay increase. They were informed within the past couple of weeks that due to budget cuts, they would not get the upgrade or the pay increase until funds were available. They were told at one point to do a PAR reflecting the upgrade and 7.5% pay increase, then they were told not to do it because of budget issues. The ADS's would like to know how this was allowed to happen and what was the timeline between starting the upgrade and the finish of it.

They were not classified until July 18 so their pay raise would not technically take effect until July of 2004, if money is available, and it would not be retroactive. There seemed to be a problem with communication. No one seemed to know if the upgrades were approved. The ADS's are asking Staff Congress to back them and help initiate a class action grievance, to help with media coverage to bring this problem out in the open, and to help organize a meeting with President Eaglin, Provost Moore, the Deans, Department Chairs, and the Board of Regents all at the same time in the same place along with the Academic Department Specialists to discuss this issue. Some ADS's were told by their chairs or deans that they would be willing to look for funding in other areas. The ADS's would like to know if all upgrades are on hold and will their upgrades, along with the salary increase, be realized before any other single upgrades or salary increases.

### **Discussion**

Roger Barker said the ADS's should have their meeting; he wouldn't have any problem meeting with them. He was told that Dr. Moore had already met with them. Roger said the basic situation is that this was never a reclassification. They were not in the classification system to start with. This was a request to move them back into the classification system and assign them a classification. The chairs had to create a similar job description for every position. This process included several steps and that is why it took so long. The hard part of it was to determine what the proper classification was for them when they were put back into the system.

Suzanne Hogge said that in 1996 they were removed from the classification system. In 2003, Human Resources determined what classification was proper should they be put back into the classification system. Chair Pace asked the Personnel Policies and Benefits Committee to stay and meet with the ADS's present about this issue. Rep. Pam Moore said there is a deadline to file a grievance; the deadline is five days from Friday. Staff Congress can not file the grievance for the Academic Department Specialists. They must file the grievance; Staff Congress can only support it. Suzanne Hogge will also stay for the meeting to help with the timeline.

### **Regent's Report**

Staff Regent Caudill reported there was an Administrative Retreat. The Board of Regent's met Thursday evening and again on Friday. The vision for the university was discussed. There will be a type written document that he will share later.

### **Announcements**

Rep. D. Sammons thanked the members of Staff Congress who helped freshmen move in.

Rep. LaFontaine announced that the University Games are continuing. Staff may go to the Faculty/Staff Web site for a list of games still to come. The Awards Luncheon will be Wednesday, September 24 from 11 a.m. to 1 p.m.

Our next meeting will be October 6 at 1 p.m. in 101 Lappin Hall. There will also be a special meeting very soon regarding health insurance and the Academic Department Specialists issue.

Members of the Personnel Policies & Benefits Committee and any others interested need to stay for a meeting with the Academic Department Specialists.

<b>Motion:</b>	To adjourn	
	<b>Proposed:</b> Rep. B. Sammons	<b>Seconded:</b> Rep. Kegley
<b>Called for Vote:</b>	Passed	

Minutes submitted by: Rhonda Crisp, Secretary

**MOREHEAD STATE UNIVERSITY**  
**STAFF CONGRESS MINUTES - SPECIAL HEALTH INSURANCE & ADS MEETING**  
**SEPTEMBER 15, 2003**

**MEMBERS:**

Darlene Allen	Gaylena Cline	David Jessie	*Jeffrey Liles	Lora Pace	Stephanie Stewart
Ed Beam	Rhonda Crisp	Linda Kegley	Rhonda Mackin	Belva Sammons	Willis Taylor
T. Bumgardner	*Rebecca Holbrook	*Lake Kelly	Terry Mays	Dallas Sammons	Cindy Thompson
Lisa Caskey	Mike Hopper	*Donna King	Amy Moore	*Rhonda Sloan	Jonell Tobin
Joy Cecil	Kristie Jenkins	M. LaFontaine	Pam Moore	Doug Snedegar	Rick Williams

\*Denotes member was absent

<b>Guests:</b>	Gene Caudill-Director of Physical Plant & Staff Regent, Academic Department Specialist: Rose Mary Johnson, Building Services Technicians: Lisa Adkins, David Martinat, Frankie Stamper
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Chair Pace called the meeting to order at 1:05 p.m. A quorum was present. Guests were welcomed.

Chair Pace reported that there are two items on the agenda today. Since this is a special called meeting we have to stick to those two items. The first item to be considered is the recommendation concerning the Academic Department Specialists.

Rep. Hopper reported that the Personnel Policies and Benefits Committee met on September 10 and reviewed several documents that dated as far back as 1997. In 2001 there was a desire to bring Academic Department Specialists back into the classification system. They began discussing building a common job description and having all of those 19 employees rated the same. After reviewing those documents and the letter from Provost Moore, the committee voted unanimously to bring forth the following recommendation:

<b>Motion:</b>	The Personnel Policies and Benefits Committee recommends that Staff Congress support Academic Department Specialists in their effort to seek relief from the administration's decision to delay to some future uncertain date the classification of their positions to Non-Exempt 6, with appropriate raises.	
	<b>Proposed:</b> Personnel Policies & Benefits Committee	<b>Seconded:</b> None Needed
<b>Discussion:</b>	<p>Vice-Chair Stewart asked if the ADS's were upgraded, but just not getting the raise or were they not upgraded either. Rep. Hopper said it was the committees' understanding that the classification was being delayed even after the ADS's received a letter saying they were being reclassified.</p> <p>Rep. Mackin said the position upgrade was denied also. The ADS's are still grade 4 or 5 and ADS 1 or 2. The ADS's have filed an appeal with Human Resources; it was turned in Wednesday morning. Human Resources has five working days to respond. If the recommendation is passed by Staff Congress, the letter will go to Human Resources.</p>	
<b>Called for Vote:</b>	Passed	

A letter will be drafted and sent.

Chair Pace said the second issue today is Health Insurance. She hasn't heard anything about rates yet,

but she is trying to schedule a meeting with the President.

Rep. Hopper said at the same meeting on September 10, the committee reviewed Roger Barker's presentation on the CDHP and it seemed from the discussion at the last Staff Congress meeting as if the CDHP would take the place of the base plan. The committee came forward with the following recommendation:

<b>Motion:</b>	<p>The Personnel Policies and Benefits Committee recommends that Staff Congress ask for and support the inclusion of three health care options for the coming year: 1) the proposed CDHP, 2) a base plan equivalent to the current plan, and 3) an HMO plan equivalent to the current plan. The committee recognizes that each plan will have to be self supporting and that premiums, deductibles, and out of pocket limits will have to be adjusted to meet projected costs. The committee further recommends that the current premium plan should be dropped as an option.</p> <p>A three option health plan would allow supply and demand forces to determine which plans staff will utilize based on plan costs.</p>		
	<table border="1"> <tr> <td data-bbox="446 734 966 808"><b>Proposed:</b> Personnel Policies &amp; Benefits Committee</td><td data-bbox="966 734 1461 808"><b>Seconded:</b> None Needed</td></tr> </table>	<b>Proposed:</b> Personnel Policies & Benefits Committee	<b>Seconded:</b> None Needed
<b>Proposed:</b> Personnel Policies & Benefits Committee	<b>Seconded:</b> None Needed		
<b>Discussion:</b>	<p>Chair Pace said as a matter of record, she has a petition in front of her with 250 signatures on it that supports this recommendation. Most signatures are from staff members; a few were from faculty members.</p> <p>Comments:</p> <ul style="list-style-type: none"> <li>• The proposal made to Staff Congress at the last meeting meant nothing without rates.</li> <li>• Members of Faculty Senate are saying they are going to recommend that we not have the CDHP as an option at all.</li> <li>• Regardless of the numbers, we need at least three plans.</li> <li>• The Web page power point presentation still says the CDHP is a 4th option.</li> <li>• There are no numbers yet, but we are trying to have some say in the number of options available.</li> <li>• We should remove the sentence from the motion that says, 'The committee recognizes that each plan will have to be self-supporting and that premiums, deductibles, and out of pocket limits will have to be adjusted to meet projected costs.' We don't want to look as if we support increases, etc. We just want to recommend that we have three plans.</li> <li>• At the cabinet meeting there were only two plans discussed.</li> <li>• We don't want to be forced into a new plan that has no history. The University of Kentucky has had major problems with this type of plan.</li> <li>• Why is there a push towards only two plans if all plans are self-supporting anyway?</li> <li>• The CDHP seems to be for people under 30 years of age, in perfect health, not married and without children. This plan is not a good idea since most people who work here are over 35.</li> <li>• There are still a lot of unknowns. There are issues that need to be explored before we have a new plan even as an option.</li> <li>• There is no information available about what will happen for couples who both work on campus.</li> <li>• We should keep the CDHP as an option. It could be beneficial for some people.</li> <li>• Something different seems to be thrown out every year to take our</li> </ul>		

	<p>attention away from the fact we are not getting numbers or accurate information. We stop talking about what our premiums are and we worry about what we are going to get on our plan. We don't know yet how well the current plan works. We shouldn't have a new plan every year. Human Resources said last year that the plan we were getting was going to shift the burden of the insurance and solve our problems. The plan has been in effect less than a year and they have no financial data, but they are already trying to change it.</p> <ul style="list-style-type: none"> <li>• The health insurance presentation made to the Personnel Policies &amp; Benefits Committee in August was different than the presentation made to Staff Congress last week.</li> <li>• We should use this year as a trial for the CDHP. If the response is bad, we shouldn't have it as an option next year.</li> </ul>
<b>Friendly Amendment:</b>	The Personnel Policies and Benefits Committee recommends that Staff Congress ask for and support the inclusion of three health care options for the coming year: 1) a base plan equivalent to the current plan, 2) an HMO plan equivalent to the current plan, and 3) the proposed CDHP on a one-year trial basis.
	<b>Proposed:</b> Rep. B. Sammons
<b>Called for Vote on Amendment:</b>	Passed
<b>Called for Vote on Recommendation:</b>	Passed

The recommendation will be sent or hand-delivered today or tomorrow to the President, Members of the Cabinet, and Faculty Senate.

The proposed recommendation will be uploaded to the Staff Congress Web site.

<b>Motion:</b>	To adjourn
	<b>Proposed:</b> Rep. P. Moore
	<b>Seconded:</b> Rep. Kegley
<b>Called for Vote:</b>	Passed

Minutes submitted by: Rhonda Crisp, Secretary

9/14/9

**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
OCTOBER 6, 2003**

**MEMBERS:**

Darlene Allen	Gaylena Cline	David Jessie	Jeffrey Liles	Lora Pace	Stephanie Stewart
Ed Beam	Rhonda Crisp	Linda Kegley	Rhonda Mackin	Belva Sammons	Willis Taylor
T. Bumgardner	Rebecca Holbrook	*Lake Kelly	Terry Mays	Dallas Sammons	Cindy Thompson
Lisa Caskey	Mike Hopper	Donna King	Amy Moore	Rhonda Sloan	Jonell Tobin
Joy Cecil	Kristie Jenkins	M. LaFontaine	Pam Moore	Doug Snedegar	Rick Williams

\*Denotes member was absent

<b>Guests:</b>	Dr. Ron Eaglin-President, Mike Walters-Vice President for Administration & Fiscal Services, Roger Barker-Director of Human Resources, Suzanne Hogge-Assistant Director of Compensation & Benefits- Human Resources, Gene Caudill-Director of Physical Plant & Staff Regent, Rosemary Hinton, Rose Mary Johnson, Brad Bennington, Linda Bowling, Mark Stamper, Lisa Adkins, Frankie Stamper, Ann Cooper, David Martinat, John Hennen
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Chair Pace called the meeting to order at 1:04 p.m. A quorum was present. Guests were welcomed.

Business was suspended for President Eaglin to talk about health insurance. The plans and costs for the coming year were presented and explained. Health insurance is currently the second largest budget item at the university. In the last six years the university went from a 1.8 million dollar contribution to health insurance to about a 3.8 to 4 million dollar contribution. Total cost is a combination of what the university and the employee pays. President Eaglin would like to see everyone healthier next year than they are this year. He is willing to authorize that every employee be given 3 hours of work time per week to spend at the wellness center to be assessed, exercise and become educated about health issues. That is one idea to help achieve this goal. Also, there will be an educational Web site created to give alternatives to high cost drugs. He would like to provide information for every employee on the Web site that would show their own personal health history and where in the past years they have spent their healthcare dollars and what it really costs. This would help employees make a wise decision about which health insurance plan to choose.

<b>Motion:</b>	To approve the September 8, 2003 minutes as submitted	
	<b>Proposed:</b> Vice-Chair Stewart	<b>Seconded:</b> Rep. Kegley
<b>Called for Vote:</b>	Passed	

<b>Motion:</b>	To approve the September 15, 2003 special meeting minutes as submitted	
	<b>Proposed:</b> Vice-Chair Stewart	<b>Seconded:</b> Rep. LaFontaine
<b>Called for Vote:</b>	Passed	

<b>Chair's Report</b>	Chair Pace reported that Rep. Mackin will give an update on the ADS issue during 'discussion'.
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<b>Vice-Chair's Report</b>	Vice-Chair Stewart reported that the Staff Notes newsletter was mailed to all staff. Any comments will be appreciated.
<b>Secretary's Report</b>	Secretary Crisp reported that for the month of September, \$26.90 was spent to print and fold the Staff Notes newsletter. The Supply Account balance is \$3,392.90.

### Committee Reports

<b>Credentials and Elections</b>	No report.
<b>University Standing Appointments</b>	Vice-Chair Stewart reported that the committee will submit four names to the President for consideration for the Affirmative Action Committee. He will choose two people to serve on the committee.
<b>Fiscal Affairs</b>	No report.
<b>Personnel Policies and Benefits</b>	Rep. Hopper reported that the committee met to discuss the health insurance plan presented today. One thing that came out of the meeting that was not discussed today is that it would be a mistake for an employee to opt out of the insurance all together because for the \$444.00 an employee would pay in premiums for the CDHP, they would receive \$870.00 in an HRA account to spend on health care. They would almost double their investment.

### Old Business

Vice-Chair Stewart reported that the Standing Appointments Committee would like to submit the following names for the President's consideration for the Affirmative Action Committee:

David Jessie  
Darrell Ford  
Sheri White  
Susette Redwine

The President will choose two people to serve on the committee.

<b>Motion:</b>	To approve the names mentioned for the President's consideration for the Affirmative Action Committee as submitted	
	<b>Proposed:</b> University Standing Appointments Committee	<b>Seconded:</b> None Needed
<b>Called for Vote:</b>	Passed	

### New Business

Rep. Pam Moore reported that it has come to her attention that even though jobs are posted internally, the interview is done internally and candidates meet the requirements, in some cases the job is not offered to them solely because of the salary they are already earning. For a lateral move, a person takes their salary with them plus a 2% increase. If a person goes to a higher level position, a person takes their salary with them along with a 7.5% increase. There is a policy in place that supports this. If the university wants to keep good employees, they need to work with them not against them. The Fiscal Affairs Committee will look into this matter.

Staff Regent Caudill asked if the Fiscal Affairs Committee might look at major budget cuts that are happening and bring information back to Congress. There is a 2.6% budget cut now and an additional cut might come up before the first of the year. New cuts could start affecting people. Rep. B. Sammons and the Fiscal Affairs Committee will try to find out information about budget cuts coming up as well as talk to constituents and try to come up with ways to cut costs on campus. Email Rep. B. Sammons with suggestions on ways the university can cut costs.

### Discussion

Rep. Mackin reported that the ADS group filed step two of the appeal. She and two other people met with Suzanne Hogge of Human Resources. They received an answer from Suzanne regarding their step two appeal, but they haven't really received their answers yet. Their step two answer was that Dr. Moore's office and Human Resources should give answers to their questions. They have not received any answers yet and there is no time frame for the reply. Rep. Hopper asked if the ADS's are reclassified as NE 6. Rep. Mackin said they do not have the answer to that yet; that is one of things the ADS's would like to have clarified.

Chair Pace said last year Congress voted on whether to accept or reject the healthcare plan, but there has been some talk among members that we might not want to vote this year since we seemed to regret our decision last year. After some discussion, some members felt since we previously asked for three plans, we should voice our opinion and ask again. If we do nothing then the Board will think that we are in support of the health plans. Other members felt that the plans are already set and there is no need to do anything. The HMO is a dead issue and will definitely not be an option next year. Some members think the university should look at going into the state plan, but others feel that our rates will skyrocket if that ever happens.

### Old Business

Went back into 'Old Business' for motion.

<b>Motion:</b>	Staff Congress is dissatisfied with the 2004 health plan proposal.	
	<b>Proposed:</b> Rep. Beam	<b>Seconded:</b> Rep. Jessie
<b>Friendly Amendment:</b>	Staff Congress is dissatisfied with the 2004 health plan proposal. We still support our resolution from September 15.	
	<b>Proposed:</b> Rep. A. Moore	
<b>Called for Hand-Count Vote:</b>	12 favored 10 opposed 3 abstained  Passed	

### Regent's Report

Staff Regent Caudill reported that there is a preliminary recommendation for a 5% target for salaries next year, but no commitment yet.

### Announcements

Flu shots will be available the last week of October. Flyers will be coming out with exact dates.

Our next meeting will be November 10 in 101 Lappin Hall. We might get to meet in ADUC again after the first of the year.

New class schedules are online.

<b>Motion:</b>	To adjourn	
	<b>Proposed:</b> Rep. P. Moore	<b>Seconded:</b> Rep. Kegley
<b>Called for Vote:</b>	Passed	

Minutes submitted by: Rhonda Crisp, Secretary

**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
NOVEMBER 10, 2003**

**MSU ARCHIVES**  
91.41.9

**MEMBERS:**

Darlene Allen	*Gaylena Cline	*David Jessie	Jeffrey Liles	Lora Pace	Stephanie Stewart
Ed Beam	*Rhonda Crisp	Linda Kegley	Rhonda Mackin	Belva Sammons	*Willis Taylor
*T. Bumgardner	*R. Holbrook	Lake Kelly	*Terry Mays	*Dallas Sammons	Cindy Thompson
Lisa Caskey	Mike Hopper	Donna King	Amy Moore	Rhonda Sloan	*Jonell Tobin
Joy Cecil	Kristie Jenkins	M. LaFontaine	*Pam Moore	*Doug Snedegar	*Rick Williams

\*Denotes member was absent

<b>Guests:</b>	None
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Chair Pace called the meeting to order at 1:09 p.m. A quorum was present. New member Lake Kelly was welcomed.

<b>Motion:</b>	To approve the October 6, 2003 minutes as submitted	
	<b>Proposed:</b> Rep. Caskey	<b>Seconded:</b> Rep. Thompson
<b>Called for Vote:</b>	Passed	

<b>Chair's Report</b>	Chair Pace thanked members for all the comments submitted in reference to health insurance. It might appear that Staff Congress didn't have much input, but some improvements were made to the plans because of requests/suggestions. Open enrollment ends this Friday.
<b>Vice-Chair's Report</b>	No report.
<b>Secretary's Report</b>	Secretary Crisp was absent. Rep. Hopper gave the budget report for her. He reported that for the month of October, \$33.99 was spent for software. The Supply Account balance is \$3,358.91.

### Committee Reports

<b>Credentials and Elections</b>	No report.
<b>University Standing Appointments</b>	Vice-Chair Stewart reported that Faculty Senate had cut some staff members from committees. We will talk about this during 'discussion'. Also, David Jessie and Sheri White were chosen by the President to serve on the Affirmative Action Committee.
<b>Fiscal Affairs</b>	Rep. B. Sammons said her committee had requested information from Human Resources and they would be having a committee meeting this week. No one emailed her with any insight on how the university can save money. There will probably not be any budget information until February.

**Personnel Policies and Benefits**

Rep. Hopper said a representative of AFLAC had contacted him about offering supplemental insurance plans to MSU employees. They would be interested in offering a personal sickness supplemental plan since we are going through major health insurance changes. AFLAC also offers other plans such as cancer, accidental, etc. Would staff be interested in the Personnel Policies and Benefits Committee pursuing information about these plans? Chair Pace said we would talk about this during 'discussion'.

**Old Business**

Rep. B. Sammons asked if there was any new information about the ADS issue. Chair Pace said information would be presented in 'discussion'.

**New Business**

Rep. Stewart asked if we could investigate the possibility of having a permanent secretary for Staff Congress. Chair Pace said we would talk about this issue during 'discussion'.

**Discussion**

Rep. Mackin said the ADS's have received a reply back from Dr. Moore and Dr. Eaglin. She read memos she received from them. The memos basically said that if money became available the ADS's would be returned to the classification system. There is a freeze on classifications at this time unless there will be a savings to the department. If funds do become available, it will be retroactive. President Eaglin said in his memo that since the ADS's were removed from the classification system, they are not subject to PG-44. The positions will be not returned to the classification system until administration feels it is financially prudent to do so. Rep. Mackin said they still do not know where they stand. Since they are not in the classification system, if PG-44 does not apply to them, then does any policy apply to them? Rep. Mackin said she might send a reply back to the President.

Vice-Chair Stewart said that Faculty Senate has been eliminating staff positions from University Standing Committees without the knowledge of that staff member. Rep. LaFontaine was appointed to the athletic committee and when she had never heard about a meeting, she called to find out when the meeting was and was told she had been removed from the committee. She was told there was downsizing and reorganization of the committee, but no other explanation was given. She feels it is common courtesy to let a person know that they have been removed from a committee. Chair Pace will investigate what's going on and report at the next meeting.

Vice-Chair Stewart would like to investigate the possibility of having a permanent secretary for Staff Congress. It is hard to find someone to elect to the secretary position, because there is a lot involved in the position. The web and the budget have been added to the duties. We do have some funds available to use. We couldn't afford to hire a full-time secretary, but might could afford to hire someone on a supplemental basis. Secretary Crisp's term limit is up this year and she can't run again. There might be a Staff Congress person willing to run, but if not then maybe we could hire a supplemental person and renew the position each year. A lot of things such as the constitution might have to be changed should we decide to hire a supplemental person. We need to find out if any members are interested in the secretary position for next year.

Rep. Hopper said several staff members had approached him about the possibility of getting supplemental health insurance. They wanted the Personnel Policies and Benefits Committee to look into it. The university would not have to contribute anything other than manage the payroll side of it. Rep. Hopper talked with an AFLAC representative about it and they do offer a personal sickness supplemental plan. AFLAC would be willing to manage all paperwork. The university would not have to do anything except the payroll deductions to cover the plan. There might have to be a certain percentage of employees interested in the plan before the university would be willing to offer it. Other

insurance companies might offer supplemental plans also. The committee will meet and look at the possibilities and report back to Staff Congress.

Rep. B. Sammons mentioned that ID numbers need to be removed from mailing labels for security reasons. She has brought this up before but no action has been taken. Chair Pace will talk to Human Resources and send something to Phillip in the alumni office about this problem.

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

**Announcements**

Flu shots are still available at the clinic.

Health Insurance enrollment ends Friday, November 14.

Our next meeting will be December 1 in 101 Lappin Hall. Hopefully we will be meeting in the Riggle Room next semester, but there has been no confirmation of that yet.

Meeting was adjourned at 1:48 p.m.

Minutes submitted by: Rhonda Crisp, Secretary

## MSU ARCHIVES

**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
DECEMBER 1, 2003**

91A19

**MEMBERS:**

*Darlene Allen	Gaylena Cline	David Jessie	*Jeffrey Liles	Lora Pace	*Stephanie Stewart
Ed Beam	Rhonda Crisp	Linda Kegley	*Rhonda Mackin	Belva Sammons	Willis Taylor
*T. Bumgardner	*R. Holbrook	*Lake Kelly	*Terry Mays	*Dallas Sammons	Cindy Thompson
Lisa Caskey	Mike Hopper	Donna King	*Amy Moore	*Rhonda Sloan	Jonell Tobin
Joy Cecil	Kristie Jenkins	M. LaFontaine	Pam Moore	Doug Snedegar	*Rick Williams

\*Denotes member was absent

<b>Guests:</b>	Roger Barker-Director of Human Resources
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Chair Pace called the meeting to order at 1:05 p.m. A quorum was present. Roger Barker was welcomed.

<b>Motion:</b>	To approve the November 10, 2003 minutes as submitted	
	<b>Proposed:</b> Rep. Kegley	<b>Seconded:</b> Rep. P. Moore
<b>Called for Vote:</b>	Passed	

<b>Chair's Report</b>	<p>Chair Pace announced that all Staff Congress meetings January through June will be in the Riggle Room.</p> <p>In reference to the Athletic Committee, at the last meeting it was mentioned that Rep. LaFontaine found out she was no longer on the committee. Chair Pace emailed Chip Smith, the Athletic Director, and he said that the committee was supposed to be downsized as member terms expired. Rep. LaFontaine should be back on the committee. Mr. Smith is going to contact Chair Pace with confirmation of this, but she hasn't heard anything yet; therefore, she will contact him. Also on the same matter, Chair Pace emailed Tom Creahan, Faculty Senate Chair, expressing our unhappiness with the fact that Faculty Senate dictates what happens to staff representatives on Standing Committees. It is in their constitution that they do have the governance over all appointments to the standing committees, but Chair Creahan seems to be open to a change. Something will be brought before Staff Congress probably next month and we'll vote and see if we want to pursue this matter. If so, Staff Congress will put something formal together in the next month or two and send it to Faculty Senate.</p>
<b>Vice-Chair's Report</b>	No report.
<b>Secretary's Report</b>	No report.

**Committee Reports**

<b>Credentials and Elections</b>	No report.
<b>University Standing Appointments</b>	No report.
<b>Fiscal Affairs</b>	No report.
<b>Personnel Policies and Benefits</b>	<p>Rep. Hopper attended a University Employee Benefits Committee meeting where supplemental health insurance was discussed. There are already some companies that offer supplemental insurance to employees. AFLAC is welcome to offer it also. At least 20 employees must participate in any one plan before payroll deduction can be offered. Employees should contact participating insurance companies if they are interested in supplemental insurance. Roger Barker said Human Resources will try to get information out to employees about supplemental health insurance.</p> <p>Rep. Hopper announced that there has been a question about PG-24 'Time Off for Death in Family or Funeral'. The list of immediate family does not include son-in-law or daughter-in-law at this time. After talking with Roger Barker in Human Resources, he feels it was just an oversight. Staff Congress should explore making a recommendation to add son-in-law and daughter-in-law to the list of immediate family. The Personnel Policies and Benefits Committee will meet about this issue and make a recommendation in January.</p>

**Old Business** - none

**New Business** - none

### **Discussion**

Rep. Hopper said there was a concern expressed by Tom Creahan, Chair of Faculty Senate, that the University Benefits Committee by structure is chaired by the Director of Human Resources. Faculty Senate would like for the Chair of the University Benefits Committee to be selected by the members of the committee and the Director of Human Resources become an ex-officio member. Rep. Hopper spoke with Roger Barker and he was very supportive of the idea. Tom Creahan asked if Staff Congress would support the change with some type of resolution or draft. The Personnel Policies and Benefits Committee will meet on this matter and bring a recommendation to Staff Congress in January. Roger Barker suggested that the committee look at the length of terms when discussing this issue. The terms need to be as long as possible; he would suggest four years. The issues are hard to understand and the committee is much more successful with members who have been there for a long time.

Rep. Tobin said that some staff had asked her about the return-to-work date of January 2 after the holiday break. Is there a possibility of that date being delayed to January 5? Roger Barker said he has not heard of that happening. Rep. B. Sammons mentioned that employees can take that day as vacation if they want.

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

### **Announcements**

Our next meeting will be January 5 in the Riggle Room.

<b>Motion:</b>	To adjourn	
	<b>Proposed:</b> Rep. P. Moore	<b>Seconded:</b> Rep. Caskey
<b>Called for Vote:</b>	Passed	

Minutes submitted by: Rhonda Crisp, Secretary