

Staff Congress Minutes

MOREHEAD STATE UNIVERSITY

STAFF CONGRESS MINUTES

March 7, 2005

MEMBERS:

Darlene Allen	Rhonda Crisp	David Jessie	Rhonda Mackin	Belva Sammons	*Willis Taylor
Ed Beam	*Ray Crum	Linda Kegley	Amy Moore	Dallas Sammons	Cindy Thompson
Lisa Caskey	Kim Fultz	*Donna King	*Pam Moore	Rhonda Sloan	Jonell Tobin
Joy Cecil	Phillip James	M. LaFontaine	April Nutter	Doug Snedegar	Terry White
Gaylena Cline	Kristie Jenkins	Jeffrey Liles	*Darlene Ramey	Stephanie Stewart	*Elizabeth Williams

*Denotes member was absent

Guests:	Roger Barker, Director of Human Resources
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Chair Jessie called the meeting to order at 1:00 p.m. A quorum was present.

Motion:	To approve the February 7, 2005 meeting minutes.	
	Proposed: Rep. Stewart	Seconded: Rep. Tobin
Called for Vote:	Motion was passed.	

Chair's Report	Chair Jessie reported that he had met with Dr. Andrews last Friday and formally invited him to a Staff Congress meeting. President Andrews will be attending the April 4 Staff Congress meeting. Chair Jessie discussed with President Andrews the rumor of eliminating Spring Break and Christmas Break by 2006. President Andrews assured Chair Jessie that these were nothing but rumors. President Andrews told Chair Jessie that these issues have not been discussed. Chair Jessie and President Andrews also discussed health insurance rates for the coming year and talked about a 3% pay raise, which would be comprised of 1% merit and 2% across the board. Chair Jessie also reported that Staff Congress now has a computer which has been given to Secretary Caskey. He also reported that all of Staff Congress' files have been moved to Waterfield Hall 136. He also informed members that Waterfield Hall 136 can be used as a meeting room if tables and chairs should become available.
Vice-Chair's Report	No report.

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Secretary's Report	Secretary Caskey reported that for the month of February \$62.06 was spent on refreshments and \$7.00 was spent on cassette tapes to record minutes of meetings leaving a balance of \$2,094.94.
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Committee Reports

Credentials and Elections	Rep. LaFontaine reported that a call for nominations for Staff Congress elections in May had been sent out to all staff members. She also reported that reminders regarding Staff Congress elections would be sent out the end of the week or early next week. Rep. LaFontaine announced that the deadline for nominations is March 18. She also reported that a sample ballot for elections will be sent to all staff members after Spring Break. Rep. LaFontaine reported that Staff Congress elections will be held on Wednesday, May 18.
University Standing Appointments	No report.
Fiscal Affairs	No report.
Personnel Policies and Benefits	Rep. A. Moore reported that the University Committee met last month to discuss a wellness initiative and to discuss drafting a health care survey for staff members to complete. They are going to try to send survey out in April.

Old Business

Rep. Crisp asked about the on-line faculty/staff directory that was discussed at the February meeting. Rep. A. Moore said that she had discussed this with Drew Henderson and that the on-line directory was slated to go out in the next few weeks.

Rep. B. Sammons asked Rep. A. Moore to discuss, in further detail, the wellness plan. Rep. A. Moore reported that one item that Staff Congress requested with health insurance was an wellness initiative. Rep. A. Moore reported that David Hoke from University of Kentucky attended a University Benefits Committee meeting and discussed what UK is doing with their wellness program. Presently MSU is considering an on-line survey regarding health issues. This survey would be used to encourage staff members to start thinking about their health. Rep. A. Moore explained that once a month staff members would go on-line to answer these surveys. Based on staff members answers, the survey would be able to detect if one was ready to make changes regarding their health. If so, the program would then tailor a health program for one to begin. Rep.. A. Moore also announced that a third party would be conducting these surveys.

New Business

Rep. Tobin discussed the three MSU students who were killed in a car accident this past weekend. She

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went on to commend Dr. Andrews for attending the visitation for Whitney Allen and asking about the visitations for the other two students.

Discussion

Rep. Stewart reported that she appreciated the changes that OHR had made to their OHR Bulletin. The change included printing where the new hires and transfers would be working.

Rep. Crisp asked if Staff Congress had received any information from President Andrews regarding health insurance. Chair Jessie said no, but it had been suggested that if the rate increase is no more than 8%, the University might consider covering the increase 100%. This would mean that this increase would not be passed on to faculty/staff.

Regent's Report - No report.

Announcements

Chair Jessie announced that the Board of Regents would be meeting on Thursday, March 10.

Rep. D. Sammons announced that the new Dean of Students, Kevin Koett had been hired and would be on campus this week for three day. He will officially be on board in May. Kevin Koett comes to MSU from Carson-Newman College.

Rep. LaFontaine announced that the bell tower will toll at 2:00 p.m. today for the three students who were killed in a car accident this past weekend.

Chair Jessie announced that there will be an Open House this Saturday, March 12.

Chair Jessie announced that the Boys 16th Region Basketball Tournament begins tonight at the AAC.

Chair Jessie announced that the next Staff Congress meeting will be Monday, April 4 at 1:00 p.m. in the Riggle Room.

Meeting was adjourned at 1:17 p.m.

Minutes submitted by: Lisa Caskey, Secretary

Staff Congress Minutes

MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
May 2, 2005

MEMBERS:

Darlene Allen	Rhonda Crisp	David Jessie	Rhonda Mackin	Belva Sammons	*Willis Taylor
*Ed Beam	Ray Crum	Linda Kegley	Amy Moore	Dallas Sammons	Cindy Thompson
Lisa Caskey	*Kim Fultz	Donna King	Pam Moore	Rhonda Sloan	Jonell Tobin
Joy Cecil	Phillip James	M. LaFontaine	April Nutter	Doug Snedegar	Terry White
Gaylena Cline	Kristie Jenkins	Jeffrey Liles	Darlene Ramey	Stephanie Stewart	Elizabeth Williams

*Denotes member was absent

Guests:	Roger Barker, Director of Human Resources, Lora Pace, First Year Program & Retention Director; and Jerome Stephens, Student Activities Coordinator
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Chair Jessie called the meeting to order at 1:03 p.m. A quorum was present.

Motion:	To approve the April 4, 2005 meeting minutes.	
	Proposed: Rep. James	Seconded: Rep. Stewart
Called for Vote:	Motion was passed with corrections on page two. Change Lora Paced to Lora Pace.	

Chair's Report	Chair Jessie reported that the President's Council had met on Wednesday, April 27. The council discussed five main items at this meeting. Chair Jessie passed around a sheet describing the five items to be discussed which included: Communication Plan for new business procedures, President's Leadership Academy, Update on Laptop Computer Program, Diversity Program and Federal Relations Proposal Process.
Vice-Chair's Report	No report.
Secretary's Report	Secretary Caskey reported the following expenses for the month of March: \$62.06 on refreshments and \$76.00 on Staff Congress election sample ballots, leaving a balance of \$1,730.22.

Committee Reports

Staff Congress Minutes

Credentials and Elections	Rep. LaFontaine reported that as of this date there was only one absentee ballot that had been cast for this year's election. Rep. LaFontaine also reported that Rep. Snedegar would be handling this year's election since she is running for a seat on the ballot. Rep. LaFontaine reminded Staff Congress members that the on-line voting would open on Wednesday, May 18. She also asked Staff Congress members to remind their constituents about the upcoming election.
University Standing Appointments	No report.
Fiscal Affairs	No report.
Personnel Policies and Benefits	No report.

Old Business

Rep. Kegley asked if anyone had checked to see if it would be possible for employees with 15 years of service to receive a discount on parking decals. Rep. A. Moore stated that she had passed this on to the committee in charge of parking. Rep. A. Moore stated that she would go back to the chair of this committee and see what decision had been made.

New Business

Rep. D. Sammons asked Rep. LaFontaine if the on-line voting program prevented staff members from voting again if they cast an absentee ballot. She also stated that if the on-line voting was open for a longer period of time maybe this would cut down on the number of staff members who cast absentee ballots. Rep. LaFontaine stated that employees can vote from any computer that has internet access. Rep. LaFontaine stated that as of this date only one absentee ballot had been cast and that last year we had about 30 people on campus to vote by absentee ballot. Lora Pace asked if poll stations would be open throughout campus this year. Rep. LaFontaine responded no because these polls were used very little last year and the Elections and Credentials Committee did not feel the need for them this year as there are computer stations placed throughout campus. Rep. D. Sammons then stated that they might want to consider having the on-line voting open for a longer period of time for elections in the future. Rep. LaFontaine stated that she would check with IRCA to see if this would be possible.

Rep. P. Moore stated that after last week's meeting with the President it looked as if the University will not be doing away with the merit pay system, she also asked if it would be possible for someone to look at the evaluation process to possibly make it a simpler form. Roger Barker replied that Staff Congress was the one who came up with the current form; therefore it needs to begin with Staff Congress. Rep. B. Sammons replied that previously there was a much longer form that Human Resources had developed and that the current form was streamlined from that one. Rep. P. Moore stated that if Staff Congress started working on this now then maybe a simpler form could be in place by January 2006. Rep. A. Moore asked if OHR ever looked at other merit based systems. Roger Barker replied no. Chair Jessie asked if we were the only university with a merit based system. Roger

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Rep. Thompson announced that the Employee Picnic would be held on Tuesday, May 10 10:45 a.m. to 2:00 p.m.

Rep. White announced that the renovation on Button Hall entrance would begin today or tomorrow.

Rep. D. Sammons announced that graduation would be held on Saturday, May 14.

Rep. B. Sammons announced that University Health Awareness week was coming up and that red ribbons would be sent to Staff Congress members via campus mail.

Rep. Stewart announced that next month there would be a Staff Congress luncheon for newly elected and outgoing members. An e-mail will be sent to everyone with more details.

Chair Jessie announced that an e-mail would be sent to Staff Congress members letting them know the date and time of June's meeting.

Meeting was adjourned at 2:00 p.m.

Minutes submitted by: Lisa Caskey, Secretary

MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
June 7, 2005

MEMBERS:

*Darlene Allen	Rhonda Crisp	David Jessie	Rhonda Mackin	Belva Sammons	*Willis Taylor
Ed Beam	*Ray Crum	Linda Kegley	Amy Moore	Dallas Sammons	Cindy Thompson
Lisa Caskey	*Kim Fultz	Donna King	Pam Moore	*Rhonda Sloan	Jonell Tobin
*Joy Cecil	Phillip James	M. LaFontaine	April Nutter	Doug Snedegar	Terry White
Gaylena Cline	Kristie Jenkins	*Jeffrey Liles	Darlene Ramey	Stephanie Stewart	Elizabeth Williams

*Denotes member was absent

Guests:	Lora Pace, Chair Ex-officio of Staff Congress and First Year Program & Retention Director
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Chair Jessie called the meeting to order at 12:30 p.m. A quorum was present.

Motion:	To approve the May 2, 2005 meeting minutes.	
	Proposed: Rep. James	Seconded: Rep. LaFontaine
Called for Vote:	Approved with corrections on Page 2, paragraph two of "New Business" change "University may be doing away with merit pay system" to "University will not be doing away with merit pay system.". Also on Page 2, paragraph three under "New Business" change "President's Leadership Council" to "President's Leadership Academy". Page 3 first sentence change "council" to "group". Last sentence of paragraph one change "academics" to "academy"	

Chair's Report	Chair Jessie thanked everyone for attending today's luncheon. He then introduced new Staff Congress members Todd Thacker and Rosemary Hinton. He told the new members that they would be receiving their Staff Congress pins at the first meeting in July. Chair Jessie reported that he had met with President Andrews this morning to discuss some issues. He will meet with the Executive Council before the July meeting to go into further detail about this discussion. Chair Jessie then presented Rep. Belva Sammons with a plaque for her 15 years of service to Staff Congress. Belva will be retiring from MSU the end of the July.
Vice-Chair's Report	No report.
Secretary's Report	No report.

Committee Reports

Credentials and Elections	Rep. LaFontaine reported that all went well with this year's Staff Congress elections. She then gave the floor to Rep. Snedegar to report on the election results. Rep. Snedegar stated that he would like to thank Rep. Nutter and Sec. Caskey for all of their help and patience with making sure that everything was on-line for this year's elections. He reported that the number of eligible voters was up this year. He also reported that the number of people who voted on-line was up this year and that paper ballot voting was down this year. Rep. Snedegar reported that voting for the Service and Maintenance category was down this year as well as Skilled Crafts and Technical/Paraprofessional categories. Secretarial/Clerical and Professional/Non-Faculty categories had an increase in voting. The Executive/Administrative/Managerial category had no change in voting practices. He then named the elected representatives for each category that had nominees to be elected. The elected representatives are as follows: At-Large - David Jessie, Rhonda Mackin and Todd Thacker; Professional/Non-Faculty - Shannon Harr and Margaret LaFontaine; Secretarial/Clerical - Rosemary Hinton and Pam Moore; Service/Maintenance - Linda Kegley.
University Standing Appointments	Rep. Stewart reported that she had sent out surveys for committee assignments. She also reported that she still had not received any back from Service and Maintenance employees.
Fiscal Affairs	No report.
Personnel Policies and Benefits	No report.

Old Business

Rep. A. Moore reported that at a previous meeting her committee was asked to check on service awards. She noted that there is a Service Committee on campus that makes the decisions on what to award employees for their years of service. The Chair of that committee asked Rep. A. Moore to go back to Staff Congress for recommendations on what types of awards they would like to see be given to staff members. Chair Jessie asked for any suggestions for service awards, be given to Rep. A. Moore for the committee to discuss.

New Business

Rep. James suggested that during the July meeting candidates for offices held give a brief speech as to why they would be the best candidate for an office in Staff Congress. Rep. B. Sammons said that years ago this used to be done but then it got to where no one would accept a nomination because they did not feel comfortable speaking before the Staff Congress. She added that she felt this would be a good procedure to start again. Chair Jessie then called for a motion.

Motion:	For the nominees of Staff Congress officers to give a brief speech as to why they would be a good candidate, then they would leave the room for Staff Congress members to hold a discussion regarding the nominees. After Staff Congress' discussion, nominees would then return and the election would then be held for the offices.	
	Proposed: Rep. James	Seconded: Rep. A. Moore

Called for Vote: **Motion passed.**

Discussion

Rep. LaFontaine discussed how Staff Congress could handle filling Rep. B. Sammons position once she retires at the end of the month and how to fill positions in categories that had no nominees to be voted on during this year's elections.. Rep. LaFontaine said that for categories that had no nominees, we could move members from the At-Large category into their respective job categories where they would then complete a three-year term. We would then propose the persons from the At-Large category with the next highest votes to complete the remainder of the terms. She reported that when Rep. B. Sammons retires we would take the person with the next highest vote in the Professional/Non-Faculty category to complete that term. New Staff Congress member Todd Thacker asked if the by-laws allowed us to move Staff Congress members around from one category to another without them resigning from their present category. Rep. B. Sammons said that this had been done in previous years. Chair Jessie asked Rep. LaFontaine to get her committee together to check Staff Congress' By-Laws to see if this would be possible and to report back on the matter at our July meeting.

Regent's Report - No report.

Announcements

Rep. James announced that the Breckinridge High School reunion would be held on-campus June 17, 18 and 19.

Rep. LaFontaine announced that the 9th Annual University Games would be held again this Fall. The committee would begin work soon to set the date and activities. She asked if anyone has suggestions for games to see her.

Rep. D. Sammons announced that Cartmell Hall doors are now being accessed by students with their ID cards. In the Fall all dorms should have this ability.

Rep. Tobin announced that Route 7 and Highway 519 would be closed all week.

Rep. Thompson announced that there would be a Hoops for Hope basketball game on Saturday, June 11 at 5:00 p.m. at Rowan County Senior High School to benefit Amy Hardman. Donations can be given at the United Methodist Church. Amy is the daughter of Theresa Hardman who is a faculty member in the Department of Health, P. E. and Sports Sciences

Meeting was adjourned at 1:06 p.m.

Minutes submitted by: Lisa Caskey, Secretary

**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
JULY 11, 2005**

MEMBERS:

Ed Beam	Shannon Harr	Linda Kegley	Amy Moore	Dallas Sammons	Jonell Tobin
Lisa Caskey	Rosemary Hinton	Donna King	Pam Moore	Doug Snedegar	Terry White
Rhonda Crisp	Phillip James	Margaret LaFontaine	April Nutter	Stephanie Stewart	Elizabeth Williams
Ray Crum	Kristie Jenkins	Jeffrey Liles	Darlene Ramey	Todd Thacker	
Kim Fultz	David Jessie	Rhonda Mackin	Belva Sammons	Cindy Thompson	

*Denotes member was absent

Guests:	Gene Caudill-Staff Regent & Director of Physical Plant, Roger Barker-Director of Human Resources, Gaylena Cline-Payroll Assistant, Lora Pace-Ex Officio Chair of Staff Congress and First Year Program & Retention Director
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Chair Jessie called the meeting to order at 12:10 p.m. A quorum was present.

Chair's Report	Chair Jessie thanked members of Congress for allowing the time change for today's meeting to accommodate members who need to attend the Office of Human Resources Pinning Ceremony at 2 p.m.
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Motion:	To approve the June 7, 2005 minutes with the following corrections. Change 'was' to 'is' and 'Department of Health, P.E. and Recreation' to 'Department of Health, P.E. and Sport Sciences' in the last paragraph under announcements.	
	Proposed: Rep. LaFontaine	Seconded: Rep. P. Moore
Called for Vote:	Passed	

ELECTION OF STAFF CONGRESS OFFICERS

Rep. LaFontaine conducted the election. Rep. Pam Moore and Rep. Doug Snedegar served as tellers.

Rep. Dallas Sammons and Rep. David Jessie nominated for Staff Congress Chair. Both accepted the nomination.

Motion:	To cease nominations	
	Proposed: Rep. B. Sammons	Seconded: Rep. James
Called for Vote:	Passed	

Rep. David Jessie elected as Chair.

Rep. Jonell Tobin, Rep. Ed Beam, Rep. Phillip James, and Rep. Stephanie Stewart nominated for Staff Congress Vice-Chair. All four accepted the nomination.

Motion:	To cease nominations	
	Proposed: Chair Jessie	Seconded: Rep. B. Sammons
Called for Vote:	Passed	

Rep. Ed Beam elected as Vice-Chair.

Rep. Lisa Caskey and Rep. Rhonda Crisp nominated for Staff Congress Secretary. Both accepted the nomination.

Motion:	To cease nominations	
	Proposed: Chair Jessie	Seconded: Rep. James
Called for Vote:	Passed	

Rep. Rhonda Crisp elected as Secretary.

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

Vice-Chair's Report	No Report
Secretary's Report	No Report

Committee Reports

Credentials and Elections	<p>Rep. LaFontaine reported that Rep. Belva Sammons has resigned from Staff Congress effective July 29, 2005 due to her retirement from the university.</p> <p>The Credentials and Elections Committee met on June 10 to discuss Rep. B. Sammons retirement and the two vacancies on Congress. As per the bylaws, William Salazar, who was the next highest vote getter during the election in that EEO category, was contacted and he agreed to replace Belva Sammons for a one-year term. If he is interested in continuing to serve, he will run for re-election next year. This is an appointment, so Congress does not need to vote. Also, in reference to the vacancies in the Technical/Paraprofessional and the Skilled Crafts categories, it was a consensus of the committee that these two positions be left vacant for the year. Every effort was made during the nomination period to try to identify people to run, but no one stepped forward with an interest. The committee has tried to fill positions in the past without much success. Rep. James asked if not filling the positions would throw off the rotation. Rep. LaFontaine stated that the positions will be filled as two-year terms during the next election to keep them in the correct rotation.</p>
University Standing Appointments	<p>Rep. Stewart reported that her committee sent out 750 surveys and received 71 responses or about 10% back. Appointments will be made as soon as the</p>

	Staff Congress Committees are set for the coming year.
Fiscal Affairs	No Report
Personnel Policies and Benefits	No Report

Regent's Report - No Report

Old Business

Rep. Thacker asked if a staff member from one of the vacant categories stepped forward and stated an interest in serving on Staff Congress, would we fill the position. Rep. LaFontaine said yes we would.

Rep. Amy Moore still needs recommendations for service awards, if anyone has any suggestions.

New Business

Rep. Stewart asked if Rep. LaFontaine will be serving as parliamentarian this year. Rep. LaFontaine said she had talked with Rep. James and he had expressed an interest in getting more involved in the business of Staff Congress. He has a background of serving in SGA and is more familiar with parliamentarian rules. She is willing to step down and nominate Rep. James as a replacement. Chair Jessie asked Rep. James if he was willing to serve. Rep. James said he was willing.

Rep. Stewart announced that new members Hinton, Thacker, and Harr need to be appointed to a committee. Rep. Rosemary Hinton chose Standing Appointments and Rep. Todd Thacker and Rep. Shannon Harr chose Fiscal Affairs. The committees will get together later in the meeting to choose Chairs and Vice-Chairs.

Motion:	For paid time off to count as working hours when calculating overtime pay	
	Proposed: Rep. Thacker	Seconded: Rep. Kegley
Called for Vote:	Passed (2 nays)	
Discussion:	<p>There was a lengthy discussion after the vote. Topics of discussion included:</p> <ol style="list-style-type: none"> 1. This is university policy. 2. There was a one-word addition, that was not pointed out to the Board of Regents, that changed the entire policy, "Paid time off will be counted" was changed to "Paid time off will not be counted". This might never have been approved if this change had been pointed out. 3. Some people take advantage of taking time off during the week and then getting paid overtime. This causes a problem for everyone, even for those people who do not take advantage. 4. There are no known instances of abuse on this campus. 5. The last time this policy was discussed by Congress, it had already been approved. 6. This motion will bring the issue back to the attention of the administration. <p>Rep. B. Sammons reminded everyone that the vote had already been taken and there was no reason for discussion now. Chair Jessie asked Rep. LaFontaine,</p>	

former Parliamentarian and Rep. James, new Parliamentarian, if the vote was good without discussion. They both agreed the vote was good. Discussion is not required before a vote. Chair Jessie will take the proposal forward to the appropriate person for consideration.

Staff Regent Caudill feels Staff Congress officers should not be paid. He is afraid some people only run for office because they get paid. He feels these should be volunteer positions.

Rep. Stewart asked Roger Barker if his office could look at re-evaluating positions to change EEO categories. Some positions seem to belong in another category. Rep. A. Moore said she had talked with Michelle Hardin in Human Resources about this and she said changes in job descriptions over time could require a change in the EEO category. Roger Barker will check into it. Gene Caudill said a consultant is coming to campus and maybe they could look at reducing these categories.

Discussion

Rep. LaFontaine asked how members felt about the officer election statements. This is the first time candidates have made a speech about why they would like to be elected. Rep. Nutter felt the statements were a good idea and helped her decide who to vote for.

Rep. Liles said the president had met with most of the academic departments on campus. If other departments are interested in having President Andrews visit their department, they should initiate it by contacting Carol Johnson and asking for a meeting to be scheduled.

Announcements

Rep. Dallas Sammons reported that a staff member on campus, Darryl Grimes, had passed away. Please remember his family in your thoughts and prayers.

Lora Pace announced that the last SOAR is this Friday, July 15. There will be a mop-up SOAR if needed on July 29 from 10-3. Her number on the keychain is 1440. She thinks first-time freshmen will be between 1284 (last year's number) and 1440 students.

Rep. LaFontaine announced that Diane Wright had a double bypass. She is at home. Also, the University Games Committee will have their first meeting tomorrow at 9:30 a.m. in 302 ADUC.

Rep. Dallas Sammons announced that her number on the keychain is 2500 and it is looking pretty good at this time. Hopefully, they will reach that number. Move-in day is Friday, August 19 at 8 a.m. They will be asking for Faculty/Staff volunteers again.

Our next meeting is Monday, August 1.

Motion:	To adjourn	
	Proposed: Rep. Stewart	Seconded: Rep. Kegley
Called for Vote:	Passed	

Minutes submitted by: Rhonda Crisp, Secretary

**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
AUGUST 1, 2005**

MEMBERS:

Ed Beam	Shannon Harr	Linda Kegley	*Amy Moore	Dallas Sammons	*Jonell Tobin
*Lisa Caskey	Rosemary Hinton	Donna King	Pam Moore	Doug Snedegar	Terry White
*Rhonda Crisp	Phillip James	Margaret LaFontaine	April Nutter	Stephanie Stewart	Elizabeth Williams
*Ray Crum	Kristie Jenkins	*Jeffrey Liles	Darlene Ramey	Todd Thacker	
*Kim Fultz	David Jessie	*Rhonda Mackin	William Salazar	Cindy Thompson	

*Denotes member was absent

Guests:	Gene Caudill-Staff Regent & Director of Physical Plant, Roger Barker-Director of Human Resources, Carol Becker-Director, Financial Aid, Cathy Vance-Coordinator for Verification, Research, & Support, Financial Aid
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Chair Jessie called the meeting to order at 1:05 p.m. A quorum was present.

Motion:	To approve the July 11, 2005 minutes as submitted	
	Proposed: Rep. James	Seconded: Rep. LaFontaine
Called for Vote:	Passed	

Chair's Report	Chair Jessie reported that he has scheduled a meeting with President Andrews on August 16. Also, he submitted the overtime pay motion from the last meeting to Vice-President Walters. He is waiting for a response.
Vice-Chair's Report	No Report
Secretary's Report	Rep. Stewart filled in for Secretary Crisp at this meeting. She reported that \$300.51 was spent the month of July, leaving a balance of \$2,640.49.

Committee Reports

Credentials and Elections	No Report
	Rep. Stewart reported that with the approval of Staff Congress, the following appointments to committees will be made: Affirmative Action: Sarah Carew & Tonya Ashby Employee Benefits: Elizabeth Williams Intercollegiate Athletics: Al Baldwin Job Classification Review: Jill Ratliff, Jami Hornbuckle, Joel Pace, (need

University Standing Appointments	someone from Skilled Crafts) Library: Rhonda Mackin Planning: Dallas Sammons, Donna King, April Nutter Scholarship: Patty Little Service: Rebecca McGinnis, Barbara Clarke, Ed Beam, (need someone from Service/Maintenance) Student Disciplinary: Sandra Cooper Student Life: Shannon Harr Student Media: Three recommendations to the President, he chooses one person. Recommendations are: Rebecca McGinnis, Rose Mary Johnson, Rhonda Mackin Technology Resources: Mark Messer Wellness: Shannon Harr, Amy Moore
Fiscal Affairs	No Report
Personnel Policies and Benefits	No Report

Regent's Report - No Report

Old Business - None

New Business

Rep. Stewart reported that new member William Salazar has accepted a position on the Credentials & Elections Committee. At our July meeting, the following Chairs and Vice-Chairs were chosen for the committees:

Credentials & Elections Committee: Chair: Margaret LaFontaine Vice-Chair: Doug Snedegar	Personnel Policies & Benefits Committee: Chair: Amy Moore Vice-Chair: Ed Beam
Standing Appointments Committee: Chair: Stephanie Stewart Vice-Chair: Jeffrey Liles	Fiscal Affairs Committee: Chair: Pam Moore Vice-Chair: Dallas Sammons

Motion:	To approve the people who have been selected to Standing Appointment Committees	
	Proposed: Rep. Stewart	Seconded: Rep. P. Moore
Called for Vote:	Passed	

Discussion - None

Announcements

Rep. James announced there is a booklet for everyone called *The A-B-C's of Parliamentary Procedure*. Pick one up on your way out.

Rep. Stewart announced that desk calendars are available for \$6.00 each.

Rep. Pam Moore announced that MSU 101 planners for Faculty/Staff are in the mail.

Rep. James announced that athletics has a new logo. The use of the strutting eagle mark will be very restricted now. T-shirts with the new logo are on order at the bookstore.

Rep. LaFontaine announced that the University Games schedule is on the Web and was included in the last Human Resources Newsletter. Information will also be handed out at convocation. There will be 15 activities this year. Croquet was brought back and a canoe/kayak event, miniature golf, and Texas Hold'em were added. All activities are free and open to all faculty, staff, graduate assistants, spouses, and retirees. Spouses must participate in the same activity as the employee. Every participant gets a T-shirt. She also announced that new student move-in day is Friday, August 19. They are still looking for faculty/staff volunteers to help. Seventy to 75 faculty/staff have already volunteered.

Rep. Sammons announced that there is an icon on the home page for people to volunteer to help with the move-in. Returning students move-in August 18, new students move-in August 19, RA staff are arriving August 7, the Football Team is arriving August 9 and the Peer Advisors are arriving August 15. All opening of school activities have been moved to the weekend. Housing is at 2505 as of today; their goal was 2500. Regents & Normal are off-line this year and the On-Campus Residency Policy has changed this year.

Financial Aid Presentation

Carol Becker from the Financial Aid office made a presentation entitled *The Good, The Bad, and the Ugly*. Everyone received a handout with the information she covered.

She also announced that the Financial Aid office will be moving to the Admissions Center on August 11. They will have employees on both floors of the building. The technical staff of Admissions will be moving upstairs and there will be one reception area. Admissions and Financial Aid are combining to form Enrollment Services. Staff Regent Caudill said there would be new signs put up on the side of building by the time they move. The Governor's Regional Office will be relocating. The name of the building, Admissions Center, will remain the same. The Board of Regents would have to approve a name change for the building.

Motion:	To adjourn	
	Proposed: Rep. LaFontaine	Seconded: Rep. James
Called for Vote:	Passed	

Minutes submitted by: Rhonda Crisp, Secretary

**MOREHEAD STATE UNIVERSITY
 STAFF CONGRESS MINUTES
 SEPTEMBER 12, 2005**

MEMBERS:

Ed Beam	Shannon Harr	Linda Kegley	Amy Moore	Dallas Sammons	Jonell Tobin
Lisa Caskey	Rosemary Hinton	Donna King	Pam Moore	Doug Snedegar	Terry White
Rhonda Crisp	Phillip James	Margaret LaFontaine	*April Nutter	Stephanie Stewart	Elizabeth Williams
Ray Crum	*Kristie Jenkins	Jeffrey Liles	Darlene Ramey	Todd Thacker	
Kim Fultz	David Jessie	Rhonda Mackin	William Salazar	*Cindy Thompson	

*Denotes member was absent

Guests:	Gene Caudill-Staff Regent & Director of Physical Plant
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Chair Jessie called the meeting to order at 1:05 p.m. A quorum was present.

Motion:	To approve the August 1, 2005 minutes as submitted	
	Proposed: Rep. James	Seconded: Rep. Sammons
Called for Vote:	Passed	

Chair's Report	<p>Chair Jessie reported that on September 1, he attended the President's Retreat in the Crager Room of ADUC. The basic theme and goal for the retreat was to outline strategic initiatives for ways the university could improve and its strategic plans for upcoming years. There were some interesting ideas and insights on some things that are going to be looked at by the President's Council. Hopefully, something productive for the university will come out of the meeting.</p> <p>The next regularly scheduled University Council meeting with the President is September 28.</p>
Vice-Chair's Report	No Report
Secretary's Report	Secretary Crisp reported that \$62.06 was spent during August for refreshments, leaving a balance of \$2,578.43 in the supply account.

Committee Reports

Credentials and Elections	No Report
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University Standing Appointments	No Report
Fiscal Affairs	No Report
Personnel Policies and Benefits	No Report
University Employee Benefits Committee	<p>Rep. A. Moore reported that the Employee Benefits Committee was asked to review an RFP that was sent out by Human Resources asking for a new administrator for FSA/HRA accounts on campus. CA will still be the administrator as far as processing bills through the health insurance, but we are looking for a new company to come in and offer debit cards for the FSA/HRA so we won't have to pay cash and get reimbursed anymore. The money will be automatically deducted from the employees FSA/HRA account when the debit card is used. This is to be in place by January 1. Seven companies responded to this RFP with a lot of different approaches to how the company would administer the program. Two finalists will come to campus for a demonstration.</p> <p>There is another RFP out by Human Resources concerning the strategic wellness initiative that was funded by the university. There were five responses to the RFP and three vendors will come to campus and do a demonstration. This will also be in place on January 1. This will be a voluntary program with incentives tied to it, to be a part of a wellness program on campus.</p>

Regent's Report

Staff Regent Caudill reported that the overtime policy change is on the agenda for the Board of Regents meeting on Thursday. This change will take the word 'not' out of the policy, which is what Staff Congress recommended.

Old Business --None

New Business

Rep. Thacker thanked Donna & Carol for the information emailed to Staff Congress members about tuition waivers.

Motion:	That retirees with 20+ years of service at MSU be eligible to participate in tuition waivers for themselves and qualified dependents	
	Proposed: Rep. Thacker	Seconded: Rep. Liles
	<p>Points discussed included:</p> <p>Some people would retire if their children were not in school. After they retire the positions' pay scale would go down and this would actually save the university money. Some people won't retire as long as they have children in school because of the tuition waiver issue.</p>	

Discussion:	The number of people eligible to participate would probably be minimal, and some of those people might not participate anyway.	
	This could either be 'from this point forward' or 'retroactive', whichever congress recommends.	
	This motion would serve two purposes. It would provide a service to retirees, and would also encourage people to retire.	
	Last time this issue was brought up, it was rejected because of budgetary issues.	
	Last year waivers amounted to \$700,000, but this was not just faculty/staff tuition waivers. That number includes all waivers granted by the university. There are a lot of different waivers.	
	This is a good idea and would be a good thing from a payroll stand point.	
Called for Vote:	Passed, 18 voted yea and 1 voted nay	

Motion:	That retirees need to be able to stay on the university's group life insurance plan until age 70	
	Proposed: Rep. Thacker	Seconded: No second
Discussion:	<p>Points discussed included:</p> <p>The term plan we have on campus lapses when we retire. There used to be an option of purchasing life insurance without a physical at the going market rate when we retire, but no one knows for sure if that is still offered. There needs to be some kind of cushion when people retire. The age could even be 65 instead of 70. We pay 42 cents per thousand now and that is very high because we allow anyone who works on campus, with any illness, to join our policy.</p> <p>Congress voted last year that life insurance rates would not be based on age, but we would all absorb the cost of the whole and it would be an across the board rate. This motion puts more of a burden on the younger people at the university, even more of a burden than what we agreed to last year.</p> <p>We could put a limitation on it, such as 20+ years of service to be eligible.</p> <p>More information is needed. The Personnel Policies and Benefits Committee will look at this issue and report back to Congress.</p>	

Rep. Fultz asked what steps need to be taken to get covered smoking areas? Chair Jessie will look into this.

Rep. Crisp said she received an email from a constituent asking if it is possible to work a four day week to save on gasoline, as long as offices are covered. One idea was that some offices might allow an employee to have a flex schedule to help deal with the price of gasoline. This would be a departmental

decision. Staff Regent Caudill said the price of gasoline issue was brought up and discussed at the Retreat also.

Rep. Kegley brought up the issue of chewing tobacco being allowed within 25 feet of doors, but smoking not being allowed. She feels the tobacco policy should include all tobacco products. Rep. Sammons said there are two policies on-campus. One policy is for the university housing facilities: no spit, no smoke, no chew. The classrooms fall under the second policy which is a 'no smoking policy'. The policy needs to be changed to tobacco-free for the classroom buildings too.

Motion:	That the university adopt a tobacco-free policy consistent across campus that is the same tobacco-free policy as the residence halls	
	Proposed: Rep. Kegley	Seconded: Rep. Sammons
Discussion:	<p>Points discussed included:</p> <p>One difference in the policies is that academic buildings have one smoking entrance where people can smoke. There are no designated smoking areas around residence halls, but the policy is strictly 25 feet from the building.</p> <p>In academic buildings, the designated smoking areas are designated by lack of designation. Signs are posted on all doors where smoking is not allowed within 25 feet.</p> <p>The issue of constructing smoking huts was brought up to housing staff by students and the response from the administration was no.</p>	
Friendly Amendment to the Motion:	To amend the classroom building smoking policy to include all other tobacco products	
	Proposed: Rep. Liles	Seconded: Rep. Kegley
Discussion:	This is a university policy and it is to be enforced by supervisors just like any other policy.	
Called for Vote:	Passed, 17 voted yea and 5 voted nay	

Discussion - None

Announcements

Rep. White announced that road construction on Battson-Oates Drive starts tomorrow. The bus route will be altered and the street will be closed for a few days within the next 90 days. Traffic flow will be maintained. Also, Ginger Hall re-roofing starts soon. Some parking will be blocked temporarily to unload supplies.

Our next meeting will be October 3, 2005 at 1 p.m.

Rep. LaFontaine announced that events are still open for the university games. The closing picnic will be on the Allie Young lawn on Wednesday, September 21 from 11 a.m. to 1 p.m.

Rep. Liles announced that the campus giving campaign was kicked-off last Wednesday with the Ice Cream Social. It was well attended. Payroll deduction forms are due by Friday for employees interested

in being included in the TV drawing. Anyone with an on-going payroll deduction will automatically be included in the drawing.

Motion:	To adjourn	
	Proposed: Rep. Tobin	Seconded: Rep. Ramey
Called for Vote:	Passed	

Minutes submitted by: Rhonda Crisp, Secretary

MOREHEAD STATE UNIVERSITY

STAFF CONGRESS MINUTES

OCTOBER 3, 2005

MEMBERS:

Ed Beam	*Shannon Harr	Linda Kegley	Amy Moore	Dallas Sammons	Jonell Tobin
Lisa Caskey	Rosemary Hinton	*Donna King	Pam Moore	Doug Snedegar	Terry White
Rhonda Crisp	Phillip James	Margaret LaFontaine	April Nutter	Stephanie Stewart	Elizabeth Williams
Ray Crum	Kristie Jenkins	Jeffrey Liles	Darlene Ramey	Todd Thacker	
*Kim Fultz	David Jessie	Rhonda Mackin	William Salazar	Cindy Thompson	

***Denotes member was absent**

Guests:	None
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Chair Jessie called the meeting to order at 1:02 p.m. A quorum was present.

Motion:	To approve the September 12, 2005 minutes as submitted	
	Proposed: Rep. James	Seconded: Rep. Ramey
Called for Vote:	Passed	

Chair's Report	<p>Chair Jessie reported that he met with Mike Walters about the two proposals we voted on at our last meeting. He hasn't heard anything back yet. Mr. Walters was going to talk with President Andrews and the Cabinet. Hopefully, he will hear something this week.</p> <p>On September 22, Chair Jessie represented Staff Congress at the Septemberfest ceremonies held in ADUC. The Septemberfest program honored the Declaration of Independence.</p> <p>The President's Council meeting for September 28 was canceled and rescheduled for October 12. He will report on that at our next meeting.</p> <p>Rep. A. Moore will report on information received from Roger Barker during her committee report.</p>
Vice-Chair's Report	Vice-Chair Beam reported that he will be putting together a Staff Congress newsletter and sending it out to staff once a month. Please email suggestions for the newsletter to him. He will try to get it sent out within the next two weeks.

Secretary's Report

Secretary Crisp reported that \$62.06 was spent during September for refreshments, leaving a balance of \$2,516.37 in the supply account.

Committee Reports

Credentials and Elections	No Report
University Standing Appointments	No Report
Fiscal Affairs	No Report
Personnel Policies and Benefits	<p>Rep. A. Moore reported on several issues:</p> <ol style="list-style-type: none"> 1. The decision will be made this week concerning who will be the provider of the new FSA/HRA accounts. Two vendors did a demonstration. The new program will offer a debit card and Web-based accounts to show what claims have been made and what the balance of the account is. 2. Three vendors did a demonstration for the wellness initiative. It will be announced this week who was selected. The committee is working with the administration to see what incentives there will be for the program. 3. As of last Monday, the University went out to vendors with a proposal for health care to take us from a self-insured entity to a fully-funded entity. We're expecting three responses from that RFP. The possibilities are: CHA, Bluegrass Family Health, & Humana. For years we've asked Roger Barker to look at and see what the possibilities are pricing wise. They are now taking our initiative and doing that. When we get the numbers, at least we will know if it is worth being self-insured. The responses will be back on Wednesday. The Personnel Policies and Benefits committee will meet with Roger Barker next Monday. Email Rep. A. Moore with any changes you would like to see made to the health insurance prior to Monday. 4. There has been a question about reclassification and whether someone is coming to campus to do that. Human Resources said they have had an RFP answered by companies and those are on Mike Walters desk. He is reviewing them at this time, so nothing has been finalized, but it is still in the works. 5. PP&B will bring forth two recommendations today. We will vote on these recommendations during 'New Business'. The recommendations are as follows: (1) We recommend that the amount of dollars that are awarded for degrees and advanced degrees be evaluated. PP&B's recommendation is that the current awarded amounts be doubled. (2) That the service award gifts, given at the pinning ceremonies, be reviewed and updated. (If approved, this recommendation will be passed on to the Service Committee for consideration.) 6. It was sent to committee last month about adding retirees to our life insurance plan. The committee did some research and found out that currently when people retire, they have the option of purchasing \$5000.00 of life insurance for 75 cents per month. They also have the option to continue the life insurance they have through MSU at market value cost. Even if the individual is ill or has a pre-existing

condition, it is still offered and is a guaranteed policy with no physical required. Human Resources is checking on rates of adding retirees to our policy, so this motion has been tabled until we get the numbers back. When this information is received, it will be evaluated and a recommendation will be made.

Regent's Report - No report.

Old Business - None

New Business

Motion:	That the amount of dollars that are awarded for degrees and advanced degrees be evaluated. PP&B's recommendation is that the current awarded amounts be doubled. Current rates are: Associates degree: \$300, Bachelor's degree: \$400, Master's degree: \$500, PHD: \$1,000.	
	Proposed: Personnel Policies & Benefits Committee	Seconded: None needed.
Discussion:	<p>Points discussed included:</p> <p>GED's, professional certifications, and specialist programs have a dollar amount and they should be included and doubled also.</p> <p>Bonus and added-to-base awards should both be included.</p> <p>The awards have not been adjusted in a long time.</p>	
Amendment to Motion:	That the amount of dollars that are awarded for degrees and advanced degrees be evaluated. This includes GED, Associate's degree, Bachelor's degree, Master's degree, professional certificates and specialist programs. PP&B's recommendation is that the current awarded amounts be doubled. This includes bonus and added-to-base awards.	
	Proposed: Rep. Thacker	Seconded: Rep. A. Moore
Called for Vote:	Passed	

Motion:	<p>That the service award gifts, given at the pinning ceremonies, be reviewed and updated. Possible considerations we entertained were: redesign of the pin, MSU athletic tickets, reduced parking decals, bookstore gift certificates, leather portfolio with MSU logo, and instead of providing you an honorary brick, the University should establish an area on campus where bricks are placed for people that are alive.</p> <p>If approved, this recommendation will be passed on to the Service Committee for consideration.</p>	
	Proposed: Personnel Policies & Benefits Committee	Seconded: None Needed
	Points discussed included:	

Discussion:	<p>The list of 'possible considerations' are only ideas for the service committee to consider.</p> <p>On the level of awards, are there options of what an employee can receive? Some people would prefer one gift over another. A choice would be nice.</p> <p>The service committee needs to consider employees who work at off-campus centers when making service award decisions.</p>
Called for Vote:	Passed, 1 nay

Rep. Stewart brought up the issue of employees driving university vehicles home. Points discussed included:

- * Some employees have university-wide responsibilities as opposed to responsibilities in one department.
- * This is a fringe benefit to these employees.
- * This is a taxable benefit; they have to pay taxes on the vehicle.
- * Gasoline is expensive, maybe these employees should drive their own vehicle home.
- * Coaches have cars supplied by a dealership, so there are probably only three employees who drive cars home: the director of the physical plant, the police chief, and the environmental health and safety person. These people have to come in nights, weekends, etc. to take care of problems. Chair Jessie will check on that number if wanted.
- * We can't blame the employees who drive the vehicles home for this, the university offered a vehicle to them as part of their job. The supervisors of these people made the decision.
- * The employees should not use the vehicle for personal errands.

Discussion

Rep. Tobin brought up the issue of donating days to the sick leave pool. She was wondering if the HR staff are confident that sick leave pool days are awarded where it is deserved. She has heard about people literally burning all their days and then expecting to use the sick leave pool.

Points discussed included:

- * The policy says sick leave pool days must be for a catastrophic illness and the employee must have a note from a physician saying they cannot work for a period of time. Even if an employee 'burns their days', if they have a catastrophic illness they are as entitled to these days the same as anyone else. We should all pull together and help someone with a catastrophic illness.
- * The policy reads the ultimate decision lies with the Director of Human Resources. It would be better if the Employee Benefits Committee or some other governing body got to vote on awarding sick leave pool days instead of one individual making this decision. This has been discussed with Roger Barker and he agrees.
- * If someone has worked here for 20 years and has no vacation or sick days, that is a history of abuse. If there are no major illnesses in a person's record, that should be considered in a sick leave pool request.
- * There was a question of whether a supervisor signed-off on a sick leave pool request. Chair Jessie said supervisors do not sign off; he has had employees request days from the sick leave pool and he has never been asked to sign off on the request.
- * Are there a certain number of times a year an employee can request days from the sick leave pool?
- * Some people won't donate to the sick leave pool because they think there is abuse in the system.
- * Maybe the system should be revised to allow employees to donate days to a specific person so they would know there was no abuse.
- * Can sick leave pool days be requested for use if a spouse is very ill and the employee needs time off because of that? That would be FMLA; sick leave pool days can only be used for the employee's own illness.
- * For everyone that abuses the system, there are some people who need it but don't get it.

Chair Jessie will ask Roger Barker to attend the November meeting and give us information as well as address these concerns.

Announcements

Our next meeting is November 7. We may need to schedule a special meeting about health insurance. If so, it will be announced. Mr. Barker said open enrollment could be the month of November. Once open enrollment is set, everyone will be informed.

Homecoming starts next Thursday. The parade will be Thursday evening at 6:30 p.m. and will be coming down Main Street. There will be no pep rally this year after the parade. Friday will be the Hall of Fame Banquet and a student luau prior to that. Saturday is the football game and a tailgate prior to that. Everyone should have gotten a homecoming brochure by campus mail. If not, one can be picked up at the Alumni office.

Ginger Hall re-roofing starts tomorrow. There could be some disruptions in traffic flow behind Ginger Hall for 30 days up to two months.

University Games concluded with the cook-out. T-shirts are in and will be distributed to participants. 190 individuals participated in at least one event and several people participated in three or four events. Participation might have been up a little this year.

Motion:	To adjourn	
	Proposed: Rep. Kegley	Seconded: Rep. LaFontaine
Called for Vote:	Passed	

Minutes submitted by: Rhonda Crisp, Secretary

91419

MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES - SPECIAL HEALTH INSURANCE MEETING
OCTOBER 17, 2005

MEMBERS:

Ed Beam	Shannon Harr	Linda Kegley	Amy Moore	Dallas Sammons	*Jonell Tobin
*Lisa Caskey	Rosemary Hinton	Donna King	Pam Moore	Doug Snedegar	Terry White
Rhonda Crisp	Phillip James	Margaret LaFontaine	April Nutter	*Stephanie Stewart	Elizabeth Williams
*Ray Crum	*Kristie Jenkins	Jeffrey Liles	*Darlene Ramey	Todd Thacker	
Kim Fultz	David Jessie	Rhonda Mackin	*William Salazar	*Cindy Thompson	

*Denotes member was absent

Guests:	Gene Caudill - Staff Regent & Director of Physical Plant, Roger Barker - Director of Human Resources, Lora Pace - Ex Officio Chair of Staff Congress and First Year Program & Retention Director
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Chair Jessie called the meeting to order at 1:01 p.m. A quorum was present.

Chair Jessie informed the members that this is a special meeting so we will only be discussing the topic which the meeting was called for today which is our 2006 Health Insurance Proposal. The meeting was turned over to Rep. Amy Moore, Chair of the Personnel Policies and Benefits Committee.

Rep. A. Moore reported that the committee was notified by Human Resources that basically we would have the same plans that were offered last year at the same cost. There were a few benefits added to the plan as far as co-pay versus co-insurance. Although the committee was pleased that there was no premium cost increase, they met to make recommendations for what could be done to improve the plan. Since there would be little or no increased cost to the university, they felt the dollars that were budgeted for a projected increase in health care should be put back into the plan. They came up with five recommendations, not in any particular order.

Motion:	<p>Recommendations</p> <ol style="list-style-type: none"> 1. Co-payments of service should be charged against deductible. 2. Lower deductibles for all plans. 3. Lab/X-ray services should be changed to co-pay, not co-insurance 4. Maternity services should be more aligned between the CDHP and POS system. Office visits should be covered in full after a co-pay amount. 5. The possibility of adding vision insurance to the plan should be evaluated. <p>Non-Dollar Items:</p> <ol style="list-style-type: none"> 1. Offer better education of the insurance plans to assist campus employees with understanding their healthcare plans and options.
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	<ul style="list-style-type: none"> • informational sessions offered to smaller groups of employees • mandatory supervisor training 		
	<table border="1"> <tr> <td data-bbox="423 262 950 346">Proposed: Personnel Policies & Benefits Committee</td><td data-bbox="950 262 1459 346">Seconded: None Needed</td></tr> </table>	Proposed: Personnel Policies & Benefits Committee	Seconded: None Needed
Proposed: Personnel Policies & Benefits Committee	Seconded: None Needed		
	<p>Points discussed included:</p> <p>MSU contributes approximately \$447.00 per person towards health insurance.</p> <p>On the 2006 plan, the co-pay counts toward out-of-pocket maximum but Roger Barker is checking to see if the co-pay counts toward the deductible.</p> <p>There is no interest collected on HRA funds. The HRA is a non-interest bearing instrument. Money is paid out of those accounts as a reimbursement as claims occur.</p> <p>One recommendation through a committee was to do a full detailed study on adding vision care to our health insurance. That has been done about every two years and is usually not a very good deal. They haven't found a plan that will help a large number of employees, but MSU is looking at trying to expand the number of optometrists in the Delta Vision Network.</p> <p>Recommendation number one includes prescriptions.</p> <p>Recommendation number two asks for lower deductibles for all plans. \$1000 would be a realistic number for the CDHP plan. \$500 would be great, but would probably not be possible and keep the \$870 HRA. There would be an extra cost if the deductibles were lowered, but the PP&B committee hoped that the university would pick that up.</p> <p>By law, premiums cannot be paid out of an HRA account, but the university could pay the premiums up front and reduce the amount of HRA money given to each employee. That way, the base plan would be paid for each employee in the CDHP plan. There are 480 participants in the single CDHP plan, 121 MSU husband and wife participants, and 158 family participants. We would need to know how the mass number of participants feel about giving up a portion of their HRA money to pay premiums before a vote occurs. By the performance of the plan, the CDHP is fairly well liked. Sixty percent of the balance of the HRA account was carried over after the first year.</p> <p>An explanation of the prescription plan for next year is as follows: Level 1-generics, \$10 co-pay Level 2-brand name drugs that have a generic equivalent or a drug that has equal therapeutic value, \$30 co-pay Level 3-has no generic, maybe is a new drug or non-preferred drug, 50% co-insurance with a \$50 minimum or \$100 maximum on the POS plan. Between those two numbers the participant owes 50% of the cost. If the drug is less than \$50 it becomes \$50 and if the drug is more than \$100 it becomes \$100. The new plan will be different for everyone depending on what drugs they purchase, but there will be no separate deductible this year for drugs and there will only be one maximum out-of-pocket instead of two like last year. Drugs will count toward the maximum out-of-pocket for the whole plan. 90% of people should find this will give them a cost savings.</p> <p>On most plans and the way it is now, employees pay the lesser amount for drugs. If a prescription on a Level 2 drug costs \$16, then that amount would be paid instead of the \$30 co-pay. Roger Barker will check into this. That would only make sense. It</p>		

would not be fair for the employee to pay more than the actual cost of the drug.

Has our health insurance plan for next year already been decided? If we solicited bids through an RFP process, why do we not have the other information in front of us to compare the CHA plan with? Anyone can look at the RFP's if they want. They can be placed in the Conference Room next to Human Resources for interested persons to view. The result of the RFP process was that CHA had the best plan.

The cost of health insurance was projected to increase by \$485,000. If we had stayed self-insured, the cost would have been 6.5 million, but by going with CHA, the cost will be between 5.7 and 5.8 million. In reality, there would have been an \$800,000 increase if we had remained self-insured.

What would be the possibility of giving employees a set amount of money and letting them decide what they want, such as dental insurance, health insurance, etc.? Without a group there would be no buying power and it would be difficult to get rates without knowing how many participants there would be.

CHA will get 12.3% to administer our health care plan.

To stay self-insured, MSU had to put a large amount of money in reserve. If we are no longer self-insured, the reserve funds will be used to pay run-out claims and the rest will be held in reserve to use if the university goes over projected claims. If we are lucky it will be a wash.

If we go with CHA, we will have a one year contract with four additional years by agreement of both parties. Either party can get out with written notice.

Discussion:

In the past the state has wanted us to join their plan and we have fought to stay self-insured. Will changing from self-insured to the CHA plan hurt our defense against going with the state plan? Have we looked at joining the state plan? We won't be self-insured anymore, but the state is looking at being self-insured this year. We definitely wouldn't want to go with them on the first year of them being self-insured. There are a lot of reasons why we wouldn't want to get on the state plan at this time. Maybe sometime in the future we would want to check on that. If we join the CHA plan we are not thrown into the CHA pool of experience, our premiums will be based on our experience and our experience alone. That is an important aspect of this plan.

Access to Nurse 411 will be covered in full.

It would be nice to know how many people had HRA funds to carry over. We know that 60% of the funds carried over but we don't know how many people that involved.

There is a \$20 co-pay for the first doctor visit for maternity care on the CHA POS plan, the rest of the visits are covered in full. Inpatient services are separate.

When choosing health insurance plans, it might be useful in the future if we got to look at the information submitted by each company so that we could see for ourselves that the plan chosen was the best deal.

Any provider that accepts Master Card will accept the new debit card.

Human Resources is looking at ways to prevent all employees from having to fill out a new application. They are working on an electronic download from CA to get everyone's information. Employees might only have to fill out a new form if they are

making a change. If employees submit their application online, HR gets a notification electronically and they print it off. A copy goes to payroll, they fax the original to the provider, and file a copy in the employee's personnel file. Instances of error are very small. Employees should also print off a copy for themselves when they do the registration online.

Human Resources asked for references from each company that responded to the RFP to see if they had long-term relationships with their customers and if the customers were satisfied.

Our claims drive price, so it is important to maintain wellness on campus.

The claims problems we have had in the past were CA's problems not CHA's problems. Overall though the error rate by CA has been very small.

Eight percent of faculty and staff are not participating in our health insurance plan. These people have either taken out insurance through their spouses plan or have opted out all together, in other words they do not have any health insurance. Human Resources counsels employees against opting out all together. It is very risky not to have health insurance.

When Dr. Eaglin was here, he felt that all employees should pay a portion of their health insurance. Now that he is gone maybe we could get the single plan paid again. Some single plan participants feel they are subsidizing the family plan. Unfortunately, costs are going up for everything. It is not probable that MSU can pay the amount of a single plan for each employee forever.

Process Works is not a part of CHA. MSU will pay Process Works a separate fee to administer our section 125 cafeteria plan. It has always been a separate fee. Process Works is replacing CA, but CA will still be paying the run-out claims for the FSA/HRA for this year.

The debit card will be used when employees go to the doctor or the pharmacy. No money will change hands. There will be five sessions to outline the differences between FSA and medical. The sessions will be two-hour blocks in the morning and afternoon on November 8 & 9. The schedule will be announced. There will also be a distance learning session. People can sit in on that one also. There will be a CHA representative here during open enrollment.

Maybe there should be a number six added to the recommendation about reducing the HRA money and adding it to the premium to make the single plan free to the employee, but it is already the middle of October and open enrollment starts in November. Is there time to make these decisions? This is not a done deal, but how can we know that everyone in the CDHP plan would be interested in doing this? It might help everyone more if the deductible amount was reduced. The money that people rollover from their HRA account is not going to have the same value in 10 years as it does now. It might be more beneficial to have the premiums paid instead of rolling over the funds.

Some people in the CDHP plan would rather pay their premium and carry over their funds if they don't need them so they can have a safety net if they would need an expensive procedure or test in the future. Maybe HR should do an in-depth study of how employees feel about this. Unfortunately, we don't have time to do an in depth study, our time is always limited on health insurance matters.

Some employees don't take health insurance because they don't feel they can afford the \$37.00 premium. They know they're losing the \$870.00 HRA money and it is

	<p>risky not to have health insurance, but they are willing to take the risk. Right now employees pay \$37 for the CDHP plan, but five years from now it could be \$137. We cannot expect MSU to pay the base plan for employees forever.</p> <p>It would be interesting to know how many benchmark institutions in Kentucky offer free health insurance.</p> <p>In the past year and a half the physical plant has lost three employees to municipal organizations because they pay their full family plan health insurance.</p> <p>Husbands and wives who both work at MSU do not have to pay anything for a two-person plan. They do have to pay if they have the family plan. The reason they don't have to pay for the two-person plan is that MSU makes two single contributions for them and that covers the cost of the plan.</p>	
Amendment to Motion:	To give base coverage to the single employee by reduction of the HRA	
	Proposed: Rep. Thacker	Seconded: No Second
Discussion:	Reducing the deductible is more important than paying for single coverage	
	Amendment Motion Dead	
Amendment to Motion:	To reduce the employee contribution by \$37 by reduction of the HRA for CDHP plans	
	Proposed: Rep. Thacker	Seconded: Rep. White
Discussion:	This is an equal reduction, no money is being taken from one plan to subsidize another.	
Called for Hand-Count Vote on Amendment:	Amendment Defeated - 3 yea, 12 nay	
Discussion:	There will be no adding of a number six to the recommendation. We will vote on the original recommendation as a group not one at a time.	
Called for Hand-Count Vote on Original Motion:	Passed - 14 yea, 2 nay, 1 abstained	

Motion:	To adjourn	
	Proposed: Rep. James	Seconded: Rep. LaFontaine
Called for Vote:	Passed	

Minutes submitted by: Rhonda Crisp, Secretary

MOREHEAD STATE UNIVERSITY

STAFF CONGRESS MINUTES

NOVEMBER 7, 2005

MEMBERS:

Ed Beam	Shannon Harr	Linda Kegley	Amy Moore	Dallas Sammons	Jonell Tobin
Lisa Caskey	*Rosemary Hinton	Donna King	Pam Moore	Doug Snedegar	Terry White
Rhonda Crisp	Phillip James	Margaret LaFontaine	April Nutter	Stephanie Stewart	Elizabeth Williams
Ray Crum	Kristie Jenkins	Jeffrey Liles	Darlene Ramey	Todd Thacker	
Kim Fultz	David Jessie	Rhonda Mackin	William Salazar	Cindy Thompson	

*Denotes member was absent

Guests:	Roger Barker - Director of Human Resources
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Chair Jessie called the meeting to order at 1:02 p.m. A quorum was present.

Motion:	To approve the October 3, 2005 minutes as submitted	
	Proposed: Rep. Stewart	Seconded: Rep. James
Called for Vote:	Passed	

Motion:	To approve the October 17, 2005 minutes as submitted	
	Proposed: Rep. P. Moore	Seconded: Rep. Stewart
Called for Vote:	Passed	

Chair's Report	<p>Chair Jessie reported that the meeting he had scheduled with VP Walters was canceled and rescheduled for this Wednesday.</p> <p>The President's Council meeting was canceled and rescheduled for Wednesday morning, November 9.</p> <p>Open enrollment started today.</p>
Vice-Chair's Report	No Report

Secretary's Report	Secretary Crisp reported that \$62.06 was spent during October for refreshments, leaving a balance of \$2,454.31 in the supply account.
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Committee Reports

Credentials and Elections	No Report
University Standing Appointments	No Report
Fiscal Affairs	No Report
Personnel Policies and Benefits	No Report

Regent's Report - No Report

Old Business

Rep. A. Moore reported that she forwarded our recommendation regarding the service awards to Joel Pace, Chair of the Service Committee. He will bring it before his committee.

Chair Jessie reported that hopefully he will get some feedback from VP Walters at Wednesday's meeting concerning our recommendation about the dollar amounts being awarded for advanced degrees, etc.

New Business - None

Discussion

Rep. Thacker asked if Chair Jessie had heard anything about the tuition waiver issue. Chair Jessie is meeting with VP Walters on Wednesday about this.

Rep. A. Moore asked Roger Barker about the Wellness Initiative. Mr. Barker said it has been postponed until at least July 2006, but there is no guarantee it will start at that time.

Rep. Stewart asked if there are still people coming in to look over our EEO categories. Mr. Barker said HR is in the final stages of making a decision; they are down to the final two companies so they should have a decision shortly. The company chosen will select a representative sample from the entire population to review market value. Mainly, they are making sure our criteria is up-to-date and we're in 2005. They will be spot checking to see if people seem to be in the right grade. The recommendation might be that we go to a single scale.

Chair Jessie asked if employees have to fill out a new form for the health insurance. Mr. Barker said early on it looked as if everyone would have to fill out a new application, but now only those employees making a change need to fill out an application. Rep. Thacker reminded everyone that they still need to designate an amount for their flexible spending account; it is not carried over. Mr. Barker said employees have to designate an amount for their FSA each and every year.

Mr. Barker asked everyone to encourage their constituents to attend an open enrollment meeting. Employees attending one of the sessions need to bring their open enrollment packet. The packet will be used as a training tool. Also, the CHA pharmacist will be on-campus for individual sessions on November 10 from 2-4 in Breck 217,

November 15 from 10-2 in the Human Resources Conference Room and November 16 from 10-2 in the Human Resources Conference Room. Employees must make an appointment to meet with the pharmacist, but do not need an appointment to attend the open enrollment sessions.

Announcements

There is a President's Council meeting on Wednesday at 9:15 a.m. in ADUC 312.

The RHA is doing random acts of kindness this week.

The new campus phone books are out.

'Ye Olde Madrigal Feast' is December 1, 2 & 3.

Motion:	To adjourn	
	Proposed: Rep. Stewart	Seconded: Rep. LaFontaine
Called for Vote:	Passed	

Minutes submitted by: Rhonda Crisp, Secretary

MSU ARCHIVES

9/14/09

MOREHEAD STATE UNIVERSITY

STAFF CONGRESS MINUTES

DECEMBER 5, 2005

MEMBERS:

Ed Beam	Rosemary Hinton	*Donna King	Pam Moore	Doug Snedegar	*Terry White
Lisa Caskey	Phillip James	Margaret LaFontaine	April Nutter	Stephanie Stewart	Elizabeth Williams
Rhonda Crisp	*Kristie Jenkins	Jeffrey Liles	Darlene Ramey	Todd Thacker	
*Ray Crum	David Jessie	Rhonda Mackin	*William Salazar	*Cindy Thompson	
Shannon Harr	Linda Kegley	Amy Moore	Dallas Sammons	Jonell Tobin	

***Denotes member was absent**

Guests:	Gene Caudill - Staff Regent & Director of Physical Plant
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Chair Jessie called the meeting to order at 1:02 p.m. A quorum was present.

Motion:	To approve the November 7, 2005 minutes as submitted	
	Proposed: Rep. LaFontaine	Seconded: Rep. Ramey
Called for Vote:	Passed	

Chair's Report	<p>Chair Jessie asked members if they received the email about the Administrator Evaluations and did anyone see any changes (deletions/additions) they would like to see made. Also, are there questions about the survey we would like to have answered.</p> <p>Suggestions for changes and questions we would like answered included:</p> <ol style="list-style-type: none"> 1. There should be a drop-down list of administrators so that employees can evaluate any administrator or all administrators. Some offices have contact with several VP's. 2. A field should be added asking if the employee works for the VP they evaluated. The direct evaluation might carry more weight than the indirect evaluation. 3. The results should be posted online so that employees will know if the results were favorable or unfavorable. 4. Will the results be used to determine raises for the administrators? 5. There should be a space added for comments. 6. Employees should only be allowed to evaluate the administrators one time and safeguards should be in place online to guarantee this.
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	Chair Jessie reminded members that a motion needs to be made during 'New Business' if we want these changes and questions submitted to VP Walters.
Vice-Chair's Report	No Report
Secretary's Report	Secretary Crisp reported that \$62.06 was spent during November for refreshments, leaving a balance of \$2,392.25 in the supply account.

Committee Reports

Credentials and Elections	Rep. LaFontaine reported that Kim Fultz has changed jobs and her EEO category has changed from Service/Maintenance to Secretarial/Clerical. Because of this job change, she is no longer eligible to serve on Staff Congress in the Service/Maintenance category. Rep. Fultz has resigned her seat on Staff Congress. The committee will meet to discuss options of how to fill the position left vacant by her resignation.
University Standing Appointments	No Report
Fiscal Affairs	No Report
Personnel Policies and Benefits	Rep. A. Moore reported that a recommendation was sent to the committee that was developed by faculty and some staff about copyright materials or patents written while someone is an employee of the university. The committee reviewed it, but no recommendation was given.

Regent's Report

Staff Regent Caudill said the board had a workshop last week. They discussed release time and supplemental pay and the proposed UAR's regarding this. Hopefully, Staff Congress will get to review the UAR's. According to information he received, 10% of faculty get release time from classes and the university has to bring in adjuncts or part-timers to teach these classes. The UAR will state that the Provost or Deans will have authority to approve this. Release time is if a faculty member has a 9 hour work load and they get released from teaching one, two, or all three classes for doing some other duty and they still receive their full pay even if they are not teaching. The Faculty Regent gets release time and the Chair of Faculty Senate gets six hours of release time which means that person only has to teach one class and get full pay. Faculty members are allowed to be released one day a week from teaching duties to do consulting work. Legal advisors to the board ruled a year and a half ago that release time is not paid. Supplemental pay for academic administrative staff can be up to 20% of their salary. The next Regent's meeting is December 16.

Rep. Liles said the issue of Staff Congress officers getting paid has come up before and some people feel they shouldn't be compensated. It's not as if staff get something and faculty get nothing though. Faculty don't get paid, but they get release time; that amounts to much more than the compensation received by staff.

Old Business

Rep. P. Moore brought up the sick leave pool and how some staff still feel that it appears the pool leave is misused and they have questions about how the sick leave is granted. Chair Jessie said Roger Barker in Human Resources is supposed to be looking at the process. He will ask him the status of this. The Employee Benefits Committee hasn't heard anything about it. Rep. Sammons said the Employee Benefits committee does not have a vote; the final decision is up to the Director of Human Resources. The UAR is vague and needs to be revised.

The entire process needs to be revised. Rep. A. Moore said the committee needs to review the requests and have a say or they should not be consulted at all. Staff Regent Caudill said he feels supervisors should be consulted before sick leave time is granted. He feels supervisors should have to sign off on sick leave pool requests and FMLA requests.

New Business

Motion:	That Employee Benefits look into the UAR governing the sick leave pool request policy	
	Proposed: Rep. P. Moore	Seconded: Rep. LaFontaine
Called for Vote:	Passed	

Rep. Liles brought up that in past meetings, business has come up and we have voted the same day. Other organizations such as Faculty Senate will bring up an issue and then have a second reading at the next meeting before taking a vote. He feels we should consider doing this for the professionalism of the body.

Rep. Stewart asked how much detail is put into background checks that the university does before it hires someone. Staff Regent Caudill said a lot of universities are doing background checks now. A preliminary check in the state of Kentucky can be done for \$75 and a more detailed check nationwide can be done for \$175.

Rep. Thacker asked what happened to the classification review committee. Chair Jessie said he is the chair of that committee and he hasn't heard anything. He will ask VP Walters about this when he meets with him.

Staff Regent Caudill asked about the status of the consulting firm looking at our classifications. We haven't heard anything back yet. Chair Jessie will ask VP Walters about this when he meets with him.

Rep. A. Moore asked if anything had been heard back about the educational bonuses. Chair Jessie will ask VP Walters about this when he meets with him this week.

Rep. Thacker asked if we had heard anything on the tuition wavier issue. Chair Jessie will ask VP Walters about this when he meets with him.

Rep. LaFontaine asked if anyone has heard anything about the inclement weather policy for this year. Rep. Sammons said Dr. Moore makes the call on this. Rep. Liles said there is a demo for a cell phone communications system on Wednesday. With this system, it would be possible to receive an alert if campus is closing due to the weather. Anyone with a cell phone could request to get these alerts. Staff Regent Caudill said he heard that the new administration doesn't believe in closing school for any reason unless it is catastrophic, so the inclement weather policy should not be an issue this year.

Motion:	That we notify VP Walters of our opinion on the Administrator Survey and see if changes can be made. (See Chair's Report for list of changes/questions.)	
	Proposed: Rep. P. Moore	Seconded: Rep. LaFontaine
Called for Vote:	Passed	

Discussion - None

Announcements

Rep. Liles announced that the annual campus giving campaign closes the last day of December. Anyone who

hasn't given yet should give before the holidays. People in the accounting area at the Foundation will work through the holidays to tally everything. The campaign is going well except for the overall results. Payroll deductions are great but the overall total is down. There have been a lot of other things going on that people have given to this year. Members should remind their constituents to give. A final reminder will be mailed.

Rep. Sammons announced that the residence halls will close Saturday, December 17 at 4 p.m. and will reopen January 12 at noon. Housing will be moving back to Thompson Hall over Christmas Break.

Rep. LaFontaine asked if there has been any feedback about open enrollment. There hasn't been yet. Rep. James reminded everyone that FSA funds can be spent through March 15 and employees have a month after that to submit claims.

Rep. Tobin announced that there will be an open house December 12 at the West Liberty Campus from 2-5 p.m.

Motion:	To adjourn	
	Proposed: Rep. P. Moore	Seconded: Rep. Kegley
Called for Vote:	Passed	

Minutes submitted by: Rhonda Crisp, Secretary