I. Call to Order

II. Welcome Guests

III. Approval of Minutes

IV. Chair's Report

V. Vice Chair's Report

VI. Secretary's Report

VII. Parliamentarian's Report

VIII. Committee Reports

  Credentials and Elections Committee
  University Standing Appointments Committee
  Fiscal Affairs Committee
  Personnel Policies and Benefits Committee
  Ad-Hoc Committee

IX. Regent Report

X. Old Business

XI. New Business

XII. Discussion

XIII. Announcements
### Credentials and Election

<table>
<thead>
<tr>
<th>Name</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margaret LaFontaine</td>
<td>Professional/Non-Faculty</td>
</tr>
<tr>
<td>Kevin Koett</td>
<td>Executive Managerial</td>
</tr>
<tr>
<td>Rick Messer</td>
<td>Service/Maintenance</td>
</tr>
<tr>
<td>David Jessie</td>
<td>Professional/Non-Faculty</td>
</tr>
<tr>
<td>Lisa Caskey</td>
<td>Secretarial/Clerical</td>
</tr>
<tr>
<td>Shannon Colvin</td>
<td>Professional/Non-Faculty</td>
</tr>
<tr>
<td>Elizabeth Williams</td>
<td>Technical/Paraprofessional</td>
</tr>
</tbody>
</table>

### Standing Appointments

<table>
<thead>
<tr>
<th>Name</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dallas Sammons</td>
<td>Executive Managerial</td>
</tr>
<tr>
<td>Rosemary Hinton</td>
<td>Secretarial/Clerical</td>
</tr>
<tr>
<td>Rebecca McGinnis</td>
<td>Professional/Non-Faculty</td>
</tr>
<tr>
<td>Linda Kegley</td>
<td>Service/Maintenance</td>
</tr>
<tr>
<td>Darlene Allen</td>
<td>Professional/Non-Faculty</td>
</tr>
<tr>
<td>Linda McCarty</td>
<td>Technical/Paraprofessional</td>
</tr>
<tr>
<td>Rhonda Mackin</td>
<td>Secretarial/Clerical</td>
</tr>
</tbody>
</table>

### Fiscal Affairs

<table>
<thead>
<tr>
<th>Name</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pam Moore</td>
<td>Secretarial/Clerical</td>
</tr>
<tr>
<td>Joe Hunsucker</td>
<td>Executive Managerial</td>
</tr>
<tr>
<td>Chris Hampton</td>
<td>Skilled Crafts</td>
</tr>
<tr>
<td>Donna Sloan</td>
<td>Service/Maintenance</td>
</tr>
<tr>
<td>Shannon Harr</td>
<td>Professional/Non-Faculty</td>
</tr>
<tr>
<td>Todd Thacker</td>
<td>Professional/Non-Faculty</td>
</tr>
<tr>
<td>William Salazar</td>
<td>Professional/Non-Faculty</td>
</tr>
</tbody>
</table>

### Personnel Policies and Benefits

<table>
<thead>
<tr>
<th>Name</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>April Nutter</td>
<td>Professional/Non-Faculty</td>
</tr>
<tr>
<td>Joel Pace</td>
<td>Executive Managerial</td>
</tr>
<tr>
<td>Jeff Adkins</td>
<td>Skilled Crafts</td>
</tr>
<tr>
<td>Darlene Ramey</td>
<td>Service/Maintenance</td>
</tr>
<tr>
<td>Amy Moore</td>
<td>Professional/Non-Faculty</td>
</tr>
<tr>
<td>Lonnie Morris</td>
<td>Professional/Non-Faculty</td>
</tr>
<tr>
<td>Rhonda Crisp</td>
<td>Secretarial/Clerical</td>
</tr>
</tbody>
</table>
Ad-Hoc Committees

**Professional Development**
Dallas Sammons—Executive Managerial  
Rebecca McGinnis—Professional/Non-Faculty  
Dave Jessie—Professional/Non-Faculty  
Rosemary Hinton—Secretarial/Clerical  
Elizabeth Williams—Technical/Paraprofessional  
Linda Kegley—Service Maintenance  
Chris Hampton—Skilled Crafts

**By-laws**
Joel Pace—Exec Managerial  
Amy Moore—Professional/Non-Faculty  
Margaret LaFontaine—Professional/Non-Faculty  
Pam Moore—Secretarial/Clerical  
Rick Messer—Service/Maintenance  
Chris Hampton—Skilled Crafts  
Linda McCarty—Technical/Paraprofessional  
Shannon Colvin—Parliamentarian
MEMBERS:

Jeff Adkins    Darlene Allen    Lisa Caskey    Shannon Colvin    Rhonda Crisp    Chris Hampton
Shannon Harr   Rosemary Hinton  Joe Hunsucker  Phillip James    Mary Jerde*    David Jessie
Linda Kegley   Kevin Koett     Margaret LaFontaine   Rhonda Mackin   Linda McCarty    Rebecca McGinnis
Rick Messer    Amy Moore       Pam Moore       Lonnie Morris*    April Nutter    Joel Pace
Darlene Ramey  William Salazar Dallas Sammons*  Donna Sloan   Doug Snedegar*    Todd Thacker
Jonell Tobin*  Elizabeth Williams

*Denotes member was absent

Guests: Phillip Gniot, Human Resources Director and Lora Pace, Staff Regent and First Year Program & Retention Director.

Chair White called the meeting to order at 1:03 p.m. A quorum was present.

ELECTION OF STAFF CONGRESS OFFICERS


The meeting was then turned over to newly elected Chair Phillip James who conducted business from this point forward. Chair James welcomed Staff Regent Lora Pace, Staff Regent and First Year Program & Retention Director, Human Resources Director Phil Gniot, and newly elected Staff Congress members: Kevin Koett, Linda McCarty, Joe Hunsucker, Donna Sloan, and Joel Pace.

**Motion:** To approve the minutes from June 11, 2007 minutes.

<table>
<thead>
<tr>
<th>Proposed:</th>
<th>Seconded: Rep. S. Colvin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rep. T. Thacker</td>
<td></td>
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</tbody>
</table>

**Called for Vote:**

<table>
<thead>
<tr>
<th>Chair's Report</th>
<th>Vice-Chair's Report</th>
<th>Secretary's Report</th>
<th>Parliamentarian's Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair James thanked everyone for the opportunity to serve as Chair. He also thanked Rep. A. Nutter for agreeing to serve as Vice-Chair and thanked Rep. R. Mackin for agreeing to serve as Secretary. He asked Rep. S. Colvin to continue to serve as Parliamentarian for the upcoming year. She agreed to continue in the position.</td>
<td>No Report</td>
<td>No Report</td>
<td>No Report</td>
</tr>
</tbody>
</table>

**Committee Reports**

<table>
<thead>
<tr>
<th>Credentials and Elections</th>
<th>University Standing Appointments</th>
<th>Fiscal Affairs</th>
<th>Personnel Policies and Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rep. M. LaFontaine reported they have two vacancies in the Technical/Paraprofessional category. Rep. E. Williams has agreed to be reappointed to the committee. Rep. M. Jerde has moved out of her EEO category so she is unavailable for reappointment.</td>
<td>No report.</td>
<td>No report.</td>
<td>No report.</td>
</tr>
</tbody>
</table>

**Regent's Report** - L. Pace reported that the Board of Regents is looking at the development of a formal evaluation for the President.

Rep. T. Thacker asked for an explanation of the President's raise. Discussion was held regarding the raise. L. Pace stated President Andrews was also eligible to receive a new car this year but declined it, stating he would drive the car he currently has.

Chair James asked for a 10 minute recess to confer with the newly elected Executive Committee.
**Old Business**

None.

**New Business**

<table>
<thead>
<tr>
<th>Motion:</th>
<th>To reappoint Rep. E. Williams to a one year term on the Ad Hoc Committee in the Technical/Paraprofessional category.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed:</td>
<td>Rep. M. LaFontaine</td>
</tr>
<tr>
<td>Seconded:</td>
<td>None needed since it comes from Committee.</td>
</tr>
<tr>
<td>Called for Vote:</td>
<td>Motion passed.</td>
</tr>
</tbody>
</table>

Chair James announced he would like to appoint the new members to committees.

**Credentials and Elections Committee** - would like to appoint Rep. K. Koett from the Executive/Managerial category and Rep. E. Williams from the Technical/Paraprofessional category; **Standing Appointments Committee** - in the Technical/Paraprofessional category, would like to appoint Rep. L. McCarty; **Fiscal Affairs Committee** - would like to appoint Rep. J. Hunsucker from the Executive/Managerial category and Rep. D. Sloan from the Service/Maintenance Category; **Personnel Policy and Benefits Committee** - would like to appoint Rep. J. Pace from the Executive/Managerial category.

Chair James stated that after looking at the distribution of categories, he would like to submit three additional changes in order to make the categories more evenly distributed to represent the entire Staff Congress: **Credentials and Elections Committee** - would like to appoint Rep. L. Caskey as the Secretarial/Clerical representative; **Personnel Policies and Benefits Committee** - would like to appoint Rep. J. Adkins from the Skilled Crafts category. There were two Service/Maintenance representatives on the **Credentials and Elections Committee**. He asked Rep. D. Ramey if she would like to go to the **Personnel Policies and Benefits Committee**. She agreed to do so. The Executive Committee would like to propose that the new committee member additions be as aforementioned. No second is needed as it comes from committee. Rationale for appointments to committees is to try to get a more even representation on the committees from all categories. Discussion was held. Vote was taken and motion passed with two members voting nay.

Reappointment of **Professional Development Ad Hoc Committee** as follows: current members will remain with one change. Chair James asked Rep. E. Williams to serve in place of Mary Jerde as the Technical/Paraprofessional representative. No second is needed as nomination comes from committee. Vote taken, motion passed.

**By-Laws Ad Hoc Committee**: Chair James asked the following members to serve on this committee: Rep. J. Pace to serve in the Executive/Managerial category; Rep. A. Moore and Rep. M. LaFontaine to serve in the Professional/Non-faculty category; Rep. P. Moore to serve in the Secretarial/Clerical category; Rep. R. Messer to serve in the Service/Maintenance category; Rep. C. Hampton to serve in the Skilled Crafts category; Rep. L. McCarty to serve in the Technical/Paraprofessional category; and Rep. S. Colvin as Parliamentarian. They all agreed to serve on the committee. It needs no second since it comes from Committee. Discussion held. Vote taken, motion passed with two members voting nay.

Rep. T. Thacker asked about the new maintenance technician position and that position’s salary at the West Liberty Extended Campus Center. He questioned why that person’s salary, who had less experience and seniority, was higher than those currently employed at MSU with more experience and seniority. He stated that a lot of maintenance personnel were upset about this. Discussion was held. Phil Gniot explained that this was part of the MSU acquisition agreement.
Motion: To suspend business so committees could meet and elect Chairs and Vice-Chairs.

Proposed: Chair P. James  Seconded: Rep. S. Colvin

Called for Vote: Passed

The following individuals have been named Chair and Vice-Chair for Staff Congress committees:

**Credentials & Elections:**
Chair - Margaret LaFontaine  Vice-Chair - David Jessie

**Fiscal Affairs:**
Chair - Pam Moore  Vice-Chair - Joe Hunsucker

**Personnel Policies & Benefits:**
Chair - April Nutter  Vice-Chair - Amy Moore

**Standing Appointments:**
Chair - Dallas Sammons  Vice-Chair - Rosemary Hinton

No further discussion. No second needed as it comes from Committee. Motion passed.

Rep. Thacker asked that a resolution be passed thanking our past Chair, Terry White, for his service to Staff Congress. Rep. Jessie seconded the motion. Resolution passed.

Rep. Jessie asked about the changes to the Ad Hoc committee membership. Discussion was held.

**Discussion**

Discussion was held concerning some immediate duties of the new Chair once they are elected to the position at the July meeting. A new Chair needs to begin making plans and sharing goals for Staff Congress for the upcoming year at the same meeting in which they are elected to the office.

**Announcements**

The next meeting for Staff Congress will be August 6th. A list of the upcoming Staff Congress meetings will also be placed on the web page. Rep. P. Moore stated the next SOAR will be held this Friday. Rep. E. Williams stated that the increase in health insurance premiums will be reflected in the next paycheck.

Motion: To adjourn.


Called for Vote: Motion passed.

Minutes submitted by: Rhonda Mackin, Secretary
Staff Congress Agenda
Aug. 6, 2007
Riggle Room - 1 p.m.

I. Call to Order

II. Welcome Guests

III. Approval of Minutes

IV. Chair's Report

V. Vice Chair's Report

VI. Secretary's Report

VII. Parliamentarian's Report

VIII. Committee Reports
    Credentials and Elections Committee
    University Standing Appointments Committee
    Fiscal Affairs Committee
    Personnel Policies and Benefits Committee
    Ad-Hoc Committees
    By-laws Review and Professional Development

IX. Regent Report

X. Old Business

XI. New Business

XII. Discussion
    Staff Congress Goals
    Faculty/Staff Lounge

XIII. Announcements
    Move-in Day Volunteers (Margaret LaFontaine)
    Volunteers needed for opening week of classes (Lora Pace)
    Next Meeting is September 10 at 1 p.m.
MOREHEAD STATE UNIVERSITY

STAFF CONGRESS MINUTES

AUGUST 6, 2007

MEMBERS:

Jeff Adkins  Chris Hampton  David Jessie  Linda McCarty  Lonnie Morris  Dallas Sammons
Darlene Allen*  Shannon Harr*  Linda Kegley  Rebecca McGinnis  April Nutter*  Donna Sloan *
Lisa Caskey  Rosemary Hinton  Kevin Koett  Rick Messer  Joel Pace  Todd Thacker
Shannon Colvin  Joe Hunsucker  Margaret LaFontaine  Amy Moore  Darlene Ramey  Elizabeth Williams*
Rhonda Crisp  Phillip James  Rhonda Mackin  Pam Moore  William Salazar

*Denotes member was absent

Guests: Philip Gniot - Director of Human Resources and Lora Pace - Staff Regent & Director of First Year Program & Retention

Chair James called the meeting to order at 1:00 p.m. A quorum was present. He asked for approval of the minutes from the July 9, 2007 meeting.

Motion: To approve the minutes from the July 9, 2007 meeting.


Called for Vote: Passed.

Chair's Report: Chair James gave a brief summary of the Stamats presentation.

Vice-Chair's Report: No report.

Secretary's Report: For the month of July, $73.90 was spent for refreshments and $21.20 for new member nameplates for a total of $95.10.

Committee Reports

Credentials and Elections: No report.

University Standing: No report.
Regent's Report:

Regent Pace gave a brief overview of the President's salary package.

Old Business:

No old business was brought forth.

New Business:

No new business was brought forth.

Discussion:

Interest in a Faculty/Staff lounge was discussed.

Chair James proposed several goals he would like to see Staff Congress pursue. He encouraged members to send suggestions to him by email. He will have a list of suggested goals for review at the next meeting.

Announcements:

L. Pace announced that the Eagle Planners will be mailed in the next few days. If anyone does not plan to use their planner, please return it to her. Rep. LaFontaine announced that volunteers are needed for move-in days for students.

The next meeting is Monday, September 10 at 1:00 p.m.

Motion:

To adjourn

Proposed: Rep. Colvin
Seconded: Rep. Caskey

Called for Vote: Passed

Minutes submitted by: Rhonda Mackin, Secretary

http://www.moreheadstate.edu/staffcongress/index.aspx?id=20650

3/3/2008
Staff Congress Agenda
September 10, 2007
Riggle Room - 1 p.m.

I. Call to Order

II. Welcome Guests

III. Approval of Minutes

IV. Chair's Report

V. Vice Chair's Report

VI. Secretary’s Report

VII. Parliamentarian’s Report

VIII. Committee Reports
   Credentials and Elections Committee
   University Standing Appointments Committee
   Fiscal Affairs Committee
   Personnel Policies and Benefits Committee
   Ad-Hoc Committees
      - By-laws Review and Professional Development

IX. Regent Report

X. OHR Report

XI. Old Business

XII. New Business
   Staff Congress Goals

XIII. Discussion
   University Games

XIV. Announcements
   Family Weekend
   Board of Regents Meeting
   Open Houses
   University Picnic
   Next Meeting is October 1 at 1 p.m.

http://www.moreheadstate.edu/staffcongress/index.aspx?id=20786
2007 Recommended Appointments to University Standing and Advisory Committees from the Standing Appointments Committee

Campus Environment Team/Affirmative Action Committee
April Miller Staff (2007-2009)
Mike Espisito Staff (2007-2009)

Employee Benefits Committee
Pam Moore Secretarial/Clerical (2007-2011)

Intercollegiate Athletics Committee
Al Baldwin Staff (2007-2009)

Job Classification and Review Committee
Barbara Willoughby Alternate Non-Exempt (2007-2011)
Chris Hampton At Large Non-Exempt (2007-2011)
Lloyd Hammons Service/Maintenance (2007-2011)
Lenore Dixon Secretarial/Clerical (2007-2011)

Library Committee
Connie Kibbey Staff (2007-2009)

Planning Committee
Amy Moore Staff Congress (2007-2009)

Scholarship Appeals and Advisory Committee
Patty Little Professional/N-F (2007-2009)

Service Committee
Jill McBride Tech/Paraprofessional (2007-2009)
Linda Kegley Service/Maintenance (2007-2009)

Student Disciplinary Committee
Amanda Mason Professional/N-F (2007-2009)

Student Life Committee
Lauren Buck Professional/N-F (2007-2009)

Student Media Board
Jason Daily Staff (2007-2009)
Sherri Adkins Staff (2006-2008)

Wellness Committee
Staci Mynheir Secretarial/Clerical (2007-2009)
Kevin Shelton Staff (2007-2009)
MOREHEAD STATE UNIVERSITY

STAFF CONGRESS MINUTES

AUGUST 6, 2007

MEMBERS:

Jeff Adkins    Chris Hampton    David Jessie    Linda McCarty    Lonnie Morris    Dallas Sammons
Darlene Allen*    Shannon Harr*    Linda Kegley    Rebecca McGinnis    April Nutter*    Donna Sloan*
Lisa Caskey    Rosemary Hinton    Kevin Koett    Rick Messer    Joel Pace    Todd Thacker
Shannon Colvin    Joe Hunsucker    Margaret LaFontaine    Amy Moore    Darlene Ramey    Elizabeth Williams*
Rhonda Crisp    Phillip James    Rhonda Mackin    Pam Moore    William Salazar

*Denotes member was absent

Guests:

Philip Gniot - Director of Human Resources and Lora Pace - Staff Regent & Director of First Year Program & Retention

Chair James called the meeting to order at 1:00 p.m. A quorum was present. He asked for approval of the minutes from the July 9, 2007 meeting.

Motion:

To approve the minutes from the July 9, 2007 meeting.


Called for Vote: Passed.

Chair's Report

A brief summary of the Stamats presentation.

Vice-Chair's Report

No report.

Secretary's Report

For the month of July, $73.90 was spent for refreshments and $21.20 for new member nameplates for a total of $95.10.

Committee Reports

Credentials and Elections

No report.

University Standing Appointments

No report.
Regent's Report:
Regent Pace gave a brief overview of the President's salary package.

Old Business:
No old business was brought forth.

New Business:
No new business was brought forth.

Discussion:
Interest in a Faculty/Staff lounge was discussed.

Chair James proposed several goals he would like to see Staff Congress pursue. He encouraged members to send suggestions to him by email. He will have a list of suggested goals for review at the next meeting.

Announcements:
L. Pace announced that the Eagle Planners will be mailed in the next few days. If anyone does not plan to use their planner, please return it to her. Rep. LaFontaine announced that volunteers are needed for move-in days for students.

The next meeting is Monday, September 10 at 1:00 p.m.

Motion: To adjourn


Minutes submitted by: Rhonda Mackin, Secretary
Chair James called the meeting to order at 1:05 p.m. Business was suspended temporarily for the purpose of taking the Staff Congress group picture. After the picture, business was again suspended to allow Karen Bardsley, Philosophy Professor, to talk about a faculty/staff lounge which she has proposed.

Chair James asked for approval of the minutes from the July 9, 2007 meeting.

<table>
<thead>
<tr>
<th>Motion:</th>
<th>To approve the minutes from the August 6, 2007 meeting.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed:</td>
<td>Rep. Colvin</td>
</tr>
<tr>
<td>Seconded:</td>
<td>Rep. Kegley</td>
</tr>
<tr>
<td>Called for Vote:</td>
<td>Passed with a change as follows: Rep. McGinnis was marked as present but was absent.</td>
</tr>
</tbody>
</table>

http://www.moreheadstate.edu/staffcongress/index.aspx?id=21854

3/3/2008
Chair's Report

Chair James gave an update on the search for a Vice President for Development. There are about 20 applicants in the pool. President Andrews hopes to have someone in place by January 2008. Rep. Colvin will sit in for Chair James at the President's Council meeting on Wednesday. Rep. Salazar sat in for him at the Men Against Violence breakfast in August.

Vice-Chair's Report

Vice-Chair Nutter has updated the newsletter. If anyone has suggestions, please let her know.

Secretary's Report

No report.

Parliamentarian's Report

No report.

Committee Reports

<table>
<thead>
<tr>
<th>Credentials and Elections</th>
<th>No report.</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Standing Appointments</td>
<td>Rep. Sammons has a list of appointments that she will bring up in New Business.</td>
</tr>
<tr>
<td>Fiscal Affairs</td>
<td>No report.</td>
</tr>
<tr>
<td>Personnel Policies and Benefits</td>
<td>The committee met a couple of weeks ago about insurance and better orientation for new employees.</td>
</tr>
<tr>
<td>Ad-Hoc - By-Laws Review</td>
<td>The corrected By-Laws are now on the web. The committee completed the revisions on the 30th.</td>
</tr>
</tbody>
</table>

Ad-Hoc - Professional Develop.

Have not met to further develop the professional development track.

Regent's Report:

Regent Pace stated they will have a work session on Aug. 30th and have their next quarterly meeting on Sept. 30th.

Office of Human Resource’s Report:

Phil Gniot reported on committee work they have been doing. The MSU 101 program and Employee Orientation program are one and the same. It is a program designed to take place over a semester for all new hires to orient them to the university. The plan is for this to be in place next semester which will provide employees with a one hour credit. The program will cover a number of major areas and will consist of 16 meetings at one hour each week. It will cover the university’s mission/vision goals, the university structure, operating within the MSU structure, how to get things done, the history of MSU and the area, benefits, technology, voice mail, email, and the university’s website. This came about as a Staff Congress initiative. He also has been looking at the suggestions listed on the Benefits Survey that was done last spring. Insurance is changing from CHA to Humana. He has asked Humana to structure their plans so that it mimics the CHA plan. Open enrollment will be the latter part of October. Retirement vendors will on campus beginning in October. We will still use Process Works when the university switches to Humana.

Old Business:

Rep. McCarty reported that some of her constituents would like to have a statement listing their vacation/sick days. The possibility of having a “kiosk” type computer in each residence hall for MSU employees to use rather than having them walk to the Physical Plant was discussed as well as the security of these computers. Chair James will follow-up on this with Dana Baldridge of Payroll in an attempt to come up with a solution.

New Business:

Chair James handed out a ballot with all the Staff Congress goals listed that were proposed at the last meeting. Discussion was held after each goal was read. Chair James asked members to select up to five goals they would like to see worked on.

The list is as follows:

1. Creation of a Professional Development program for Staff
2. Continue to work with OHR to get the best and most affordable health, insurance and to maintain and add to the employee benefits
3. Follow up on outstanding issues taken to the administration i.e. tuition waivers for retirees, discounted/free athletic tickets for faculty staff and increasing the education compensation
4. Set up a collaboration with other Staff Congresses across state/nation
5. (tie) Completion of the Staff Congress By-Laws revision
5. (tie) Work with OHR to examine Career Ladders in more departments across campus
7. (tie) Work with OHR to reevaluate internal hiring practices
7. (tie) Market Staff Congress better

http://www.moreheadstate.edu/staffcongress/index.aspx?id=21854

3/3/2008
7. (tie) Creation of a “consulting day” once a month for Staff,

10. Work with the PLA to have two slots allocated on the PLA that would be recommended from Staff Congress

Rep. Sammons stated her committee went through the old University Standing Committees and have made recommendations for 2007 as follows:


The Standing Appointments Committee is proposing that these recommendations be approved. No second is needed as it comes from Committee. Discussion held with regards to length of appointments. Vote taken and all were in favor. Proposal passed.

Discussion:

Rep. LaFontaine stated that the University Games were going to be revamped to spread the activities out over a longer period of time. More information will be available in the next one to two weeks.

Chair James listed the five goals that Staff Congress will work on in the upcoming year. They are as follows:

- Creation of a Professional Development program for Staff/Employees
- Continue to work with OHR to urge hiring supervisors from within
- Follow up on outstanding issues taken to the administration i.e. tuition waivers for retirees, discounted/free athletic tickets for faculty/staff and increasing the education compensation
- Set up a collaboration with other Staff Congresses across state/nation
- Creation of Career Ladders in more departments across campus/completion of the Staff Congress Bylaws revision

Announcements:

This weekend is Family Weekend. The Board of Regents meeting is Sept. 20th at 9:00. Open Houses are as follows: Sept. 22nd and Nov. 10th. The Faculty/Staff picnic is Sept. 22nd. Vice Chair Nutter's office is working on developing a centralized way to notify people of events on campus. She would like some feedback about the www.moreheadstate.edu/today website.

Chair James announced that those MSU employees/students who have ATT/Cingular cell phone service can get a 15% discount on phone bills by showing your MSU ID at the local store.

Rep. LaFontaine stated that the Bowling Clubs are having their annual steak dinner at the Carl Perkins Center on Thursday at 4:00. Also, Larry Wilson has retired from MSU after 40 years of service. There currently is a campaign underway to raise money and name the university bowling lanes after him. The Office of Development stipulates that a goal of $20,000 has to be raised in order to have the bowling lanes named after him. Currently, just under $10,000 has been raised.

http://www.moreheadstate.edu/staffcongress/index.aspx?id=21854

3/3/2008
Information can be obtained on the Bowling Club's website.

The next meeting is Monday, October 1st at 1:00 p.m.

<table>
<thead>
<tr>
<th>Motion:</th>
<th>To adjourn.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Called for Vote:</td>
<td>Passed</td>
</tr>
</tbody>
</table>

Minutes submitted by: Rhonda Mackin, Secretary
Chair James called the meeting to order at 1:05 p.m. A quorum was present. A plaque of appreciation was given to Terry White in honor of his past service as Chair of Staff Congress. Chair James asked for approval of the meeting minutes from the September 10, 2007 meeting.

Motion: To approve the minutes from the September 10, 2007 meeting.


Called for Vote: Passed with corrections. Rep. Nutter noted that on page 3 the statement "the MSU 101 program and employee orientation program are one and the same" should be deleted.

Chair James gave an update on a request from the last meeting on the

http://www.moreheadstate.edu/staffcongress/index.aspx?id=24136

3/3/2008
### Chair's Report

reporting of vacation/sick leave. Some employees do not have the ability to view it. He reported that additional computers may be added to Lappin Hall, Ginger Hall, and Breckinridge Hall, in addition to some of the residence halls for the purpose of checking payroll information. Dana Baldridge, Human Resources, has developed a set of instructions on how to check payroll information which will be given to employees. He also reported the 2007-2008 Staff Congress goals will be added to all the meeting agendas as a constant reminder of what the goals were set for.

### Vice-Chair's Report

No report.

### Secretary's Report

Last month $73.90 was spent for refreshments, leaving a balance of $2,476.40.

### Parliamentarian's Report

No report.

### Committee Reports

#### Credentials and Elections

Rep. Lafontaine reported that Chair James forwarded her an email he received from Rep. McCarty who is resigning from her seat on Staff Congress as she is nearing retirement. Per the Bylaws, the vacant seat will be offered to the next highest vote-getter in that category which is Terry White. He has accepted the Staff Congress seat.

#### University Standing Appointments

Rep. Hinton reported that their committee had received a recommendation for a vacancy on the Library committee that will be brought up in New Business.

#### Fiscal Affairs

No report.

#### Personnel Policies and Benefits

No report.

#### Ad-Hoc - By-Laws Review

Rep. P. Moore reported they have revisions to the By-Laws that will be brought up in New Business.

http://www.moreheadstate.edu/staffcongress/index.aspx?id=24136

3/3/2008
Regent's Report: L. Pace reported a correction to the last meeting minutes was that the Board of Regents had their quarterly meeting on September 20th, not September 30th.

Office of Human Resources Report: Phil Gnoit provided an overview of the Humana health care plan. Open enrollment will begin October 29th and will end November 16th. He explained that employees can get one-half of the insurance premium increase waived by completing the Humana Health Assessment and the other one-half premium increase can be waived if the employee and/or spouse are non-tobacco users.

Old Business: None reported.

New Business: Rep. Hinton reported that Diane Thacker has resigned from the Library Committee. Annette Hines has been nominated to replace her on the Library Committee. Since motion comes from Committee, no second is needed. Discussion was held. Motion passed.

By-Laws Revision: Rep. Colvin read aloud Article I of the By-Laws outlining the proposed changes as well as presented them on a projection screen. Discussion was held regarding the changes, including changing the elections to be held during the month of April. Rep. Williams made a motion to accept the changes, Rep. Pace seconded. Motion passed. Section 5 changes included in 5A, remove "For a term"; change H to D, and in section B change the EEO category to "voting category." Rep. LaFontaine made a motion to accept the changes, Rep. P. Moore seconded. Motion passed. In Section 6, Rep. Koett proposed the use of a proxy vote in the event a representative has to be absent from a Staff Congress meeting, seconded by Rep. A. Moore. Discussion was held. Vote was taken but not passed. Rep. Pace proposed that the discussion of the remainder of the Bylaws changes be tabled until the next meeting. Motion was seconded by Rep. Messer. Motion passed.

A copy of the proposed changes is attached along with a copy of the revised Bylaws (Article I).

Discussion: L. Pace suggested that Staff Congress might want to consider eliminating the Fiscal Affairs Committee as there does not seem to be a need for it and it has not met in a long time. No further discussion.

Announcements: Hooked on Homecoming is October 18 – 20; Homecoming Parade is at 6:00 pm on October 18; Churchill Downs trip is October 28, Open House is November 11, Heart Walk is October 6; and Blue & Gold Band Festival will be held at Jayne Stadium on October.
Morehead State University - Staff Congress: November 5, 2007 Minutes

Monday, March 03, 2008 ~
Staff Congress
MSU Home >> Staff Congress >> November 5, 2007 Minutes

MOREHEAD STATE UNIVERSITY

STAFF CONGRESS MINUTES

NOVEMBER 5, 2007

MEMBERS:

Jeff Adkins  Chris Hampton  David Jessie  Rebecca McGinnis  April Nutter  Todd Thacker
Darlene Allen  Shannon Harr*  Linda Kegley  Rick Messer  Joel Pace  Terry White
Lisa Caskey*  Rosemary Hinton  Kevin Koett*  Amy Moore*  Darlene Ramey  Elizabeth Williams
Shannon Colvin  Joe Hunsucker  Margaret LaFontaine  Pam Moore  William Salazar
Rhonda Crisp  Phillip James  Rhonda Mackin  Lonnie Morris  Dallas Sammons

*Denotes member was absent

Guests:  Phil Gniot, Director of Human Resources.

Chair James called the meeting to order at 1:05 p.m. A quorum was present. A plaque of appreciation was given to David Jessie in honor of his past service as Chair of Staff Congress. Chair James asked for approval of the meeting minutes from the October 1, 2007 meeting.

Motion:  To approve the minutes from the October 1, 2007 meeting.


Called for Vote:  Motion passed.

Chair's Report  Chair James reported there will be an administrative retreat Nov. 8th for the Executive Council of Staff Congress, officers of Staff Congress/Faculty Senate along with the President’s Council. They will be meeting with the President and his Cabinet. The main focus of the meeting is discussion of

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3/3/2008
the Business Plan and actions related to that. The University of Kentucky Staff Congress Executive Officers have invited the MSU Staff Congress Executive Officers and WKU and EKU Staff Congress Executive Officers to a meeting in January.

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<tr>
<th>Vice-Chair's Report</th>
<th>No report.</th>
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<th>Secretary's Report</th>
<th>Last month $73.90 was spent for refreshments, leaving a balance of $2,402.50.</th>
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<tr>
<th>Parliamentarian's Report</th>
<th>No report.</th>
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Committee Reports

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<tr>
<th>Credentials and Elections</th>
<th>Rep. LaFontaine reported that Rep. Sloan has resigned as a Building Services Technician; therefore, she is not eligible to serve on Staff Congress. The Credentials and Elections committee will be meeting to discuss this vacancy and the Tech/Paraprofessional vacancy before the December meeting. They are also beginning to collect some information on voting options for the next election.</th>
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<tr>
<th>University Standing Appointments</th>
<th>No report.</th>
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<th>Fiscal Affairs</th>
<th>No report.</th>
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<tr>
<th>Personnel Policies and Benefits</th>
<th>No report.</th>
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<tr>
<th>Ad-Hoc - By-Laws Review</th>
<th>To be brought up in Old Business.</th>
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Rep. Sammons reported only two people showed up for the meeting last week so they will need to schedule another meeting. A Para/Technical Professional replacement will need to be appointed for Mary Jerde who is no longer a member of Staff Congress. Chair James stated that, in July, he appointed Rep. Williams to sit on that committee.

Regent’s Report: No report.

Office of Human Resources Report: Phil Gnoit reported that the Sick Leave Pool has a balance of 4,471 hours. There were 1,751 hours awarded this past year which have helped 11 employees. So far, 121 employees have donated 2,111 hours. He would like input from both the Benefits Committee and Staff Congress in determining what a catastrophic illness is and what time that taken from the Sick Leave Pool is supposed to be used for. Discussion was held regarding trying to define the definition of catastrophic illness.

Rep. Pace asked about the length of time that employees were allowed to do the Humana surveys. He asked for clarification as he thought employees had until sometime in January to complete them, but the written materials indicated November 16th. Mr. Gnoit responded that the reason for the November 16th date was this was the last date to get information to them in time for entering information into the system in time for the premium changes. Discussion was held.

Old Business:

Article I (Presentation): At the request of Rep. Thacker, Rep. Colvin read over the section, indicating suggested changes. Rep. LaFontaine asked for a question of clarification. She asked if approved, would these article changes will be effective immediately. Rep. Thacker answered that it had to be passed by the Board of Regents first and then the President. Rep. Thacker called for question. Motion made by Rep. LaFontaine and seconded by Rep. P. Moore to approve Article I of the Bylaws. Vote taken and motion passed.

Article II: No changes.

Article III, Section 1 Officers: Rep. Colvin read over the section, indicating suggested changes. Rep. Thacker made a motion to strike "and be elected by the majority” in Section I, seconded by Rep. Jessie. Discussion was held. Vote was taken. Motion passed with 13 voting for approval and 8 opposed. Rep. McGinnis made a motion that “and receive the highest number of votes cast” be added at the end of the second line, seconded by Rep. Allen. Vote was taken and passed with one nay.

Article III, Section 2 Eligibility: No changes.

Article III, Section 3 Election of Officers: Rep. Colvin read over the section, indicating suggested changes. Discussion was held. Rep. Thacker made a motion to strike June from the suggested correction in the first line, seconded by Rep. Jessie. Further discussion was held. Motion passed with one nay. Rep. Nutter made a motion for new officer’s payroll to take effect in August, seconded by Rep. Jessie. Rep. Colvin offered a friendly amendment for the outgoing Chair to officiate in the July meeting and for newly elected officers to assume positions in August. Chair James clarified the motion to read as follows: newly elected officers will assume positions in August with the outgoing Chair presiding over the July meeting. No further discussion. Question called. Vote taken, motion passed.

Article III, Section 4 Duties of the Chair: Rep. Colvin read over the section, indicating suggested changes. There was only a minor change concerning the word “the” which did not require a vote.

Article III, Section 5 Duties of the Vice-Chair: Rep. Colvin read over the section, indicating suggested changes. Discussion was held. Rep. Jessie made a motion to accept the addition of: D. To maintain Staff Congress web-site, seconded by Rep. Thacker. Vote taken and passed. Rep. Colvin made a general motion to remove all the extra “the’s” out of the Bylaws, seconded by Jeff
Adkins. Vote taken, motion passed.

Article III, Section 6 Duties of the Secretary: Rep. Colvin made a motion to add F. “To maintain a report of the general budget of Staff Congress” and make the current F. a G. Vote taken, motion passed. Rep. Pace made a motion to remove the word “general” from the just-passed motion, seconded by Rep. McGinnis. Discussion. Vote taken, motion passed.

Article III, Section 7 Appointment and Duties of the Parliamentarian: Rep. Pace stated that the word “we” should be eliminated from B. and the word “July” should be changed to August in C. Rep. LaFontaine made a motion to accept the changes, Rep. Kegley seconded. Discussion. Vote taken, motion passed.

Article IV (Meetings), Section 8 Removal of Staff Congress Officers: Motion made by Rep. Sammons, seconded by Rep. White, to add “No officer shall be removed without approval of two-thirds of the membership of Staff Congress”. Discussion. Question called. Vote taken with 12 in favor and 6 opposed. Motion passed. Rep. Thacker made a motion that paragraph A also reflect the same statement regarding removal of officers, as the last sentence in the first paragraph of Section 8, Rep. Jessie seconded. Vote taken and motion passed with one nay. Rep. Jessie made a motion that F. should reflect that no officer shall be removed without the approval of two-thirds of Staff Congress, Rep. Allen seconded. Vote taken with 9 voting in favor and 10 opposing. Motion was defeated. Rep. Jessie made a motion to accept Article III with changes, Rep. McGinnis seconded. Vote taken, motion passed.

Article IV, Section 1 Time: No changes.

Article IV, Section 2 Place: Removed extra period at the end of the sentence.

Article IV, Section 3 Notice of Meetings: No changes.

Article IV, Section 4 Agenda: No changes.

Article IV, Section 5 Special Meeting: No changes.

Article IV, Section 6 Open Meetings: No changes.

Article IV, Section 7 Executive Session: Rep. Colvin read over the section, indicating suggested changes. Rep. Jessie made a motion to strike out ex-officio members and replace with “all visitors are not allowed to participate and may be asked to excuse themselves for the duration of the Executive Session”, seconded by Rep. Thacker. Vote taken, motion passed.

Article IV, Section 8 Voting: No changes.

Article IV, Section 9 Roll Call Votes: No changes.

Article IV, Section 10 Quorum: No changes.

Article IV, Section 11 Debate: No changes.

Article IV, Section 12 Tie Votes: No changes.

Vote taken on all changes for Article IV with all members voting for approval. Motion passed.

Article V (Standing Committees of the Staff Congress), Section 1 Function: No changes.


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Article V, Section 4 Chairperson of Standing Committees: No changes.

Question called and vote taken for all changes for Article V with all members voting for approval. Motion passed.

Article VI (Ad Hoc Committees), Section 1 Authority; Article VI, Section 2 Limitation; Article VI, Section 3 Appointments: no changes other than minor grammatical changes.


Article VII (Amendments to the Bylaws), Section 1; Article VII, Section 2; Article VII, Section 3; Article VII, Section 4; Article VII, Section 5; Article VII, Section 6: No changes. Rep. Jessie made a motion to approve Article VII, seconded by Rep. Pace. Vote taken, motion passed.

Chair James announced there will be a second reading on Articles II through VIII at the next meeting in December.

New Business: A proposal submitted by the Executive Council of Staff Congress to be considered is to allot up to $250 towards the purchase of 250 football tickets for the November 10th game. It needs no second as it comes from Executive Council. This resulted from a meeting with Athletics. Faculty Senate as well as Staff Congress would provide up to 500 football tickets to be available to the first 500 Faculty/Staff to get a free ticket to the November 10th game. We would only have to pay for the tickets used, sharing the cost with Faculty Senate. Discussion. These are general admission tickets, free for faculty/staff only, not family members. Question called and vote taken. Six in favor, nine opposed. Motion defeated.

Rep. Thacker made a motion that President Andrews be asked to waive all golf cart and course fees for the University games, seconded by Rep. Jessie. Discussion. Rep. Pace made a friendly amendment to present this proposal to the Personnel Policies and Benefits Committee.

Rep. Sammons made a motion to support Phil Gniot, Human Resources Director, in sending out a mass email to all employees reminding them about the deadline for completing the Humana Health Assessment, seconded by Rep. Allen. Vote taken, motion passed.

Discussion: None.

Announcements: The PLA informational sessions will be Thursday, November 8th at 3:00 pm in ADUC 301 and again on November 12th at 3:00 pm in ADUC 312. Flu shots on currently ongoing. The next meeting is December 3rd at 1:00 pm.

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<tr>
<th>Motion:</th>
<th>To adjourn.</th>
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<td>Called for Vote:</td>
<td>Passed</td>
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Minutes submitted by: Rhonda Mackin, Secretary

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3/3/2008
MOREHEAD STATE UNIVERSITY

STAFF CONGRESS MINUTES

DECEMBER 3, 2007

MEMBERS:

Jeff Adkins*          Chris Hampton  David Jessie  Rebecca McGinnis*  April Nutter  Todd Thacker
Darlene Allen*        Shannon Harr*  Linda Kegley  Rick Messer*  Joel Pace  Terry White
Lisa Caskey           Rosemary Hinton* Kevin Koett*  Amy Moore  Darlene Ramey  Elizabeth Williams
Shannon Colvin        Joe Hunsucker  Margaret LaFontaine  Pam Moore  William Salazar
Rhonda Crisp          Phillip James  Rhonda Mackin*  Lonnie Morris  Dallas Sammons

*Denotes member was absent

Guests: Lora Pace - Staff Regent & Director of First Year Program & Retention

Chair James called the meeting to order at 1:05 p.m. A quorum was present. He asked for approval of the minutes from the September 10, 2007 meeting.

Motion: To approve the minutes from the November 5, 2007 meeting.


Called for Vote: Passed.

Chair's Report

Chair James announced the next President's Council meeting will be Dec. 12th. He gave an update on the Vice President for Development search. Open forums will be held Dec. 10th, 13th and 19th at 2:00 pm in the Riggle Room. There are two male candidates and one female candidate. He is trying to schedule a meeting with President Andrews to present the...
By-laws to him so they can be presented to the President’s Cabinet and the Board of Regents. Jeff Adkins sent a thank-you card to Staff Congress.

**Vice-Chair’s Report**

- No report.

**Secretary’s Report**

- No report.

**Parliamentarian’s Report**

- No report.

### Committee Reports

**Credentials and Elections**

Rep. Lafontaine reported that the committee met last week. They will be recommending in New Business for two people to fill the vacancies in the Tech/Paraprofessional category. Election voting will be done by paper ballot this year since on-line elections are unavailable, using color-coded ballots for each EEO category. Absentee ballots will still be available which may be best for extended campus employees. There are three people on the Credentials and Elections Committee whose terms are expiring this year. If they decide to run for their position again, they cannot be involved in the elections process so help will be needed from Staff Congress members.

**University Standing Appointments**

- No report.

**Fiscal Affairs**

- No report.

**Personnel Policies and Benefits**

- This specific committee has not met but the Employee Benefits Committee has met. They are looking at revising some of the language around the sick leave pool.

**Ad-Hoc - By-Laws Review**

- No report.
Regent's Report: L. Pace reported the regular quarterly Regents meeting will be held on Thursday. They will be finalizing the President's formal evaluation process.

Old Business: Second reading of the Bylaw Articles. Rep. Colvin read the sentences that had changes instead of reading the entire Article. Chair James reported Rep. Koett has suggested that Article III, Section 4 state the Chair is responsible for signing off on all expenditures. Discussion. Rep. Thacker made a motion that Article III, Section 4 of the Bylaws state the Chair is fiscally responsible for the Staff Congress budget, seconded by Rep. Hampton. Vote taken, motion passed. Rep. Colvin continued with the reading of the revised Articles. Chair James asked if there were any additions or questions concerning any of the Articles. Rep. Pace asked to revisit Article V, Section 3. Rep. Pace made a motion to remove letter B. the Fiscal Affairs Committee, from Section 3, seconded by Rep. Thacker. Rep. Colvin questioned if this membership was being utilized effectively or is it a waste of committee member's time? Additional discussion. Rep. Jessie called for question. Vote taken, motion failed. Rep. Pace made a motion for an addition to letter B. – that the Chair and Vice Chair of the Fiscal Affairs Committee be the Staff Congress representatives to the Planning Committee, seconded by Rep. Thacker. Discussion. Vote taken, motion failed. No more additions or deletions for Articles II – VII. Rep. Thacker called for question to approve Articles II – VII as read today with the one addition made. Vote taken, motion passed. Chair James thanked everyone for their time spent on the Bylaw revisions.

New Business: Rep. LaFontaine stated that the Credentials and Elections Committee recommend that Jill McBride be appointed to fill the unexpired Tech/Paraprofessional vacancy until the next election. They also recommend that Sharon Beller-White be appointed to serve in the Service/Maintenance vacancy until the next election. It needs no second as it comes from Committee. No discussion. Vote taken, recommendation passed. Rep. Colvin made a motion that we purchase a new Dictaphone or additional equipment to enhance the recording capabilities of the current one as it does not record well, seconded by Rep. Sammons. Discussion. Vote taken, motion passed. Rep. Thacker stated that methods of voting should be clarified in the Bylaws. Rep. Colvin stated that is something Staff Congress will need to consider. Rep. Pace suggested that a Blackboard site for Staff Congress needs to be created as a place to share information. Rep. LaFontaine stated that as a member of Staff Congress, representatives have an obligation to check their emails frequently for information and members should give Staff Congress an email address that they frequently use. Rep. Jessie stated that should also be stated in the Constitution as well, that if we stipulate by being a member of Staff Congress you have to check your email, then that needs to be in writing somewhere in the Bylaws. Discussion was held. Rep. LaFontainate stated that Article IV, Section 3 states that regular meetings require five days advance written notice and special meetings require three days advance written notice. This does not distinguish whether it is written on paper or written electronically, which is the current method of notification used. Chair James stated good points have been brought up about the time issue and that we might need to look at that more closely in the future.

Discussion: None.

Announcements: The University Games luncheon is this Wednesday, 10:45 – 1:30 in the Eagle Dining Room. The Board of Regents meeting is Thursday at 9:00. The next Staff Congress meeting is January 7th at 1:00 pm. January 10th is the MSU vs EKU Basketball Games. There will be free tee shirts for the first 500 people and Buy 1/Get 1 Free tickets for faculty/staff if purchased in advance. Rep. Salazar stated that Staff Congress should acknowledge the passing of Professor Greg Goldey. Chair James announced the President’s Open House would be tomorrow (Tuesday) and that everyone should have received the holiday card from the President stating the dates and times of the Open Houses. As a reminder, the Vice President for Development Open Forums are December 10th (William Back-Ohio), 13th (James Shaw-Colorado) and 19th (Katherine Dennis-
Motion: To adjourn.

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<tr>
<th>Proposed:</th>
<th>Rep. Colvin</th>
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<td>Seconded:</td>
<td>Rep. LaFontaine</td>
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Called for Vote: Passed.

Minutes submitted by: Rhonda Mackin, Secretary