

Monday, March 03, 2008 ~

Staff Congress

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MOREHEAD STATE UNIVERSITY**STAFF CONGRESS MINUTES****JANUARY 7, 2008****MEMBERS:**

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

***Denotes member was absent**

Guests:	Lora Pace - Staff Regent & Director of First Year Programs & Retention; Phil Gniot, Human Resources Director
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Chair James called the meeting to order at 1:05 p.m. A quorum was present. He welcomed guests Lora Pace and Phil Gniot. He asked for approval of the minutes from the December 9, 2007 meeting. Rep. Margaret LaFontaine's last name in the Committee Reports needs to have a capital F. Correction noted.

Motion:	To approve the minutes from the December 9, 2007 meeting with corrections.	
	Proposed: Rep. P. Moore	Seconded: Rep. LaFontaine
Called for Vote:	Passed.	

Chair's Report	Chair James welcomed everyone back from the holidays. Reps. Jill McBride and Sharon White were welcomed as new members. They were appointed to Staff Congress at the last meeting. He has set up a meeting with the President for February 7 th to discuss the changes that were approved in the Bylaws. Several Executive Council members are going to attend UK Staff Senate meeting this Thursday. Representatives from Eastern Kentucky University and Western Kentucky University will be in attendance as well. Convocation for the Spring is scheduled for Wednesday at 10:00 in Button Auditorium. There will be a guest speaker. He received an email today from Dana Baldrige, Payroll that W-2 forms will be mailed on or before January 31 st to your home address. Part-time, regular and college work-study W-2 forms will also be mailed to their homes addresses.
Vice-Chair's Report	Rep. Nutter has updated the Staff Congress website since the last meeting.

Secretary's Report	No report.
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Parliamentarian's Report	No report.
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Committee Reports

Credentials and Elections	No report.
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University	
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Standing Appointments	No report.
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Fiscal Affairs	No report.
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Personnel Policies and Benefits	No report.
Ad-Hoc - By-Laws Review	No report.

Ad-Hoc - Professional Develop.	No report.
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Regent's Report: The Regents met December 6th. One of the items on the Agenda was to discuss the President's evaluation process. The performance bonus would be 40% of his base salary if all goals are met. This year he would only be eligible for one-half of that because his evaluation would only be for one-half of the year. She also stated that the President was eligible for a new vehicle this past summer and turned it down. Discussion. Rep. Nutter asked if the evaluation instrument will be developed by the Board or a broader group. Regent Pace stated that the Board members will develop the instrument.

Human Resources Report: Mr. Gniot reported that insurance cards have gone out. If anyone did not receive their card, a temporary card can be issued by Human Resources. Rep. Pace stated that he was told at the eye doctor's that morning that the vision exam was no longer covered but the Eye Med website

stated that there is \$5.00 off the comprehensive eye exam. Mr. Gniot said he thinks the exams are covered and will check on this. Rep. Adkins asked how much participation was received on the survey concerning tobacco use, etc. Mr. Gniot said there were 77% participation of eligible employees in the Health Assessment and 69% participation in the non-tobacco use assessment. Rep. Crisp asked when would last year's balances from Process Works be rolled over to the new year. Mr. Gniot is awaiting an answer from Process Works about this. The Employee Discount Program is now in place with several businesses providing discounts. This information can be obtained from the Human Resources website. Becky in Human Resources is the person working on the Employee Discount Program. Mr. Gniot stated that MSU 199 Orientation for New Employees will begin January 15th and will last for 16 weeks. There will be two sections offered. The goal of this program is to make the participant a better employee. Current employees (other than new employees) are welcome to attend if space is available. The meetings will be held in the Riggle Room. Classes will be for one hour per week, one mid-morning and mid-afternoon. V.P. Nutter will place the syllabus on the Staff Congress website.

Old Business: None.

New Business: None.

Discussion: Rep. Thacker asked about the agenda for the Executive Council meeting with the UK Staff Congress. Chair James explained that it was actually one of UK's regular Staff/Senate meetings and the UK Chair asked if MSU's Executive Council wanted to attend their meeting. UK's Chair did email an agenda to Chair James but he has not printed it out yet. The objective is to meet with other Staff Congresses to see how their meetings are conducted. V.P. Nutter stated if anyone has questions they would like addressed, email her with them. Rep. Sammons suggested that, in light of the current budget situation, the Fiscal Affairs might try to meet with the Administration to find out what is going on to forward information to Staff Congress members to pass on to constituents. Rep. LaFontaine asked if it's possible the President will discuss budget cuts at the Convocation. Chair James said this will probably be discussed or mentioned at that time. Regarding the search for a Vice President of Development, Chair James gave an overview of the interview conclusion and the committee has submitted its comments and feedback of the pros and cons of each candidate to Keith Kappes, who is the Chair. He has passed this on to the President. Rep. Pace asked about the possibility of forced layoffs considering that the university may be looking at 10-12% budget cuts next year. Mr. Gniot stated that 3% of that can be easily taken care of with vacancies. The non-recurring problem will put a little more pressure on the university. We may try to look at tuition and other sources of income to try to make that up. Rep. LaFontaine stated that she has read there is a Freeze Bill filed in the Legislature to limit or not allow tuition increases so tuition increases may not be an option to increase revenue. V.P. Nutter stated that Keith Kappes, our legislative liaison, tracks things like this. He sends April things regularly to post on the MSU website www.moreheadstate.edu/legislativeupdate.

Announcements: There will be buy one/get one free tickets for the EKU vs. MSU basketball game on January 10th if purchased in advance. Also, the first 500 people receive free tee-shirts. The next Open House is Saturday, February 2nd. The next Staff Congress meeting is Monday, February 4th at 1:00 pm. L. Pace announced the upcoming SOAR dates which are April 18th, April 19th, June 14th, June 26th, and July 22nd. PLA (President's Leadership Academy) nominations are due at the end of January. Residence Halls open Thursday, January 10th. MSU Cheerleaders are having an Expo at 4:00 pm on Saturday, January 12th. MSU will be hosting the 16th Regional Cheerleading Competition on Sunday, January 13th. Also on Saturday, the men's Basketball team will play Tennessee-Martin at 3:00 which will be broadcast live on ESPN. The Wellness Center Expansion is close to completion and should be done close to the 1st of February. Contrary to rumor, the free weights in Laughlin will not be moved to the Wellness Center. The street just past the Gilly apartments is closed for the next two weeks.

Motion:	To adjourn.
Proposed: Rep. Hampton	Seconded: Rep. LaFontaine.

Monday, March 03, 2008 ~

Staff Congress

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MOREHEAD STATE UNIVERSITY**STAFF CONGRESS MINUTES****FEBRUARY 4, 2008****MEMBERS:**

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

***Denotes member was absent**

Guests:	Lora Pace - Staff Regent & Director of First Year Programs & Retention; Phil Gniot, Human Resources Director
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Chair James called the meeting to order at 1:05 p.m. A quorum was present. He welcomed guests Lora Pace, Staff Regent and Phil Gniot, Director of Human Resources. He asked L. Pace to introduce her guest which was John Ernst, Professor of History. He is in the President's Leadership Academy and is doing his internship in her office. Vice President Mike Walters and Vice President Beth Patrick were guests along with President Andrews.

Motion:	To approve the minutes from the January 7, 2008 meeting.	
	Proposed: Rep. S. Colvin	Seconded: Rep. L. Kegley
Called for Vote:	Passed.	
	He gave an update on the University of Kentucky trip by several of the Executive officers. He has been in contact with several of their officers about setting up quarterly collaboration meetings between MSU, UK, EKU as well as Uof L. They would like begin this in February and set up	

Chair's Report	a quarterly schedule. Meetings would be rotated as to where they would be held to talk about best practices and some issues that are common between Staff Senates/Congresses. He gave a brief overview of the trip. One distinction he noted about the UK group is they are elected by precinct (departments) whereas we are elected by EEO category. Vice President Patrick has offered to give a Datatel presentation at one of our meetings.
Motion:	To suspend the agenda to allow Vice Presidents Walters and Patrick and President Andrews talk about the budget.

	Proposed: Rep. Thacker Colvin	Seconded: Rep.
Called for Vote:	Passed.	

	<p>President Andrews thanked everyone for the opportunity to attend our meeting. He presented an overview of the current state budget as how it could potentially affect MSU's budget situation. We have to prepare for a worst case scenario. We have been told we could have as much as a 12% budget cut which will amount to about 7.3 million dollars. The President's cabinet has met several times concerning this and is looking at many different ways to alleviate the budget problem. We may have to reduce services in some areas but we must be very strategic in how we do this. We have to focus on our primary mission which is the students. We won't know what the General Assembly is going to do until the latter part of March, after all the other parties involved finish their work.</p> <p>Rep. Thacker asked about deferred maintenance, if that was still on the table. President Andrews replied that in the governor's budget, the Capital Maintenance funds were restored. For us, that is about \$800,000.</p> <p>Rep. Colvin asked if there was any discussion at the CPE level about maintaining the 20/20 goals. President Andrews replied that he thought everyone on the CPE and all the leadership believed that those goals were absolutely right. The practical side is you have to look at where the money is, i.e. education does not seem to be a high priority in this budget. Our business plan called for us, this next biennium, to have a 7%, on average, increase in general fund appropriation and a 6-7% increase in tuition. We now know in this current budget we are going to have some cuts and we may have our tuition regulated to some level. We may not get the amount of money we were planning for so we will have to adjust the plan.</p>
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Rep. Adkins asked if it is not be the full 12% they decide to cut, have any other numbers been discussed with Dr. Andrews. President Andrews replied no. In talking with our legislators, it won't be 12%, that number will be worked on.

L. Pace mentioned that in the last couple of years, the Board of Regents has been able to vote on tuition increases at the March meeting, which has been very helpful for current students to know what tuition will be before they leave and for our April and early June SOARs, so we can tell students and their families what to expect for Fall tuition costs. She asked if it was going to be possible to be voted on in March. President Andrews replied no, the CPE has taken the position that they will not consider tuition until April because they want to see what the final action will be of the General Assembly and the Governor. However, at the March Board of Regents meeting, they will take a position and offer some scenarios and get the Board's endorsement so that once we know what the CPE comes down with, we can work with it. Vice President Patrick stated that we have done this in the past with the Board. President Andrews stated that last fall, only 49% of the student population had their tuition paid by either federal or state grants so the "sticker" price (\$2,640.00) is paid by very few students. Big chunks of it are paid by grants, scholarships and/or student loans, which are very affordable. He stated we will try to keep tuition as low as possible but it will be a challenge. When asked about his potential bonus, President Andrews said if he collected it this year, he will give it back. He also asked that employees not participate in "in-fighting", to try and quell any rumors they may hear about budget cuts, layoffs, etc.

**Meeting turned
over to Guests:**

Rep. Pace asked about his comments last week in Frankfort regarding the future of the Regional campus programs. Dr. Andrews stated that he was trying to convey the message that any cuts would also affect the students in our districts where our legislators worked. He reinforced that our regional campus centers would not be eliminated but as always, we will still look at how many courses are offered at the off-campus sites, whether or not the sections are full, etc. President Andrews said if MSU does take a 7 million dollar hit, there would be fewer people working at MSU. There is no way we can reduce the size of what we do by 7 million dollars and not affect the lives of people. Currently, all vacant positions have been frozen and we have strategically released a few positions. He has asked Vice Presidents to meet with people in their divisions to see who might be interested in retirement. He asked all employees to think about how they could be more important to the university than they already are.

Rep. McBride asked about eliminating free high school classes. This program was originally set up so that high school students could take one of these courses if there was a vacancy in the class. Dr. Andrews stated we don't want to be adding sections if the reason is to make room for high school students because of the additional cost. He added we are looking at that in terms of impact. We may also look at what it costs to provide graduate and undergraduate waivers for children and spouses. Also, we may look at the tuition waivers for those earning multiple degrees when they do not have a direct bearing on the work the person does. Rep. Thacker asked if he was talking about dependents, not employees. Dr.

Andrews stated yes, only looking at the tuition waiver for dependents.

Chair James asked about employee layoffs, if that was a possibility. Dr. Andrews replied that the only thing that has been done at this point is they have looked at the university policies. There has been no current discussion about layoffs by the President's Cabinet. If we get to the point where we have to have a reduction in the workforce, then we will do the least we have to. However, talking about layoffs is premature and we will look at all the other possibilities first.

P. Gniot said the current health insurance contract goes through the year 2009 which means during the summer of 2009, bids will again be accepted for new health insurance which would take effect January, 2010. Dr. Andrews encouraged employees to try to live healthier lifestyles in order to keep health care costs down.

Rep. Crisp asked if the university was looking at early retirement incentives. Dr. Andrews said it has been discussed and he has asked M. Walters and P. Gniot to look at this possibility. We have to see if it can be statutorily done within the retirement system guidelines.

Dr. Andrews stated they are looking at the parking fee structure. He would like to designate some parking areas as priority parking lots for a premium price. He would like to see two parking garages built on campus over time. One could be built around the student housing area and the other on the opposite end of campus.

Chair James asked about the status of the Segal Study. Dr. Andrews said they had not talked about that specifically but what he would like to be able to do is to try to maintain the things that were set in motion that affected those among us who are the lowest paid employees. This is what the Segal Study captured, which would be approximately \$200,000.

Rep. Thacker asked if the Career Ladders would still be honored. Dr. Andrews said those would try to be maintained. Vice President Patrick said those have always been treated as fixed costs in the past.

Dr. Andrews stated it would be helpful if all employees would turn off lights if they found them on or shut windows if they are found open. He urged all employees to try to help cut costs wherever they could.

Resume Chair's Report

Chair James asked for a motion to resume the meeting. Chair James received an email from Al Baldwin that the faculty general education advisory committee is going to have several focus groups and the one for staff will be Friday, February 8th from 3:00 – 4:00 in ADUC 312. You have

	to RSVP to attend.
Motion	To resume meeting. Submitted by Rep. McGinnis. Seconded by Rep. Colvin. Vote taken, motion passed.
Vice-Chair's Report	No report.
Parliamentarian's Report	No report.
Secretary's Report	Last month \$73.90 was spent for refreshments leaving a balance of \$1,898.60 in Supplies.

Committee Reports

Credentials and Elections	No report.
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University Standing Appointments	Rep. Sammons reported that she received notification there was a vacancy on the Planning Committee and will be coming forth with recommendations.
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Fiscal Affairs	No report.
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Personnel Policies and Benefits	Rep Nutter reported the committee met late last week and talked about different issues that she will put together. She will hopefully have something to report soon. Rep. Pace asked about the eye care findings. P. Gniot reported on the problems employees have been having lately with eye exam coverage with local eye doctors who are not in the EyeMed network. The Morehead eye doctors are in the Humana Network but not the EyeMed Network. Humana has agreed to honor that coverage as it relates to our eye care so the local doctor eye care will be covered as if it were part of the EyeMed network.
Ad-Hoc - By-Laws Review	No report.

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**Ad-Hoc -
Professional
Develop.**

Rep. Sammons reported that the Faculty Senate, which was reviewing all the university standing committees to determine if they should be redone, did not consult with the P&E Committee after they had completed some preliminary work. She has requested to Brent Rogers, Faculty Senate Chair, that Staff Congress representation be involved in any future meetings of that nature. She reported that the Ad-Hoc - Professional Development Committee met last week. The MSU 199 class has met and seems to be going well.

Regent's Report: L. Pace stated they have not met since the last meeting but have a work session scheduled for the 21st.

Human Resources Report: Mr. Gniot reported they are working out some of the details on the Employee Assistance Plan. This plan provides free immediate, professional assistance for personal, work-related, or emotional issues for MSU employees, spouses and immediate family members. Discussion was held on the different types of gifts employees receive for years of service. Chair James asked Mr. Gniot to send him a list of the gifts and he will distribute this to all members for review.

Old Business: Rep. Thacker asked about the golf fee for the University Games. It was previously sent to committee but has not been heard about since then. Rep. LaFontaine said she does not think anything has been done about it. Discussion was held.

New Business: The NCAA Accreditation report was sent out to all members last week by Chair James. Melissa Dunn from Athletics was present to give a summary of the plans and to answer questions anyone had about the report. Chair James asked members to read over the plans and email him any comments or questions and he will forward those on to Ms. Dunn. Rep. Sammons stated the Standing Appointments Committee would like to recommend Terry White be appointed to the Planning Committee to fill the vacancy by Julie Grannis, which expires in 2009. No second was needed as it came from Committee. There was no discussion. He accepted the nomination. Vote was taken and recommendation passed.

Rep. Moore asked about kids having to have ID's on campus. Rep. LaFontaine stated she thinks the policy had been in place for Laughlin Health Building for several years. It is good to have children carry ID cards in case of emergency. Discussion was held.

Rep. Colvin reported that the Bylaw Revision is now on Chair James' desk. He will be meeting with President Andrews this Thursday.

Discussion: Rep. Thacker stated that he was made aware in December, PG-50 was changed so that anyone who received less than 3.0 on the evaluation went automatically on probation for 3 months and it used to be with discretion. He doesn't remember seeing it discussed in Staff Congress. Chair James replied that it was not sent to Staff Congress, only the Code of Ethics. Discussion was held about this. At the end of the 3 month probation period, the employee can be released if they have not improved.

Announcements: Chair James stated that Jim Shaw, candidate for V.P. for Development, and his wife were here on campus during the Martin Luther King holiday and met with the President's Cabinet. He accepted the position and his start date is March 3rd. L. Pace announced that this Thursday her office is sponsoring a parent audio conference on "Helicopter Parents" from 1-2. An MSU discussion in ADUC 312 will follow. Rep. LaFontaine stated there will be a memorial for Major Isham Wednesday at 6:00 pm in the Crager Room.

Motion:	To adjourn.	
	Proposed: Rep. Hampton	Seconded: Rep. Caskey

Monday, March 03, 2008 ~

Staff Congress

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**Staff Congress Agenda
March 3, 2008
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
 - Professional Development
- IX. Regent Report**
- X. OHR Report**
- XI. Old Business**
 - NCAA Accreditation Reports
- XII. New Business**
 - Budget Resolution
- XIII. Discussion**
- XIV. Announcements**
 - Our Next Meeting April 7
 - Open House March 8
 - Founders Day March 11
 - Board of Regents Meeting March 13
 - Spring Gala April 26

2007-08 Goals

- Creation of a professional development program for staff
- Continue to work with OHR to get the best and most affordable health insurance and to maintain and add to the employee benefits
- Follow up on outstanding issues taken to the administration
- Set up a collaboration with other staff congresses across state/nation
- Completion of the Staff Congress By-Laws revision
- Work with OHR to examine career ladders in more departments across campus

Tuesday, March 31, 2009 ~

Staff Congress

MSU Home >> Staff Congress >> March 3, 2008 Minutes

MOREHEAD STATE UNIVERSITY**STAFF CONGRESS MINUTES****MARCH 3, 2008****MEMBERS:**

Jeff Adkins	Chris Hampton	David Jessie	Jill McBride	Lonnie Morris	Dallas Sammons
Darlene Allen	Shannon Harr*	Linda Kegley	Rebecca McGinnis	April Nutter	Todd Thacker
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***Denotes member was absent**

Guests:	Lora Pace - Staff Regent & Director of First Year Programs & Retention
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Chair James called the meeting to order at 1:05 p.m. A quorum was present. He welcomed guest Lora Pace, Staff Regent.

Motion:	To approve the minutes from the February 4, 2008 meeting.	
	Proposed: Rep. S. Colvin	Seconded: Rep. L. Kegley
Called for Vote:	Passed.	
Chair's Report	Vice President Beth Patrick will give an informational presentation on Datatel at the April meeting. He reported on the Executive Council meeting last week with Mike Walters regarding the Administrative Survey. The results from the previous survey are posted online under Administration & Fiscal Services. The next survey will take place in mid to late April of this year.	

Vice-Chair's Report	No report.
Parliamentarian's Report	No report.
Secretary's Report	No report.

Committee Reports

Credentials and Elections	Rep. LaFontaine stated they will meet after the Staff Congress meeting today.
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University Standing Appointments	No report.
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Fiscal Affairs	No report.
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Personnel Policies and Benefits	Rep. Nutter gave a follow-up of the last meeting with her subcommittee about reduced prices for athletics tickets. She has talked with Athletics and they are working on a new pricing structure.
Ad-Hoc - By-Laws Review	No report.

Ad-Hoc - Professional Development	No report.
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Regent's Report: Rep. Pace reported the next Board meeting would be on March 13th. A work session was held two weeks ago. Due to potential budget cuts, they are looking at several options which include: tuition models for next year, paying tuition by the credit hour, eliminating tuition waivers for dependent graduate hours, and decreasing the maximum number of vacation days employees can cash out. Discussion was held concerning these possible options.

Human Resources Report: No report as Mr. Gniot was not present.

Old Business: NCAA Accreditation reports: Minority Issues Plan – These were originally written by the Intercollegiate Athletics Committee. Discussion. Rep. Thacker moved to accept the reports, seconded by Rep. Pace. Vote taken and motion passed.

New Business: Chair James introduced the Budget Resolution regarding proposed budget cuts, noting copies were emailed to everyone and a few copies are provided for review. He gave a brief background on why this was brought forward. Other state schools, UK, U of L, and KCTCS have all already approved a resolution and sent it from their Staff Congress to the Governor's Office, the Speaker of the House, and the President of the Senate. The Resolution was brought forth from Executive Council so it needed no second. Discussion. Vote was taken, Resolution passed.

Discussion: Chair James is going to invite Vice Presidents Beth Patrick and Mike Walters and President Andrews to the May meeting since some budget information should be known by April 15th as this is when the budget has to be passed. Rep. T. White asked if the dates for elections had been decided yet. Rep. LaFontaine replied that this was currently being discussed. Regent Pace suggested that Staff Congress might want to sponsor some sort of "green educational activity" for employees, to coincide with Earth Day. Discussion was held. Rep. Nutter stated that ideas could be emailed to her. Chair James stated that on the Faculty/Staff portal, there is a link that presents ideas on how we can be more efficient due to the budget crunch. There are also links on how to contact legislators regarding our budget. Rep. Nutter stated that whenever email was sent to the Legislature when the website was first given out, each email was actually sent to every member of the General Assembly as the Legislature had given out the wrong email address.

Announcements: The men's basketball team will host the first round of the OVC tournament Tuesday night against Tennessee State at 7:00 pm. They will play in the semi-finals in Nashville on Friday. Tickets are currently on sale through the Athletics Office. Rep. LaFontaine reported that the first two days of the 16th Region Girls Tournament will be held at Wetherby Gym due to the OVC tournament being held on the same dates in the AAC.

Chair James stated that the last Open House will be this Saturday in ADUC. Founder's Day will be March 11th for which tickets can be purchased through the Development office. The Board of Regents will meet next Thursday. The Spring Gala will be April 26th. A Chevy HHR will be raffled off this year. The raffle tickets will cost \$50. Also given away will be \$1000 and three \$500 drawings.

Rep. Crisp announced that there will be approximately 67 employers at the Career Fair tomorrow.

Rep. Hinton announced the Relay for Life auction will be available on the MSU website. If anyone wants to donate an item for the auction, contact Kristie Williams at 3-2161.

Rep. Nutter announced that Morehead Public Radio's Spring Fund Drive will be March 8th – 14th.

Rep. Jessie announced if anyone has any paper to be shredded or recycling that needs a receipt for or anything that weighs over 200 lbs., he needs a couple days advance notice as they now have to stay with it at the Recycling Center until it is shredded.

Motion:	To adjourn.	
	Proposed: Rep. Colvin	Seconded: Rep. Caskey
Called for Vote:	Passed.	

Minutes submitted by: Rhonda Mackin, Secretary

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RESOLUTION OF THE MOREHEAD STATE UNIVERSITY STAFF CONGRESS

Regarding Proposed Budget Cuts for Postsecondary Education

WHEREAS, House Bill 1, 1997, charged institutions of higher education to make education more accessible, affordable and effective, recognizing that education is critical to solving many of the economic and social problems of the Commonwealth,

WHEREAS, HB 1 established the foundation for our shared dream of raising Kentucky to national standards of economic prosperity and educational excellence, through the creation of a world-class postsecondary education system,

WHEREAS, Morehead State University has made substantial progress in enrolling and graduating more students, as well as increasing our funding from other external sources including grants and gifts,

WHEREAS, the proposed budget cuts would reduce the funding level for higher education substantially; in effect, taking higher education back 10 years and pushing Kentucky further from the goals of the 2020 plan,

BE IT RESOLVED that the MSU Staff Congress joins with President Wayne D. Andrews, in asking that Governor Steve Beshear and the General Assembly continue to invest in higher education, thereby empowering MSU and other higher education institutions to continue providing hope and opportunity to the citizens of this great Commonwealth.

Phillip M. James, Chair, MSU Staff Congress
March 4, 2008



RESOLUTION OF THE MOREHEAD STATE UNIVERSITY STAFF CONGRESS

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WHEREAS, the proposed budget cuts would reduce the funding level for higher education substantially; in effect, taking higher education back 10 years and pushing Kentucky further from the goals of the 2020 plan,

BE IT RESOLVED that the MSU Staff Congress joins with President Wayne D. Andrews, in asking that Governor Steve Beshear and the General Assembly continue to invest in higher education, thereby empowering MSU and other higher education institutions to continue providing hope and opportunity to the citizens of this great Commonwealth.

Phillip M. James, Chair, MSU Staff Congress
March 4, 2008

Resolution of the Morehead State University Staff Congress
Regarding Proposed Budget Cuts for Postsecondary Education

WHEREAS, House Bill 1, 1997, charged institutions of higher education to make education more accessible, affordable and effective, recognizing that education is critical to solving many of the economic and social problems of the Commonwealth,

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WHEREAS, Morehead State University has made substantial progress in enrolling and graduating more students, as well as increasing our funding from other external sources including grants and gifts,

WHEREAS, the proposed budget cuts would reduce the funding level for higher education substantially; in effect, taking higher education back 10 years and pushing Kentucky further from the goals of the 2020 plan,

BE IT RESOLVED that the MSU Staff Congress joins with President Wayne Andrews, in asking that Governor Steve Beshear and the General Assembly, continue to invest in higher education, thereby empowering MSU and other higher education institutions to continue providing hope and opportunity to the citizens of this great Commonwealth.

Gender-Equity Plan (2006-10)

Elements			Steps		
Program Area	Issue(s)	Measurable Goals	Steps to Achieve Goal	Individuals Responsible for Implementation	Specific Timetable for Completing the Work
1. Athletics Scholarships	Women's sports teams receive more financial aid, proportional to enrollment, than men but are still under-represented.	Increase the athletic scholarships for women's sports.	Proposed scholarship increases will be funded through institutional funds.	Director of Athletics, Vice President for Planning, Budgets and Finance and Senior Woman Administrator.	Planned for the 2007-2008 academic year. Plans are also being developed for an increase in funds to allow for expanded out of state recruiting.
			<ul style="list-style-type: none"> • 2 in softball • 2.5 in tennis • 2.8 in soccer This will bring the number of scholarships to the maximum team limits.		
2. Accommodation of Interests and Abilities	Participation ratio is not proportional for women's athletics teams vs. men's athletics teams.	Increase the ratio of participation on women's teams between two to five percent.	Add additional roster spots for women's teams. Manage rosters of following sports: <ul style="list-style-type: none"> • Baseball • Football • Men's Golf • Basketball 	Director of Athletics, Senior Woman Administrator and Coaches.	Five-year plan. Annually monitor participation numbers on men's and women's team. Set roster-size goals on an annual basis.
		Add women's golf in 2008-09.	Implementation of new sport will begin in 2007-08 with hiring of head coach and assistant coaches. <ul style="list-style-type: none"> • \$4,000 will be allocated for recruiting during 2007-08. • Team will commence competition in 2008-09. 		

Elements			Steps		
Program Area	Issue(s)	Measurable Goals	Steps to Achieve Goal	Individuals Responsible for Implementation	Specific Timetable for Completing the Work
3. Equipment and Supplies	Uniforms.	Uniforms are generally purchased on a bi-annual basis for both men's and women's sports.	Biannual review of uniform quality for all sports.	Assistant Director of Athletics with sport oversight responsibilities in cooperation with the coach and budget manager.	Immediate with review each year.
	Equipment.	Provide comparable quality equipment for women's teams.	The athletics department will continue to monitor the amount of equipment, quality of equipment and apparel and the quality of management over those areas.	Director of Athletics and coaches.	Immediate with review each year.
4. Scheduling of Games and Practice Times	Practice times in the Spring semester.	Provide equivalent opportunities for men's and women's teams in all aspects of competition and practice times including: practice opportunities for pre-season and post-season competition.	Practice: Request practice schedules to be developed and submitted by all coaches in accordance with established policies to facilitate review by the Director as well as the Director of Sports Medicine. Adjust as determined by annual review.	Senior Woman Administrator, Head Coaches; Assistant Director of Athletics/ Head Athletics Trainer.	Ongoing each year.

Elements			Steps		
Program Area	Issue(s)	Measurable Goals	Steps to Achieve Goal	Individuals Responsible for Implementation	Specific Timetable for Completing the Work
5. Travel and per Diem Allowance	Reasonable standards should be developed for travel of all teams.	Provide equitable modes of transportation and housing during travel, length of stay before and after competitions, dining and per diem allowances.	Assign coaches the responsibility of annually reviewing and modifying (as needed) the written policies, procedures and criteria for travel arrangements and per diem allowances; develop standards of \$27 per diem and 2 students per room not exceeding \$80 per night.	Director of Athletics; Senior Woman Administrator; coaches; and Athletics Business Manager.	Immediate and reviewed each year.
6. Tutors	Not enough tutorial support in the academic lab.	Hire student tutors to work in the academic support services department of the athletics department.	2007-08 hire three positions and begin reassignments within academic support services.	Academic Coordinator.	Beginning in 2007 and reviewed annually thereafter.

Elements			Steps		
Program Area	Issue(s)	Measurable Goals	Steps to Achieve Goal	Individuals Responsible for Implementation	Specific Timetable for Completing the Work
7. Coaches	Equity between men and women's staffs.	Add one full time position for women's basketball.	Hire one additional full time coach for women's basketball.	Athletic Director, Head Women's Basketball Coach.	July 2007
8. Locker Rooms, Practice and Competitive Facilities	Lockers are needed for men's and women's tennis.	Assign locker room space for tennis program.	Addressed in the master plan for facilities renovation.	Athletics Director; and Assistant Athletics Director.	Submitted to the state for funding during the 2008-2010 biennium.
	Softball facility needs upgrade.	Build new softball facility comparable to baseball stadium.	Addressed in facility renovation plan.	Athletics Director; and Assistant Athletics Director for Development.	Submitted to the state for funding during the 2008-2010 biennium.

Elements			Steps		
Program Area	Issue(s)	Measurable Goals	Steps to Achieve Goal	Individuals Responsible for Implementation	Specific Timetable for Completing the Work
9. Medical and Training Facilities and Services	No issues identified within medical services.	Continue to provide high-quality services to all students, taking particular care that students have full access to gender-specific medical services.	Continue to employ a trainer who has experience in dealing with women student-athletes.	Director of Athletics; Assistant Athletic Director and Director of Sports Medicine.	Ongoing.
	Strength and conditioning programs in all sports need to be comparable.	Provide consistent athletics strength training for all sport programs, regardless of gender.	Assignments for strength coaches for male and female sports will be monitored for workload equivalence.	Head Strength and Conditioning Coach.	Ongoing.

Elements			Steps		
Program Area	Issue(s)	Measurable Goals	Steps to Achieve Goal	Individuals Responsible for Implementation	Specific Timetable for Completing the Work
10. Housing and Dining Facilities and Services.	No issues identified within program area evaluation.	Provide equivalent housing and dining facilities for all student-athletes.	Continue to monitor housing and dining options for student-athletes on scholarship.	Director of Athletics; coaches and Compliance Coordinator.	Ongoing.

Elements			Steps		
Program Area	Issue(s)	Measurable Goals	Steps to Achieve Goal	Individuals Responsible for Implementation	Specific Timetable for Completing the Work
11. Publicity	All aspects of publicity need to be enhanced for non revenue producing sports and increased for football and men's and women's basketball.	Enhance marketing of sports in regional area to equal efforts of marketing revenue producing sports.	Increase internet coverage for volleyball, women's soccer and softball.	Assistant Director of Athletics/SWA; and Sports Information Director.	Beginning in Fall 2007 ongoing there after.
			Increase coaches' radio show opportunities for all teams.	Assistant Athletics Director/SWA; Sports Information Director.	Ongoing.
			Recognize teams for winning conference titles during men's basketball or men's football home games.	Assistant Director of Athletics/SWA.	Fall 2007 and ongoing thereafter.

Elements			Steps		
Program Area	Issue(s)	Measurable Goals	Steps to Achieve Goal	Individuals Responsible for Implementation	Specific Timetable for Completing the Work
12. Support Services	Senior Administrative oversight and support of minor sports.	Increase presence at all sporting events.	Assign senior athletics department personnel to be in attendance at all home contests.	Director of Athletics; and Assistant Athletics Directors with sport oversight responsibilities.	Ongoing. Senior athletics department personnel are in attendance at all home contests.
			Monitoring function will be performed by Senior Administrative Staff.	Director of Athletics and Senior Woman Administrator.	Monitoring component will be ongoing.

Elements			Steps		
Program Area	Issue(s)	Measurable Goals	Steps to Achieve Goal	Individuals Responsible for Implementation	Specific Timetable for Completing the Work
13. Recruitment of Student-Athletes	Changes in the admission processes and institutional financial aid.	Continue to provide equal opportunities to recruit student-athletes among men's and women's sports.	Continue to monitor the opportunities of coaches and other personnel to recruit.	Directors of Athletics with sport oversight responsibilities; coaches and Compliance Coordinator.	Monitoring component will continue annually.
			Continue to monitor whether financial and other recruiting resources are adequate for men's and women's programs.		
			Continue to monitor prospective student-athletes for men's and women's programs to ensure their treatment during campus visits is adequately equivalent. If necessary, adjust policy to reflect need.		

Monday, April 07, 2008 ~

Staff Congress

MSU Home >> Staff Congress >> Agenda 4-07-08

Staff Congress Agenda

April 7, 2008

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
Professional Development

IX. Regent Report

X. OHR Report

XI. Old Business

XII. New Business

PG-55

XIII. Discussion

XIV. Announcements

Our Next Meeting May 5
Pre-Registration April 7-11
Celebration of Student Scholarship Week April 7-11
KTRS representatives on campus (Commonwealth Room) April 9 @ 9 a.m. and 3 p.m.
SOAR April 18-19
Spring Gala April 26

2007-08 Goals

- Creation of a professional development program for staff
- Continue to work with OHR to get the best and most affordable health insurance and to maintain and add to the employee benefits
- Follow up on outstanding issues taken to the administration
- Set up a collaboration with other staff congresses across state/nation
- Completion of the Staff Congress By-Laws revision
- Work with OHR to examine career ladders in more departments across campus

Monday, May 05, 2008 ~

Staff Congress

MSU Home >> Staff Congress >> April 7, 2008 Minutes

MOREHEAD STATE UNIVERSITY**STAFF CONGRESS MINUTES****APRIL 7, 2008****MEMBERS:**

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

***Denotes member was absent**

Guests:	Lora Pace - Staff Regent & Director of First Year Programs & Retention Cindy Edwards, Secretary Specialist, Communications & Marketing
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Chair James called the meeting to order at 1:05 p.m. A quorum was present. He welcomed guests Lora Pace, Staff Regent and Cindy Edwards, Secretary Specialist, Communications & Marketing.

Motion:	To approve the minutes from the March 3, 2008 meeting.	
	Proposed: Rep. S. Colvin	Seconded: Rep. Caskey
Called for Vote:	Passed.	
	P. James reported the Datatel demonstration by Beth Patrick will be postponed until the June meeting as she had to be out of town. The	

Chair's Report	Budget Resolution passed at the March meeting has been sent to the Governor's office and other official offices in Frankfort. Representatives from KTRS will be on campus this Wednesday to give presentations at 9:00 am and 3:00 pm. The Administrative Survey will be opened on the Web on April 21 st .
Vice-Chair's Report	No report.
Secretary's Report	For the month of March, we spent \$73.90 on refreshments and \$151.36 on Staff Congress election information. The current balance in Supplies \$1,722.50.
Parliamentarian's Report	No report.

Committee Reports

Credentials and Elections	Chair James reported that Rep. LaFontaine will be running for re-election. Rep. Koett and Rep. Colvin will be taking over her duties on the Credentials & Elections Committee during the upcoming Staff Congress Elections. Rep. Koett reported the packets were sent out for the request for nominations. They received 13 nominations. Every category was covered except for Technical/Paraprofessional. There will be three election dates this year since we don't have on-line voting this time. Elections will be held May 1 st in the Rice Building, May 2 nd in ADUC, and May 14 th in the Breckinridge Building using paper ballots. Information will be sent out via e-mail asking for assistance with this process.
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University Standing Appointments	No report.
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Fiscal Affairs	No report.
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Personnel Policies and Benefits	No report.
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Ad-Hoc -	
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Professional Development

No report.

Regent's Report: There was a quarterly meeting on March 13th. General items of business were discussed. The big issue was the tuition model structure (per credit hour model) which was passed. No tuition numbers are known yet. Discussion was held regarding this structure.

Human Resources Report: No report as Mr. Gniot was not present.

Old Business: None.

New Business: Chair James presented PG-55 Technology Security and asked for any comments or concerns. It was presented on an overhead screen for everyone to see. Discussion was held regarding this policy. Chair James asked for a motion to accept PG-55 with the passing on of the comments that have been brought up today. Approval is needed by the Faculty Senate. Rep. Colvin made a motion to send it on to the committee with no approval or rejection but with the additional comments brought up in today's meeting. Rep. Thacker seconded the motion. Vote was taken and motion passed.

Discussion: Rep. Pace raised a question about the Credentials & Elections report. He said it didn't address the needs of the regional campus members. He stated the absentee ballot process seemed cumbersome for those at the regional campus centers. Rep. Ratliff voiced her concern about this process as well. Rep. Pace said he would like to see absentee ballots be sent, without a request, to all folks based at a regional campus or in an off-campus location. Rep. Koett stated that the Credentials & Elections Committee could look at this as an option. Rep. Nutter stated that online voting should be available via Datatel next year.

Rep. P. Moore stated she was hearing rumors about parking permits. Chair James has sent an email to V. P. Mike Walters about this. He has received a reply that a new parking price structure is being discussed but has not been finalized yet. Discussion was held regarding a possible increase in parking fees.

Rep. Pace stated that the problems people were having with the Vision insurance has been fixed. Chair James stated that the Vision Center at Wal-Mart accepts Humana insurance.

Rep. Crisp stated she heard rumors that our Spring Break was being taken away. Staff Regent Pace stated she talked with President Andrews about this. The consensus seems to be that the university is better served by some offices being kept open. Discussion was held concerning this.

Chair James stated that the issues discussed today will be passed on to V.P. Mike Walters and copy the President as well. He hopes to get some feedback and will pass this on to the members of Staff Congress prior to our May meeting.

Rep. Colvin made a motion to go back into New Business to discuss the parking issue, seconded by Rep. P. Moore. Discussion was held. Rep. Colvin also made a motion to ask for specific representation from Staff Congress in future discussions examining parking price changes and structure, seconded by Rep. P. Moore. Discussion was held. Chair James stated that we need to be involved in anything that involves the moral of employees. Rep. Kegley asked if retirees would still get free parking passes. Chair James replied that has not been addressed in any of the correspondence he has received. The motion was voted on and passed.

Rep. Colvin made a motion to go back into Discussion, seconded by Rep. Caskey. Vote taken and motion passed. No further discussion.

Rep. Nutter stated that the NCAA Self-Study is available for review and there is an online forum for feedback at moreheadstate.edu/ncaa.

Rep. LaFontaine stated that the Women's Bowling Club qualified for Nationals. They are having a fund-raising steak dinner on Thursday at the Carl Perkins Center.

Chair James stated that next Tuesday there will be a Concert-on-the-Lawn in front of ADUC. Information can be found on the Web. The next SOARs are April 18th and 19th.

Announcements:

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

Minutes submitted by: Rhonda Mackin, Secretary

Monday, May 05, 2008 ~

Staff Congress

MSU Home >> Staff Congress >> Agenda 5-05-08

Staff Congress Agenda**April 5, 2008****Riggle Room - 1 p.m.****I. Call to Order****II. Welcome Guests**

Budget Update (Dr. Andrews, Beth Patrick and Mike Walters)

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
Professional Development

IX. Regent Report**X. OHR Report****XI. Old Business****XII. New Business****XIII. Discussion**

Staff Congress Election Timeline

XIV. Announcements

Our Next Meeting June 6
Employee Appreciation Picnic May 9 @10:45 a.m. to 2:00 p.m.
Commencement May 10 @ 10:30 a.m.

2007-08 Goals

- Creation of a professional development program for staff
- Continue to work with OHR to get the best and most affordable health insurance and to maintain and add to the employee benefits
- Follow up on outstanding issues taken to the administration
- Set up a collaboration with other staff congresses across state/nation
- Completion of the Staff Congress By-Laws revision
- Work with OHR to examine career ladders in more departments across campus

Policy: PG-55

Subject: Technology Resource Acceptable Use

Approval Date: 02/26/99

Revision: 08/01/06

Comment [m1]: Name change to reflect acceptable use rather than security.

PURPOSE AND SCOPE

To establish acceptable guidelines for technology resource use by Morehead State University (MSU) faculty, staff, students, and sponsored guests; to establish and ensure adherence to best-practice technology security policies and procedures; and to ensure compliance with state, federal, and local laws and regulations.

Comment [m2]: Scope expanded to include legal and regulatory compliance.

ADMINISTRATION OF POLICY

The Division of Planning, Budgets, and Technology is responsible for the maintenance of this policy. Review by the President's cabinet and approval of the Morehead State University Board of Regents are required to make changes to this policy.

DEFINITIONS

Technology Users & Resources – Morehead State University faculty, staff, students, and sponsored guests using email, voice mail, pagers, cell phones, PDAs, network access, desktop computers, portable computers, wireless network access, printing resources, fax services, central computing resources, telephones, cable television, and all other technology resources not included herein owned by the University. This policy applies to technology users located at the MSU main campus, at regional campuses, and users accessing MSU owned resources via remote connections such as dialup, internet, or virtual private network (VPN) access.

Comment [m3]: Revised to broaden scope of technologies covered.

Data Custodian – MSU employee assigned management responsibility for oversight of official University data that could include, but is not limited to, student records, financial records, personnel records, alumni records, inventory or facility information. For example, the Registrar is the data custodian for student academic records.

Authorized Access – permission granted to a technology user by a data custodian and/or appropriate supervisor to access technology resources for instructional, educational, research, or employment-related responsibilities.

Sponsored Guests – Individuals, associations, clubs, vendors, contractors, or other entities having a business, educational, fund-raising, or other affiliation with the University necessitating access to Morehead State University technology resources. Examples would be auxiliary service contract holders with office space on the MSU campus; retired faculty and staff; or federal, state, or local programs with offices located on MSU's campus.

University Need – includes University administration's determination that probable cause exists that established security policies or procedures; University acceptable use and/or professional conduct policies and standards; or state, federal, or local laws and regulations have been violated, or are being violated. University Need may also exist to satisfy commitments or fulfill requirements of a business necessity.

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Business Necessity – includes, but is not limited to, a civil suit, subpoena for discovery of e-documents or open records request.

ACCEPTABLE USE GUIDELINES

1. Administrative data base managers and data custodians have primary responsibility for insuring that access to data in the modules under their control and responsibility is restricted to those people with authorized access. Requests for official University information in any format should be routed through the appropriate data custodian with consultation of MSU legal counsel as necessary to assure compliance with privacy laws (FERPA & HIPAA) and/or state and federal open records laws.
2. Access and use of University resources is limited to faculty, staff, students, and sponsored guests. This includes access of the wireless network, email system, telephone system, desktop computers, and all other technology resources owned or controlled by the University regardless of method of access or physical location.
3. University technology resources shall be reserved for the official academic, business, or service functions of the University. Personal use of MSU technology resources for consulting, self-employment, or employment by other agencies is prohibited.
4. Compliance with state, federal, and local laws, rulings, and regulations must be maintained by all technology users at Morehead State University.
5. In order to ensure MSU faculty, staff, and students have access to safe and reliable technology resources, the integrity and operational stability of technology resources must be maintained through application of commonly accepted best practices and adherence to ethical standards of conduct.

Comment [m4]: Prohibits use of resources to only those associated with the University. This is to ensure compliance with CALEA's "private network" exclusion for Universities

PROHIBITED CONDUCT

The following list is not intended to be all-inclusive.

1. Copying University-owned or licensed software for personal or external use without prior written approval by the University and/or licensee.
2. Copying or modifying University-owned data files without authorized access.
3. Attempting to damage or disrupt operation of computing equipment, communications equipment, or communications lines.

4. Attempting to capture network traffic by any means including packet sniffing, or direct connection to the physical or wireless network infrastructure.

5. Using University technology resources for purposes other than those intended by granting access to technology resources to unauthorized persons, even if those persons are members of the University community.

6. Using University technology resources in self-employment activities unless authorized in accordance with University policy and procedures. Technology users may not use University technology resources to advertise for any commercial purposes.

7. Failing to protect an account, business process, and/or any form of sensitive data, including hard copy and electronic media, from unauthorized access. Sharing of a user ID and associated password or deliberately leaving a logged in account unattended is prohibited.

8. Installing unlicensed software on MSU computer equipment.

9. Using MSU technology resources to gain unauthorized access to other technology resources (regardless of ownership or location), to engage in illegal activity, or to violate MSU policies, regulations, or rules.

10. Sending email with a false return address or account ID, sending harassing email or inappropriate email messages, sending harassing or inappropriate text messages, making harassing or inappropriate phone calls, or otherwise creating a hostile work or academic environment via a technology resource. Sending chain mail or unauthorized mass mailings is prohibited.

11. Operating an unauthorized device or service including peer to peer hosts, radio frequency broadcast stations, streaming video servers, wireless access points, or any other technology resource that may conflict with or impair MSU's technology resources.

Comment [m5]: Expanded to address growing issue of unauthorized servers and wireless access points.

12. Except in conjunction with a bona fide, research project or other academic undertaking, a user shall not knowingly use University-owned or leased computer equipment to access, download, print or store any information infrastructure files or services that depict nudity, sexual activity, sexual excitement or ultimate sexual acts.

Comment [m6]: Added to clarify and strengthen prohibition of viewing pornography.

13. Failing to protect sensitive or mission critical data from loss or theft. It is the user's responsibility to safeguard mission critical and/or sensitive data on their desktop or portable computer's hard drive from unauthorized access due to theft, and from unintentional loss due to equipment or media failure.

Comment [m7]: Added to address failure to protect sensitive data from loss or theft. Several universities have had high profile data losses creating significant legal and public relations problems.

VIOLATIONS: ADMINISTRATIVE AND/OR LEGAL ACTIONS

Violations of PG-55 Technical Resource Acceptable Use policy should be reported to the Director of Information Technology who shall coordinate administrative action in

accordance with University policy. If state, local, or federal laws, rules, or regulations are being or have been violated, the University Police Department and University legal counsel shall be notified at once.

Comment [m8]: Clarification of reporting requirements to ensure legal counsel and/or law enforcement are involved where necessary to protect the University's interests.

Deleted: established need

With University Need, the University may monitor, inspect, transfer, archive or copy data, correspondence, documents, or other information both stored and in real time on any and all technology resources owned by Morehead State University. The University may disconnect from the campus network technology resources found to be in conflict with acceptable use guidelines. The University may take other appropriate action where illegal or improper usage is determined such as seizing technology equipment to facilitate forensic analysis by law enforcement and to preserve evidence in civil or criminal proceedings.

Comment [m9]: Added to establish right of University to seize equipment for inspection.

Morehead State University is the owner all data/information stored on email, voice mail, centralized storage, and desktop computers. The data/information remains subject to all state and federal copy write laws and the University's intellectual property policy. Personal information stored on University owned systems and is subject to inspection in the same manner as University information. With University Need, the University has the right to monitor, extend, limit, restrict, or deny access to its technology resources.

Deleted: should not be

Comment [m10]: Expanded to clarify the University owns all data residing on University equipment. Establishes University's right to inspect and archive email, voice mail, data files, etc. for administrative or legal purposes.

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Access of a technology user's email or other electronic records shall only be done at the request of a Vice President, University legal counsel, or the President; or to comply with a court order presented by a recognized state, federal, or local law enforcement agency.

Those found to have violated state, local, or federal laws or University policies, rules, or regulations, may have their electronic access suspended and/or be suspended from employment with or without pay or be dismissed from employment, enrollment or association with the University in accordance with University policies. The University reserves the right to impose charges for the expenses incurred in such actions. All violations of state, federal, or local laws will be reported to law enforcement immediately.

Tuesday, March 31, 2009 ~

Staff Congress

MSU Home >> Staff Congress >> May 5, 2008 Minutes

MOREHEAD STATE UNIVERSITY**STAFF CONGRESS MINUTES****MAY 5, 2008****MEMBERS:**

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

***Denotes member was absent**

Guests:	Lora Pace - Staff Regent & Director of First Year Programs & Retention Phil Gniot - Director, Human Resources
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Chair James called the meeting to order at 1:10 p.m. A quorum was present. He welcomed guests Lora Pace, Staff Regent, Phil Gniot, Director of Human Resources, Vice Presidents Mike Walters and Beth Patrick, and President Andrews. He suspended the agenda so an update could be given on the state budget that was recently approved in Frankfort and how it might affect MSU.

President Andrews gave an overview of the session. He then gave an overview of the tuition model for MSU that will be presented to the Board of Regents for approval. The weighted tuition increase for fall will be about 5%. If a student takes between 1-12 credit hours, they will pay an increase of 2.3% (\$60) in tuition. If a student takes between 13-18 hours, the increase could be 3 to 12.8%, dependent on how many hours a student takes. The goal is that students will pay for the number of hours they take, and hopefully reduce the number of students who initially enroll in a lot of hours but then reduce their course load after the first two to three weeks of classes. Hopefully the new tuition structure will generate approximately 3.5 million dollars, about 9.5% across-the-board tuition increase.

Rep. Thacker asked if the tuition waiver would be applied to the first 12 hours. President Andrews replied that the waiver would be applied to the first 12 hours.

Chair James stated that the last time President Andrews attended a Staff Congress meeting, he indicated he would be looking at dependent tuition waivers. President Andrews replied that dependent tuition waivers are still in the budget for dependent/spouse undergraduate educational waivers but not graduate educational waivers. The rationale for this is that once a person receives an undergraduate degree, that person is perfectly capable of earning money to pay their tuition.

Chair James asked about the new parking price structure and if there were any updates on this. President Andrews replied this has not been finalized yet but the cost to park on campus is going to increase. The rationale is to raise enough money to build parking garages, which have been in the Master Plan but have never been acted on. Prices will be kept at an affordable rate. Currently, \$200,000 from parking fees goes into the General Fund. Rep. Thacker asked if some of that money went towards pavement of existing road problems. President Andrews replied that all parking lots have to be maintained.

Chair James asked, regarding possibly three different levels of parking fees, if the lower level would increase as well. President Andrews stated that the lowest level would not be significantly higher than the current \$50 rate. L. Pace asked if there will be payroll deduction available and whether the employees who have been employed 20+ years, would still receive free parking. President Andrews replied there will be payroll deduction. Those employees who have been at MSU 20+ years will continue receiving the free parking benefit but it will not extend to the higher level. Vice President Walters stated that payroll deduction will be over a 24 pay period. Vice President Patrick stated the advantage to this is if an employee terminates during the year, they will only be paying for parking during the time they worked here. They will then turn in their parking permit when they turn in their keys.

Rep. McBride asked about parking at the Regional Campuses. President Andrews replied that this has not been talked about yet.

Chair James asked how the parking fee structure will affect retirees. Vice President Patrick replied this has yet to be worked out but will probably be similar to what will be done with the 20+ years people.

Rep. White asked whether contractors would have to pay for parking permits. President Andrews replied this has not been discussed yet, but if this is put in their contracts, contractors will likely add it to the contract price.

Rep. Thacker asked about raises if the tuition model is approved. President Andrews replied there is money built into the budget for employee raises but this is dependent on whether or not the tuition model is approved.

Rep. A. Moore asked about the safety of crossing U.S. 60 from the commuter parking lots. President Andrews replied they are looking at improving the shuttle service. Ultimately they would like to have an overpass but this would require state money. He encouraged people to use the crosswalk and to pay attention to the signals.

Rep. LaFontaine asked how the Segal study would be affected. President Andrews replied it is their intention to fund the 2nd phase of the Segal study.

Rep. Harr asked how the budget decrease will affect the increase in the minimum wage. President Andrews replied the university has budgeted for the increase in the minimum wage.

Chair James asked if a timeline has been discussed for issuing bonds for the Student Recreation Center or housing improvements. President Andrews replied that several projects were approved in this budget using agency bonds: recreation center, housing bonds for Mignon and Alumni Tower. After July 1, as soon as the details are lined up, the processes will begin being worked out. In this next budget, there is .5 million dollars built in for the Student Recreation Center for debt service. By December or January, we should be ready for bids and by the end of 2010 or early 2011, the new Recreation Center should be ready.

Rep. Thacker asked what the plans for Laughlin Health Building were since a lot of the activities are being taken out of it. President Andrews stated one of the things he would like to do is hire

someone to come in and evaluate Laughlin Health Building and Wetherby Gymnasium in terms of long-term use.

Chair James asked if there were any updates on the RFP for outsourcing. President Andrews replied that the university is looking at two areas of outsourcing: the Bookstore and Custodial Services. The Bookstore's is coming in Wednesday of this week (May 7th). He stated that the university is attempting to save money given the fiscal climate we are currently in. He stated information will be shared with the university community once a decision has been made.

Chair James asked if the staff positions will be monitored closely, beginning July 1, concerning the hiring freeze. President Andrews replied they would be. He stated we need to save as much as we can this fiscal year, to try and roll over as much money as possible. Some positions may remain vacant if quality service can still be provided.

Rep. Harr asked if there was talk of a "phase" retirement system. President Andrews replied that a UAR has been developed, relating to phase retirement for faculty. The most important part of that program has to do with the fact that it has to be beneficial to the university. Vice President Walters gave a brief overview of the Teacher's Retirement System with regards to employment while a part of that system.

L. Pace stated she has had several people ask her about a four day work week for the summer. President Andrews replied that has been mentioned in conversations but there have been no serious conversations regarding this.

Chair James asked about the President's potential bonus that was approved by the Board of Regents. President Andrews gave an overview of how a bonus could be given to him. It is not a bonus that they have approved but a bonus structure. His contract will be reviewed by the Board of Regents in June.

Rep. White stated he had heard rumors that Spring Break was being taken away. President Andrews stated he had asked Vice President Walters and Phil Gniot to look at all of our benefits and compare them to our peer institutions. Spring Break is one area in which we get more days than most of the other institutions. His thoughts are that Spring Break is when parents search for a college for their children. That is why he thinks the university should not be closed at that time. People can still take time off, but not at that particular time.

President Andrews commented on how good the campus looks and how well the custodial staff has taken care of it. There were six positions added to Facilities Management this year.

Rep. A. Moore asked President Andrews what the timeline was on the Administrative Surveys. He replied that it was to conclude Friday of last week but was extended one week. Rep. A. Moore asked when useable data would be available from the survey. Vice President Walters stated as of last Friday morning, there were 460 responses. In 2006, there were around 512 responses so we are pretty close to what we had in 2006. As soon as the data can be put in a workable form and get the analysis done, the information will be published, hopefully by the end of summer, and hopefully have some informational sessions at the end of summer.

Rep. Nutter stated that Sharon in Vice President Walter's office is maintaining a website for the Administrative Survey that is moreheadstate.edu/adminsurvey so that updates, as they are available, will be posted there.

Vice President Walters thanked the Executive Committee of Staff Congress for participating in this process.

Rep. Thacker stated that the Fiscal Affairs Committee is under-utilized. He believes a lot of the rumors could be stopped if there was a representative present when the budgetary affairs were being discussed. President Andrews replied that he had heard comments like this from other groups. He stated that the Board of Regents hired him, as a leader of MSU, to make appropriate decisions with appropriate input. He stated that it was difficult to make decisions when someone is expressing their point of view. He stated that there was someone sitting at the table representing everyone on campus, which are division vice presidents who understand what the issues are. He stated that the process has to be trusted. The Cabinet has to be small enough where you can

actually get into a group roundtable.

President Andrews introduced Jim Shaw, the new Vice President for Development, who replaced Barbara Ender.

Chair James stated that the meeting would move back into the Agenda.

Motion:	To approve the minutes from the April 5, 2008 meeting.	
	Proposed: Rep. S. Colvin	Seconded: Rep. Kegley
Called for Vote:	Passed.	
Chair's Report	<p>Vice President Patrick confirmed that she will be attending the next meeting, which is June 2nd, to give a Datatel presentation as to what it can do in the future and what we will be using it for. On May 22nd, there will be the first statewide meeting of Staff Congress staff councils. These will be set up quarterly. At our next meeting, we will have the traditional luncheon prior to the meeting which will take place in the Eagle Dining Room, from 11:00 – 12:00. The new members will be invited to the luncheon. We will have our regular meeting at 1:00. The Bylaws have been reformatted for the Board of Regents work session meeting on Thursday. After hearing concerns from some Facilities Management employees about sick leave guidelines, Rep. Nutter, L. Pace and Chair James met with Phil Gniot, Gene Caudill, and Vice President Walters to express concerns. Mr. Gniot helped develop guidelines to assist with some abuse of sick leave that had been occurring in Facilities Management. Concerns were brought up that people did not think it was fair to target one specific unit on campus. After meeting, it was determined under some of the PG's and PSNE's, that it was at the supervisor's discretion to enforce other guidelines. Phil Gniot gave a brief overview of the concern. He is currently developing a guideline which is in the final draft stage. Once it is discussed with the President, he will discuss it with Staff Congress. Rep. A. Moore asked if this had gone before the Employee Benefits committee yet. Rep. Colvin stated it didn't have to go before the committee. P. Gniot replied that the Employee Benefits Committee met last week and this was discussed during the meeting.</p>	
Vice-Chair's Report	No report.	
Secretary's Report	For the month of April, we spent \$73.90 on refreshments and \$51.40 on printing costs. The balance in Supplies is \$1,611.50.	
Parliamentarian's Report	No report.	

Committee Reports

	Rep. LaFontaine deferred to Rep. Koett. He stated that the first two days of Staff Congress elections have been held. The first day, there
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Credentials and Elections	were 70 people who voted and the second day, there were 73 people who voted. The last day to vote will be May 14th in front of Breckinridge Hall from 9:00 – 5:00. There were 57 emails sent to Regional Campus sites so those people will have the opportunity to vote electronically.
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University Standing Appointments	No report. All positions are full.
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Fiscal Affairs	No report.
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Personnel Policies and Benefits	No report.
--	------------

Ad-Hoc - Professional Development	No report.
--	------------

Regent's Report: L. Pace reported there has not been a meeting since the last meeting but there will be a work session Thursday.

Human Resources Report: P. Gniot reported that the Optional Retirement Plan has some improvements that have been put in place. Employees contribute 6.16%. The contribution from MSU to the employee's account is going up from 4.41 to 8.74%. The effective date on this will be April 1, 2008 so contributions to this will be retroactive. The Employee Picnic will be May 9th, 10:45 am – 2:00 pm. Companies who participate in our Employee Discount Program have been invited to attend. He briefly went over this program which has over 80 vendors, not only in Morehead but also regionally. Rep. A. Moore announced there will be a new discount with Apple Computers to offer a discount to MSU employees and they are currently negotiating with Gateway to get a similar discount.

Old Business: None.

New Business: Rep. McBride asked how much money was raised at the Gala. Chair James stated he has not heard any figures yet. A preliminary draft was done for the Cabinet but he has not heard any further information on that.

Rep. Thacker asked if a copy of the new Bylaws would be emailed to everyone. Chair James replied that a final copy will be emailed and also posted on the Staff Congress website.

Discussion: Rep. Thacker asked what was the reason for going with the dates 1st, 2nd and 14th. Rep. Colvin stated we wanted to catch people who would be here in May, on vacation and also catch the people who were busy that week but would be here the following week. Rep. Koett

stated that it was kept on the traditional day that it was held but had it on other days too.

Announcements: Chair James reminded everyone that the next meeting is June 2nd, not June 6th. Another reminder was given about the Employee Appreciation Picnic this Friday. Commencement is this Saturday. Rep. LaFontaine announced that the Credit Union has moved into their new location. Rep. White stated that the floors of AAC and Wetherby gymnasium would be refinished, beginning next week. L. Pace announced that 578 students have attended SOAR so far this year.

Motion:	To adjourn.	
	Proposed: Rep. Caskey	Seconded: Rep. Adkins
Called for Vote:	Passed.	

Minutes submitted by: Rhonda Mackin, Secretary

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Friday, May 30, 2008 ~

Staff Congress

MSU Home >> Staff Congress >> Agenda 6-02-08

Staff Congress Agenda
June 2, 2008
Riggle Room - 1 p.m.
I. Call to Order*Datatel Presentation (Beth Patrick)***II. Welcome Guests****III. Approval of Minutes****IV. Chair's Report****V. Vice Chair's Report** *NR***VI. Secretary's Report****VII. Parliamentarian's Report****VIII. Committee Reports**

Credentials and Elections Committee *KK*
 University Standing Appointments Committee *NR*
 Fiscal Affairs Committee *NR*
 Personnel Policies and Benefits Committee *NR*
 Ad-Hoc Committees
 Professional Development *NR*

IX. Regent Report *- Jane about***X. OHR Report****XI. Old Business** *- None***XII. New Business** *- None***XIII. Discussion** *None***XIV. Announcements**

Our Next Meeting July 7
 Upward Bound on campus June 2
 Board of Regents Meeting June 5
 Clack Mountain Festival June 7
 SOAR June 14, 26 and July 22
 GSP on campus June 21

*Success Academy***2007-08 Goals**

- Creation of a professional development program for staff
- Continue to work with OHR to get the best and most affordable health insurance and to maintain and add to the employee benefits
- Follow up on outstanding issues taken to the administration
- Set up a collaboration with other staff congresses across state/nation
- Completion of the Staff Congress By-Laws revision
- Work with OHR to examine career ladders in more departments across campus

*\$1,560.10**\$73.90**refreshments*

MOREHEAD STATE UNIVERSITY**STAFF CONGRESS MINUTES****JUNE 2, 2008****MEMBERS:**

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

Denotes member was absent*Guests:**

Patty Carper, Jewell McCormick, Michele Thompson, newly elected Staff Congress members, Vice President Beth Patrick, and Steve Richmond and Sheri White from the Office of Administrative Computer Applications.

Chair James called the meeting to order at 1:10 p.m. A quorum was present. He welcomed guests Patty Carper, Jewell McCormick, Michele Thompson, newly elected Staff Congress members, and Vice President Beth Patrick, Steve Richmond and Sheri White. He suspended the agenda so that V. P. Patrick could begin her Datatel presentation. She gave a brief background for Datatel before beginning the presentation.

After the presentation Rep. Thacker asked if he could ask some questions about the budget. He asked about the parking fee. V.P. Patrick gave a brief background as to the purpose of the parking fees, which is to raise money for building parking structures and help with the cost of maintaining the campus roads. Discussion was held concerning the parking fees and parking areas. The premium parking areas, which cost \$360.00, are reserved from 5:00 am to 5:00 pm. Concern was expressed about the danger of people who park in the Bypass parking lots, having to walk across the road to get to the university. V. P. Patrick replied the university is in talks with the

Transportation Department about obtaining funding for a pedway.

Chair James stated that the meeting would move back into the Agenda. He asked if there were any corrections to the May meeting minutes. Rep. McBride stated on page 2, paragraph 4, Rep. A. Moore should be changed to Rep. McBride. Also, on page 6, under New Business, Rep. Ratliff needs to be changed to Rep. McBride.

Motion:	To approve the minutes from the May 5, 2008 meeting, with corrections.	
	Proposed: Rep. J. Pace	Seconded: Rep. Colvin
Called for Vote:	Passed.	
Chair's Report	<p>Dr. Andrews was invited to the luncheon but had to be out of town. He sends his thanks to everyone for their service on Staff Congress to MSU. V. P. Walters also could not attend the luncheon as he had a last minute conflict. The Constitution is the only thing that has to go before the Board of Regents. The Bylaws have to be approved by only 2/3rd of Staff Congress. The Bylaws are now posted to the Staff Congress website. He congratulated those who won re-election: T. Thacker, D. Jessee, S. Colvin, M. LaFontaine, R. Hinton, J. McBride, and C. Hampton. He again congratulated the new members: M. Thompson, J. McCormick and P. Carper.</p> <p>Chair James and Rep. Colvin attended the first quarterly state-wide meeting of Staff Congress executives at the University of Kentucky. Also in attendance were representatives from Eastern Kentucky University, Northern Kentucky University, and the University of Louisville. The next meeting will be hosted by the University of Louisville in August or September. Chair James next reviewed the goals that were accomplished over the past fiscal year.</p>	
Vice-Chair's Report	No report.	
Secretary's Report	For the month of May, we spent \$73.90 on refreshments. The balance in Supplies is \$1,560.10.	
Parliamentarian's Report	Rep. Colvin stated Executive Office elections will be held at the next regularly scheduled meeting in July. Copies of the procedures were made available to anyone who wanted one. She went over the election procedures.	

Committee Reports

Credentials and Elections	Rep. Koett stated that election results are posted to the Staff Congress webpage. He congratulated the winners. A special appreciation and thanks go to those who volunteered at the polls.
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University Standing Appointments

No report.

Fiscal Affairs

No report.

Personnel Policies and Benefits

No report.

Ad-Hoc - Professional Development

No report.

Regent's Report: Chair James stated that L. Pace had another meeting at the same time as today's meeting so she could not attend. He spoke with her at lunch at which time she told him it will be a typical Board of Regents June agenda as far as approving the budget, fees, etc. The meeting will be held this Thursday in the Riggle Room.

Human Resources Report: No report as P. Gniot is out of town.

Old Business: None.

New Business: None.

Discussion: Rep. Thacker asked if the Benefits Committee had looked into free golf fees for the University Games. Rep. Nutter will check on this. Rep. Thacker asked if we will have the University Games this year. It is assumed we will as no one has heard any information to the contrary.

Chair James thanked Rep. P. Moore, Rep. E. Williams, and Rep. L. Kegley for their longstanding service to Staff Congress as this is their last meeting.

Announcements: Chair James stated that Upward Bound students are on campus now. GSP moves in on the 21st. Rep. P. Moore stated we have two more SOAR programs: June 14th and June 26th. Rep. Sammons announced that the Success Academy students moves in at the same time as the GSP students. Rep. LaFontaine stated that open recreation hours for Laughlin Health Building will go from 4:00 – 8:45.

Motion:	To adjourn.	
	Proposed: Rep. Hampton	Seconded: Rep. Jessee
Called for Vote:	Passed.	

Minutes submitted by: Rhonda Mackin, Secretary

Monday, March 30, 2009 ~

Staff Congress[MSU Home](#) >> [Staff Congress](#) >> [Leadership](#)**Staff Congress Leadership**

The Executive Council of Staff Congress is elected each year by the members of Staff Congress.
The following Staff Congress members are serving in Leadership positions for the 2008-2009 year:

Executive Council

Joel Pace	Chair	3-2901
Rebecca McGinnis	Vice-Chair	3-5174
Rhonda Mackin	Secretary	3-2930
Shannon Colvin	Parliamentarian	3-3158

Committee Leadership

Kevin Koett	Committee Chair	3-2014
Shannon Harr	Committee Chair	3-2010
Amy Moore	Committee Chair	3-2676

Board of Regents

Lora Pace	Staff Regent	3-2517
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Monday, March 30, 2009 ~

Staff Congress[MSU Home](#) >> [Staff Congress](#) >> [Meeting Schedule](#)

Staff Congress Meeting Schedule

Staff Congress meets on the first Monday of each month at 1 p.m. Staff Congress Committees will meet on the third Monday of each month if necessary. Meeting dates may be changed if there is a conflict with the University calendar. **All meetings are open to any MSU staff member.** Special called meetings are not listed. Minutes from special called meetings and regular meetings may be viewed on the [Meeting Minutes](#) page.

2008-09 Meeting Dates*(click the date to view that month's agenda)*

- [August 4, 2008](#)
- [September 8, 2008](#)
- [October 6, 2008](#)
- [November 3, 2008](#)
- [December 1, 2008](#)
- [January 5, 2009](#)
- [February 2, 2009](#)
- [March 2, 2009](#)
- [April 6, 2009](#)
- [May 4, 2009](#)
- [June 1, 2009](#)
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Monday, March 30, 2009 ~

Staff Congress[MSU Home](#) >> [Staff Congress](#) >> [Members](#)**Staff Congress Representatives 2008-2009*****Executive Managerial Category***

<i>Phone</i>	<i>Term Expires</i>
Kevin Koett, Dean of Students	3-2014 June 30, 2010
Dallas Sammons, Director of Student Housing	3-2342 June 30, 2009

Professional/Non-Faculty Category

<i>Phone</i>	<i>Term Expires</i>
Shannon Harr*, Research Integrity and Compliance Director	3-2307 June 30, 2011
Phillip James*, Assistant Director of Alumni Relations	3-2301 June 30, 2010
Margaret LaFontaine, Intramurals and Rec. Director	3-5284 June 30, 2011
Amy Moore*, Operations Manager, Information Technology	3-2676 June 30, 2009
Lonnie Morris, Academic Technology Coordinator, SSS	3-5193 June 30, 2009
William Salazar, Research Associate, IRAPP	3-5437 June 30, 2010

Secretarial/Clerical Category

<i>Phone</i>	<i>Term Expires</i>
Lisa Caskey, Academic Department Specialist II	3-2945 June 30, 2009
Rhonda Crisp, Administrative Secretary	3-2233 June 30, 2010
Rosemary Hinton, Administrative Assistant to the Dean	3-2162 June 30, 2011
Barb Willoughby, Academic Departmental Specialist	3-2180 June 30, 2009

Service/Maintenance Category

<i>Phone</i>	<i>Term Expires</i>
	June 30, 2010
	June 30, 2011
	June 30, 2011
	June 30, 2009

Skilled Crafts Category

<i>Phone</i>	<i>Term Expires</i>
Jeff Adkins, Carpenter	3-5271 June 30, 2009
	June 30, 2011

Technical/Paraprofessional Category

<i>Phone</i>	<i>Term Expires</i>
	June 30, 2011

<i>At-Large (Not Associated with a Category)</i>	<i>Phone</i>	<i>Term Expires</i>
Darlene Allen, Grants & Contracts Administrator	3-2010	June 30, 2009
Lauren Buck, Business Manager	3-2886	June 30, 2009
Shannon Colvin*, Residence Hall Area Coordinator	3-3158	June 30, 2009
Joe Hunsucker, Director of Internal Audits	3-2899	June 30, 2010
Rhonda Mackin*, Acad. Dept. Specialist II	3-2930	June 30, 2009
Rebecca McGinnis*, Conference Services Manager	3-5174	June 30, 2009
April Hobbs Nutter, Web Marketing Director	3-9351	June 30, 2010
Joel Pace*, Director MSU at Ashland	3-2901	June 30, 2010
Todd Thacker, Building Maintenance Superintendent	3-2066	June 30, 2011

*** denotes a member of the Executive Council**

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EMPLOYEES

Welcome Rhonda Mackin!

Budget summary

Fiscal Year 2009

GL Account	U/P	GL Description	Budgeted	Requisitioned	Encumbered	Actual	Funds Available
10-63002000-5010100		Staff Congress : Salaries & Wages	0.00	0.00	0.00	0.00	0.00
		Unit Total	0.00	0.00	0.00	0.00	0.00
		Object Total	0.00	0.00	0.00	0.00	0.00
10-63002000-5010800		Staff Congress : Other Wages	6,600.00	0.00	0.00	0.00	6,600.00
		Unit Total	6,600.00	0.00	0.00	0.00	6,600.00
		Object Total	6,600.00	0.00	0.00	0.00	6,600.00
10-63002000-5020100		Staff Congress : Medical Insurance	0.00	0.00	0.00	0.00	0.00
		Unit Total	0.00	0.00	0.00	0.00	0.00
		Object Total	0.00	0.00	0.00	0.00	0.00
10-63002000-5020200		Staff Congress : Life Insurance	0.00	0.00	0.00	0.00	0.00
		Unit Total	0.00	0.00	0.00	0.00	0.00
		Object Total	0.00	0.00	0.00	0.00	0.00
10-63002000-5020300		Staff Congress : Dental Insurance	0.00	0.00	0.00	0.00	0.00
		Unit Total	0.00	0.00	0.00	0.00	0.00
		Object Total	0.00	0.00	0.00	0.00	0.00

		Object Total	0.00	0.00	0.00	0.00	0.00
10-63002000-5031000		Staff Congress : KERS	661.00	0.00	0.00	0.00	661.00
		Unit Total	661.00	0.00	0.00	0.00	661.00
		Object Total	661.00	0.00	0.00	0.00	661.00
10-63002000-5032000		Staff Congress : KTRS	0.00	0.00	0.00	0.00	0.00
		Unit Total	0.00	0.00	0.00	0.00	0.00
		Object Total	0.00	0.00	0.00	0.00	0.00
10-63002000-5040100		Staff Congress : FICA	505.00	0.00	0.00	0.00	505.00
		Unit Total	505.00	0.00	0.00	0.00	505.00
		Object Total	505.00	0.00	0.00	0.00	505.00
10-63002000-5040750		Staff Congress : Taxable Fringe Benefits	0.00	0.00	0.00	0.00	0.00
		Unit Total	0.00	0.00	0.00	0.00	0.00
		Object Total	0.00	0.00	0.00	0.00	0.00
10-63002000-5040800		Staff Congress : Excess Health Reserve	0.00	0.00	0.00	0.00	0.00
		Unit Total	0.00	0.00	0.00	0.00	0.00
		Object Total	0.00	0.00	0.00	0.00	0.00
10-63002000-5100100		Staff Congress : Supplies	2,941.00	0.00	0.00	0.00	2,941.00
		Unit Total	2,941.00	0.00	0.00	0.00	2,941.00
		Object Total	2,941.00	0.00	0.00	0.00	2,941.00
10-63002000-5110100		Staff Congress : Travel	235.00	0.00	0.00	0.00	235.00
		Unit Total	235.00	0.00	0.00	0.00	235.00
		Object Total	235.00	0.00	0.00	0.00	235.00
10-63002000-5144200		Staff Congress : Service Contracts	0.00	0.00	0.00	0.00	0.00
		Unit Total	0.00	0.00	0.00	0.00	0.00
		Object Total	0.00	0.00	0.00	0.00	0.00

10-63002000-5171200		Staff Congress : Postage	0.00	0.00	0.00	0.00	0.00
		Unit Total	0.00	0.00	0.00	0.00	0.00
		Object Total	0.00	0.00	0.00	0.00	0.00
10-63002000-5300100		Staff Congress : Equipment	0.00	0.00	0.00	0.00	0.00
		Unit Total	0.00	0.00	0.00	0.00	0.00
		Object Total	0.00	0.00	0.00	0.00	0.00
10-63002000-5320100		Staff Congress : Technology Purchases	0.00	0.00	0.00	0.00	0.00
		Unit Total	0.00	0.00	0.00	0.00	0.00
		Object Total	0.00	0.00	0.00	0.00	0.00
		Grand Total	10,942.00	0.00	0.00	0.00	10,942.00

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Monday, July 07, 2008 ~

Staff Congress

MSU Home >> Staff Congress >> Agenda 7-7-08

Staff Congress Agenda

July 7, 2008

Riggie 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
Professional Development

IX. Regent Report

X. OHR Report

XI. Old Business

XII. New Business

XIII. Discussion

Portal Pilot Group
Welcome Week Activities

XIV. Announcements

Our Next Meeting August 4
President's Forum July 8 @ 10 a.m. and 2 p.m.
SOAR July 22
Convocation August 13
Move-In Day August 15

2007-08 Goals

- Creation of a professional development program for staff
- Continue to work with OHR to get the best and most affordable health insurance and to maintain and add to the employee benefits
- Follow up on outstanding issues taken to the administration
- Set up a collaboration with other staff congresses across state/nation
- Completion of the Staff Congress By-Laws revision
- Work with OHR to examine career ladders in more departments across campus

Monday, March 30, 2009 ~

Staff Congress

MSU Home >> Staff Congress >> July 7, 2008 Minutes

MOREHEAD STATE UNIVERSITY**STAFF CONGRESS MINUTES****JULY 7, 2008****MEMBERS:**

Jeff Adkins*	Rhonda Crisp	Phillip James	Jill McBride	Lonnie Morris	Todd Thacker
Darlene Allen	Chris Hampton*	David Jessie	Jewell McCormick	April Nutter	Michele Thompson
Patty Carper	Shannon Harr	Kevin Koett*	Rebecca McGinnis*	Joel Pace	Sharon White
Lisa Caskey	Rosemary Hinton	Margaret LaFontaine	Rick Messer	William Salazar	Terry White
Shannon Colvin	Joe Hunsucker	Rhonda Mackin	Amy Moore	Dallas Sammons	

***Denotes member was absent**

Guests:	Lora Pace, Staff Regent & Director of First Year Programs & Retention
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Chair James called the meeting to order at 1:10 p.m. A quorum was present. He welcomed guest Lora Pace, Staff Regent & Director of First Year Programs & Retention. A moment of silence was observed in memory of Belva Sammons. The agenda was suspended so elections could be conducted. Rep. Colvin, Parliamentarian, explained the election procedures. Rep. LaFontaine indicated there were 24 eligible members for voting purposes.

Nominations for Chair: Rep. Jessie nominated Rep. Joel Pace, who accepted the nomination. There were no further nominations. Chair James closed the floor to nominations. He moved that Rep. Joel Pace be elected to the position by acclamation. There were no objections or abstentions.

Nominations for Vice-Chair: Rep. Thacker nominated Rep. Rebecca McGinnis, who accepted the nomination by letter as she was on vacation. There were no further nominations. Rep. Colvin moved to close the floor to nominations. Rep. Harr moved that Rep. McGinnis be elected to the position by acclamation. There were no objections or abstentions.

Nominations for Secretary: Rep. Caskey nominated Rep. Rhonda Mackin, who accepted the nomination. There were no further nominations. Rep. Colvin moved to close the floor to nominations. Rep. Allen moved that Rep. Mackin be elected to the position by acclamation. There were no objections or abstentions.

The newly elected officers will officiate at the August meeting. Chair James moved back into the Agenda. He asked if there were any corrections to the June meeting minutes. Rep. Mackin stated

on page 2, 1st line, there was an extra "ing" in obtaining. Under Parliamentarian's Report, there is an extra space after July that needs to be removed. On page 3, under Announcements, 3rd line down, the word "moves" should be removed. There were no further corrections.

Motion:	To approve the minutes from the June 2, 2008 meeting, with corrections.	
	Proposed: Rep. Colvin	Seconded: Rep. LaFontaine
Called for Vote:	Passed.	
Chair's Report	He reminded everyone that tomorrow President Andrews will be hosting two Open Forums at different times to allow for more flexibility for attendance. Attendees will be able to ask President Andrews any questions they like. This is an opportunity for open communication between faculty and staff. The Forums will be held at 10:00 and 2:00 in the Riggle Room, with the option to move to the Crager Room if needed. Chair James thanked everyone for their support of him as Chair of Staff Congress for the past year.	
Vice-Chair's Report	There was no report but Rep. Nutter thanked everyone for everything that was accomplished this past year. She wished good luck to the incoming officers and offered her assistance, if needed, with regards to the Staff Congress website.	
Secretary's Report	For the month of June, \$648.23 was spent on the luncheon.	
Parliamentarian's Report	No report.	

Committee Reports

Credentials and Elections	No report.
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University Standing Appointments	No report.
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Fiscal Affairs	No report.
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Personnel Policies and Benefits	No report.
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Ad-Hoc - Professional Development

No report.

Regent's Report: L. Pace reported the Board of Regents met June 5th. Items approved were the university budget, personnel roster, etc. for the upcoming year. The President's evaluation, bonus and raise were also considered and approved. She announced that Ron Morrison, Professor in English, was the new Faculty Regent and Michael Harmon was the new Student Regent.

Human Resources Report: Chair James announced that P. Gniot, Director, Human Resources, was out of town this week but he spoke with him briefly on Thursday of last week. P. Gniot has submitted, to the President's Cabinet, guidelines for a flex-schedule and 4-day work week. This will be shared with Staff Congress in the near future.

Old Business: None.

New Business: Rep. Thompson asked about the 4-day work week as some of her constituents had asked her about it. Chair James replied that Phil Gniot had submitted a proposal for it to the President's Cabinet and it is not yet known what decision has been made about it. Discussion was held about a possible flex work schedule and 4-day work week. Rep. Colvin made a motion that Staff Congress purchase a new Robert's Rules of Order as the one currently being used is out-of-date. Rep. Nutter seconded the motion. Vote was taken and approved.

Discussion: Rep. Nutter announced a Portal Pilot Group has been established. It will be a one-stop place for all of your MSU online services. You login once and get access to email, Colleague, Web Advisor, etc. She went over the many benefits of this. She is looking for 20-30 staff volunteers to be involved with the Portal Pilot Group. If anyone is interested, let her know by email or phone call.

Welcome Week Activities: Rep. LaFontaine announced she is looking for volunteers to assist with students moving in on August 15th. She needs help with traffic control and hall greeters (meet and greet parents). If anyone can help out in 2-3 hour increments, please let her know.

Announcements: Chair James announced that the next Staff Congress meeting is August 4th. He reminded everyone that the President's Forum is tomorrow at 10:00 am and 2:00 pm in the Riggle Room. The last SOAR session is July 22. Convocation is August 13th. Move-in day is August 15th. Rep. Sammons announced there will be a memorial service at the First Baptist Church on Main Street for Belva Sammons this Sunday at 6:00 pm with a reception to follow. Rep. Nutter announced that the new on-line applications are now live. She asked that students be encouraged to apply via the online application. If applying that way, the application fee must be paid by credit card. If they apply via a paper application, they can pay by check or cash. Rep. LaFontaine announced the new fiscal year calendars are now online or can be picked up from the Human Resources office. The University Games will still be held this fall as she has not heard anything to the contrary. She announced that the President's Cabinet is considering creating a recurring budget for the University Games. Also, she has now physically moved out of ADUC and into her office in Wetherby Gymnasium. She announced that as of July 1, the Wellness Center and Aquatics operation left Health, Physical Education & Sports Sciences and are now under the umbrella of Student Life. Rep. J. Pace stated his appreciation of the support of Staff Congress in the upcoming year. He congratulated Chair James on a successful year of accomplishing the 2007/2008 goals. He stated there is still committee business that needs to be accomplished. He asked that committees to go ahead and meet this month. At the August meeting, we will talk about goals for committees and committee chairs. There are three new members who are not involved on a committee. He asked that the Vice-Chair of the Fiscal Affairs Committee conduct the July meeting since Rep. Pam Moore is no longer a member of Staff Congress. Rep. White announced that the pollution control bid has been awarded and work will begin soon.

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

Minutes submitted by: Rhonda Mackin, Secretary

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- [Campus Map](#)
- [Contact Us](#)
- [Directory](#)

GO

Which part of site to search

☒ MSU Web ☐ Faculty & Staff

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Rhonda Mackin

From: Joel Pace [j-pace@morehead-st.edu]
Sent: Wednesday, July 30, 2008 10:10 AM
To: r.mcginis@moreheadstate.edu; r.mackin@moreheadstate.edu
Cc: d.jessie@moreheadstate.edu; k.koett@moreheadstate.edu;
d.sammons@moreheadstate.edu; j.hunsucker@moreheadstate.edu;
a.nutter@moreheadstate.edu; p.james@moreheadstate.edu; l.pace@moreheadstate.edu;
s.colvin@moreheadstate.edu
Subject: Exec committee mtg

ALL-

Please note that we will be meeting as an Exec Committee tomorrow, Thursday July 31 at 2:00 at the Conference room in ADUC 111.

We will need to prepare for the Aug 4 mtg, discuss goals and membership for the various committees and look at setting future Exec committee mtgs dates.

I do apologize for the late notice but we have given the committees additional time to hold meetings and elect officers. We will do better next time.

Please note that if you can not attend that you invite the current vice chair to represent your committee.

If you have problems, let me know. Thanks, JP

Joel Pace, Director
Morehead State/Ashland
1400 College Dr Suite L272
Ashland, KY 41101
1.606.327.1777
1.800.324.4171 fax

"Every strike brings me closer to my next home run." Babe Ruth

This message was sent using IMP, the Internet Messaging Program.

Staff Congress 2008-2009

University Standing committees MASTER preferences list

Campus Environment Team/ Aff Action Committee

3 / 2 staff vacancies

Darlene Allen	3
Diane Lawson	3
Louise Cooper	3
Lenore Dixon	3

Jaunya Jones
Benji Bryant

Athletics Committee

1 vacancy after Al Baldwin retires

Lauren Buck	3
Craig Dennis	3
Phillip James	1
Randy Stacy	2

Employee Benefits Committee

1 Vacancy/ Prof NF

Darlene Allen	2
Lisa Shemwell	1
Ernie Tackett	1

* Todd Thacker	1	outgoing member
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Diane Lawson — 1 — Sec/cler
 Peggy Gray 1
 Sheila Barber — 1 — sec/cler
 R. Kay Calhoun 2
 Rhonda Runyon — 3 — sec/ cler
 Lisa Caskey — 1 — sec/cler
 Benji Bryant 2
 Lenore Dixon — 2 — sec/cler
 Brenda Wilburn — 3 — exec/mgr

Job Classification Review Committee

1 Tech/ Paraprofessional
1 Prof/ non- faculty

Drew Henderson — 2 — Exec/ mgr
 Ernie Tackett 2
 Todd Thacker 2
 Diane Lawson — 2 — sec/ cler
 Loretta Lykins — 1 — exec/ mgr
 Lisa Caskey — 2 — sec/ cler
 Lenore Dixon — 1 — sec/cler
 Sharon Reynolds 3

Jill McBride

Library Committee

1 staff vacancy

 Drew Henderson 1
Annette Hines 2
Paul Hitchcock 3
Alvin Madden Grider 2

Planning Committee

Filled

Chair/ Vice Chair of Fiscal Affairs Committee

Shannon Harr

Joe Hunsucker

Darlene Allen 1
Barbara Willoughby 2
Lauren Buck 1
Tina McWain 3
Ernie Tackett 3
Craig Dennis 1
Elsie Pritchard 1
Mary Jerde 3
R. Kay Calhoun 3
Randy Stacy 3

Loretta Lykins 3

Registration Advisory Committee
1 vacancy Regional campus

Annette Hines — 1 — not eligible

Scholarship Committee

1 prof/ non faculty vacancy

Lisa Shemwell 2 *rotating off*

Tina McWain 1

Mary Beth Lawson 1

Louise Cooper 2

Sharon Reynolds 1

Brenda Wilburn — 2 — exec/mgr

Service Committee

1 Exec managerial — *B Jones*

1 skilled Crafts — *Pick Williams*

1 Sec/ Clerical — *Diane Lawson*

~~Drew Henderson~~ 3 exec/ managerial *Brent Jones*

Tina McWain — 2 — p/nf

Todd Thacker — 3 — prof/ nf

Mary Jerde — 2 — p/nf

Louise Cooper — 1 — p/nf

Karen Cornett — 3 — p/nf

Student Disciplinary Committee

1 vacancy- Exec/ managerial

Bill Redwine Recommended for re-appointment — OK

Lisa Shemwell — 3 — p/nf

Lauren Buck — 2 — p/nf

Terri Roberts — 1 — p/nf

Mary Beth Lawson — 3 — p/nf

Peggy Gray — 2 — p/nf

Benji Bryant — 3 — p/nf

Student Life Committee

1 vacancy/ prof/ non faculty

Barbara Willoughby — 3 — sec/ cler

Terri Roberts 2

Craig Dennis 2

Peggy Gray 3

Sheila Barber — 2 — sec/cler

Rhonda Runyon — 2 — sec/cler

Lisa Caskey — 3 — sec/ cler

Benji Bryant 1

Karen Cornett 2

Student Media Board

1 staff vacancy

Phillip James 2

Randy Stacy 1

Paul Hitchcock 2

Alvin Madden Grider 1

Technology Resources Committee

1 staff vacancy

Mary Jerde 1

R. Kay Calhoun 1

Rhonda Runyon 1

Loretta Lykins 2

Annette Hines 2

Paul Hitchcock 1

Alvin Madden Grider 3

*Table until
new committee*

Wellness Committee

3 staff vacancies

Barbara Willoughby 1

Connie Spencer Ackerman 1

Elsie Pritchard 2

Karen Cornett 1

Sharon Reynolds 2

Brenda Wilburn 1

Monday, July 07, 2008 ~

Staff Congress

MSU Home >> Staff Congress >> 2008-09 Election Results

2008 Staff Congress Election Results

Total votes cast: 158

At-Large

Todd Thacker - 98

David Jessie - 93

Lauren Buck - 69

Professional/Non-Faculty

Margaret LaFontaine - 37

Shannon Harr - 31

Secretarial/Clerical

Rosemary Hinton - 14

Michelle Thompson - 11

Cindy Edwards - 10

Service/Maintenance

Jewell McCormick - 30

Patty Carper - 29

Sharon Beller-White - 24

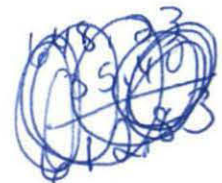
Barbara Ashley - 20

Skilled Craft

Chris Hampton - 22

Technical/Paraprofessional

Jill McBride - 3



Monday, August 04, 2008 ~

Staff Congress

MSU Home >> Staff Congress >> Agenda 8-4-08

Staff Congress Agenda

August 4, 2008

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. Committee Reports

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

VIII. Regent Report

IX. OHR Report

X. Old Business

XI. New Business

XII. Announcements

Our Next Meeting September 8
Convocation August 13
Move-In Day August 15
Welcome Week Activities
Board of Regents Meeting August 20

Monday, August 04, 2008 ~

Staff Congress

MSU Home >> Staff Congress >> July 7, 2008 Minutes

- Were present,
Non-highlighted were
absent.

MOREHEAD STATE UNIVERSITY**STAFF CONGRESS MINUTES****JULY 7, 2008****MEMBERS:**

Jeff Adkins*	Rhonda Crisp	Phillip James	Jill McBride	Lonnie Morris	Todd Thacker
Darlene Allen	Chris Hampton*	David Jessie	Jewell McCormick	April Nutter	Michele Thompson
Patty Carper	Shannon Harr	Kevin Koett*	Rebecca McGinnis*	Joel Pace	Sharon White
Lisa Caskey	Rosemary Hinton	Margaret LaFontaine	Rick Messer	William Salazar	Terry White
Shannon Colvin	Joe Hunsucker	Rhonda Mackin	Amy Moore	Dallas Sammons	

***Denotes member was absent**

Guests:	Lora Pace, Staff Regent & Director of First Year Programs & Retention
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Chair James called the meeting to order at 1:10 p.m. A quorum was present. He welcomed guest Lora Pace, Staff Regent & Director of First Year Programs & Retention. A moment of silence was observed in memory of Belva Sammons. The agenda was suspended so elections could be conducted. Rep. Colvin, Parliamentarian, explained the election procedures. Rep. LaFontaine indicated there were 24 eligible members for voting purposes.

Nominations for Chair: Rep. Jessie nominated Rep. Joel Pace, who accepted the nomination. There were no further nominations. Chair James closed the floor to nominations. He moved that Rep. Joel Pace be elected to the position by acclamation. There were no objections or abstentions.

Nominations for Vice-Chair: Rep. Thacker nominated Rep. Rebecca McGinnis, who accepted the nomination by letter as she was on vacation. There were no further nominations. Rep. Colvin moved to close the floor to nominations. Rep. Harr moved that Rep. McGinnis be elected to the position by acclamation. There were no objections or abstentions.

Nominations for Secretary: Rep. Caskey nominated Rep. Rhonda Mackin, who accepted the nomination. There were no further nominations. Rep. Colvin moved to close the floor to nominations. Rep. Allen moved that Rep. Mackin be elected to the position by acclamation. There

were no objections or abstentions.

The newly elected officers will officiate at the August meeting. Chair James moved back into the Agenda. He asked if there were any corrections to the June meeting minutes. Rep. Mackin stated on page 2, 1st line, there was an extra "ing" in obtaining. Under Parliamentarian's Report, there is an extra space after July that needs to be removed. On page 3, under Announcements, 3rd line down, the word "moves" should be removed. There were no further corrections.

Motion:	To approve the minutes from the June 2, 2008 meeting, with corrections.	
	Proposed: Rep. Colvin	Seconded: Rep. LaFontaine
Called for Vote:	Passed.	
Chair's Report	He reminded everyone that tomorrow President Andrews will be hosting two Open Forums at different times to allow for more flexibility for attendance. Attendees will be able to ask President Andrews any questions they like. This is an opportunity for open communication between faculty and staff. The Forums will be held at 10:00 and 2:00 in the Riggle Room, with the option to move to the Crager Room if needed. Chair James thanked everyone for their support of him as Chair of Staff Congress for the past year.	
Vice-Chair's Report	There was no report but Rep. Nutter thanked everyone for everything that was accomplished this past year. She wished good luck to the incoming officers and offered her assistance, if needed, with regards to the Staff Congress website.	
Secretary's Report	For the month of June, \$648.23 was spent on the luncheon.	
Parliamentarian's Report	No report.	

Committee Reports

Credentials and Elections	No report.
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University Standing Appointments	No report.
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Fiscal Affairs	No report.
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Personnel Policies and Benefits	No report.
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Ad-Hoc - Professional Development	No report.
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Regent's Report: L. Pace reported the Board of Regents met June 5th. Items approved were the university budget, personnel roster, etc. for the upcoming year. The President's evaluation, bonus and raise were also considered and approved. She announced that Ron Morrison, Professor in English, was the new Faculty Regent and Michael Harmon was the new Student Regent.

Human Resources Report: Chair James announced that P. Gniot, Director, Human Resources, was out of town this week but he spoke with him briefly on Thursday of last week. P. Gniot has submitted, to the President's Cabinet, guidelines for a flex-schedule and 4-day work week. This will be shared with Staff Congress in the near future.

Old Business: None.

New Business: Rep. Thompson asked about the 4-day work week as some of her constituents had asked her about it. Chair James replied that Phil Gniot had submitted a proposal for it to the President's Cabinet and it is not yet known what decision has been made about it. Discussion was held about a possible flex work schedule and 4-day work week. Rep. Colvin made a motion that Staff Congress purchase a new Robert's Rules of Order as the one currently being used is out-of-date. Rep. Nutter seconded the motion. Vote was taken and approved.

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Announcements: Chair James announced that the next Staff Congress meeting is August 4th. He reminded everyone that the President's Forum is tomorrow at 10:00 am and 2:00 pm in the Riggle Room. The last SOAR session is July 22. Convocation is August 13th. Move-in day is August 15th. Rep. Sammons announced there will be a memorial service at the First Baptist Church on Main Street for Belva Sammons this Sunday at 6:00 pm with a reception to follow. Rep. Nutter announced that the new on-line applications are now live. She asked that students be encouraged to apply via the online application. If applying that way, the application fee must be paid by credit card. If they apply via a paper application, they can pay by check or cash. Rep. LaFontaine announced the new fiscal year calendars are now online or can be picked up from the Human Resources office. The University Games will still be held this fall as she has not heard anything to the contrary. She announced that the President's Cabinet is considering creating a recurring budget for the University Games. Also, she has now physically moved out of ADUC and into her office in Wetherby Gymnasium. She announced that as of July 1, the Wellness Center and Aquatics operation left Health, Physical Education & Sports Sciences and are now under the umbrella of Student Life. Rep. J. Pace stated his appreciation of the support of Staff Congress in the upcoming

year. He congratulated Chair James on a successful year of accomplishing the 2007/2008 goals. He stated there is still committee business that needs to be accomplished. He asked that committees to go ahead and meet this month. At the August meeting, we will talk about goals for committees and committee chairs. There are three new members who are not involved on a committee. He asked that the Vice-Chair of the Fiscal Affairs Committee conduct the July meeting since Rep. Pam Moore is no longer a member of Staff Congress. Rep. White announced that the pollution control bid has been awarded and work will begin soon.

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

Minutes submitted by: Rhonda Mackin, Secretary

Monday, September 08, 2008 ~

Staff Congress

MSU Home >> Staff Congress >> August 4, 2008 Minutes

MOREHEAD STATE UNIVERSITY**STAFF CONGRESS MINUTES****AUGUST 4, 2008****MEMBERS:**

Jeff Adkins*	Rhonda Crisp	Phillip James	Jill McBride	Lonnie Morris	Todd Thacker
Darlene Allen*	Chris Hampton*	David Jessie	Jewell McCormick	April Nutter	Michele Thompson
Patty Carper	Shannon Harr	Kevin Koett*	Rebecca McGinnis	Joel Pace	Sharon White*
Lisa Caskey	Rosemary Hinton*	Margaret LaFontaine	Rick Messer*	William Salazar	Terry White*
Shannon Colvin*	Joe Hunsucker	Rhonda Mackin	Amy Moore	Dallas Sammons*	

***Denotes member was absent**

Guests:	None.
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Chair Pace opened the meeting by recognizing the past Chair, Phillip James, and presenting him with an engraved plaque in recognition of outstanding service in the past year. The meeting was then recessed in order to take a group photo.

Motion:	To approve the minutes from the July 7, 2008 meeting.	
	Proposed: Phillip James	Seconded: Lonnie Morris
Called for Vote:	Passed.	
Chair's Report	<p>Chair Pace thanked everyone for taking the time to attend the meeting as this is a busy time due to the semester just beginning. He informed members that, while he is physically off-campus, please let him know by email or phone call if there is anything they want to discuss or be addressed. His office telephone number is 783-2901. He would like to do an assessment of Staff Congress in the near future to make sure we are meeting the needs of the staff we represent. This assessment could show us what we are doing well and what we need to focus on. He has asked Kevin Koett to chair that committee. Beth Patrick as well as Jill Ratliff have also agreed to assist with the assessment process. He would like for ad-hoc committee members to assist on this. In addition, Staff Congress members as well as non-Staff Congress members may be a part of this assessment process. If anyone is interested in serving on this committee or would like to nominate someone, please email him and this will be shared with the Executive Committee. The second meeting of state-wide Staff Congress members will be held at the end of September at the University of Louisville. The meeting is tentatively set for September 26. If anyone is interested in going let him know.</p>	
	Rebecca McGinnis thanked everyone for supporting her for the Vice-Chair	

Vice-Chair's Report	<p>position. If anyone needs to contact her, her direct extension is 783-5174. With regards to the staff congress committees: Credentials & Elections Committee, Standing Appointments Committee, Fiscal Affairs Committee, and Personnel Policies & Benefits Committee, if anyone would like to change their representation on a committee, let her know by this Wednesday (August 6th) so a decision can be made by the end of this week. She read over the membership of each committee. Credentials & Elections Committee: Lisa Caskey, Shannon Colvin, David Jessie, Kevin Koett, Margaret LaFontaine, Rick Messer, and Elizabeth Williams. This committee has met and elected a new Chair (David Jessie) and Vice-Chair (Kevin Koett). Standing Appointments Committee: Darlene Allen, Rosemary Hinton, Linda Kegley, Rhonda Mackin, Linda McCarty, Rebecca McGinnis, and Dallas Sammons. Current Chair is Dallas Sammons and Vice-Chair is Rosemary Hinton. Fiscal Affairs Committee: Chris Hampton, Shannon Harr, Joe Hunsucker, Pam Moore, William Salazar, Donna Sloan and Todd Thacker. Current Chair is Pam Moore and Vice-Chair is Joe Hunsucker. Personnel Policies & Benefits Committee: Jeff Adkins, Rhonda Crisp, Amy Moore, Lonnie Morris, April Nutter, Joel Pace and Darlene Ramey. Current Chair is April Nutter and Vice-Chair is Amy Moore. The other committees need to meet and elect Chairs and Vice-Chairs. The newest members of Staff Congress need to be placed on committees as well. The following personnel are no longer members of Staff Congress and need to be replaced on committees: Elizabeth Williams, Linda Kegley, Linda McCarty, Pam Moore, Donna Sloan, and Darlene Ramey. The committees also need to set goals they would like to accomplish this upcoming year.</p>
Secretary's Report	Rhonda Mackin stated that \$76.37 was spent on refreshments for the month of July.
Parliamentarian's Report	No report.

Committee Reports

Credentials and Elections	<p>David Jessie reported that his committee has met. He is the new Chair and Kevin Koett is the new Vice-Chair. He thanked Margaret LaFontaine and the committee for their work in the past two years. They have established two main goals for the upcoming year: (1) representation across Staff Congress; what we have for our membership from the various trades across campus and (2) check on our voting system to see what kind of voting system we will have to utilize for the spring election. If anyone has a suggestion to be added to this committee's list, please email it to him. Chair Pace stated this will be an election year not only for Staff Congress but also for Staff Regent so it will be important to look at the EEOC categories.</p>
University Standing Appointments	Rebecca McGinnis reported that they have not met.
Fiscal Affairs	As Pam Moore is no longer a member of Staff Congress, the Vice-Chair is recognized. Joe Hunsucker stated there was no report.
Personnel Policies and	April Nutter reported they had not met though they will be meeting

Benefits	after today's Staff Congress meeting to elect a Chair.
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Ad-Hoc - Professional Development	No report.
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Regent's Report: Lora Pace was not present. Chair Pace reported the Board of Regents had not met in July. There is a BOR work session scheduled for August 20th where they will be doing ground-breaking on the new SHARE building. The new Regent will start with the September meeting.

Human Resources Report: No report.

Old Business: None.

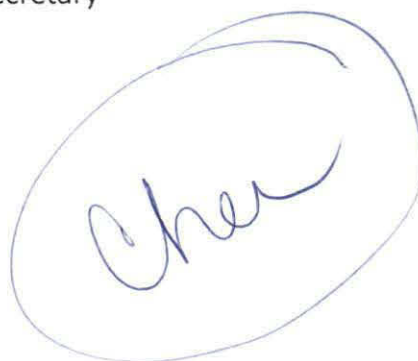
New Business: None.

Discussion: None.

Announcements: The next meeting will be on September 8th. Convocation is August 13th at 10:00. Move-in day is August 15th. Margaret LaFontaine said they can still use more volunteers. They currently have about 75-80 signed up to help. Chair Pace stated that the Standing Appointments Committee will also be looking at University committees so if anyone is interested in any of the University committees, please let him know. April Nutter noted that when we have a list of new University committees people, that list should be sent to Janet Skidmore as she maintains that website. Welcome Week Activities begin the 15th and go through the 17th. RA's are moving in today. The new parking rules go into effect the 15th. The university picnic is August 30th, 5:00 pm - 6:30 pm.

Motion:	To adjourn.	
	Proposed: David Jessie	Seconded: Amy Moore
Called for Vote:	Passed.	

Minutes submitted by: Rhonda Mackin, Secretary



Rhonda Mackin

From: Joel Pace [j.pace@morehead-st.edu]
Sent: Tuesday, September 02, 2008 3:36 PM
To: 'Rhonda Mackin'
Subject: agenda

**Staff Congress Agenda
September 8, 2008
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. Committee Reports**
 - Credentials and Elections Committee
 - University Standing Appointments Committee
 - Fiscal Affairs Committee
 - Personnel Policies and Benefits Committee
- VIII. Regent Report**
- IX. OHR Report**
- X. Old Business**
- XI. New Business**
- XII. Announcements**

Family Weekend set for Sept. 26-28

Constitution Day Sept 17

Monday, March 30, 2009 ~

Staff Congress

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MOREHEAD STATE UNIVERSITY**STAFF CONGRESS MINUTES****September 8, 2008****MEMBERS:**

Jeff Adkins*	Rhonda Crisp	Phillip James*	Jill McBride	Lonnie Morris	Todd Thacker*
Darlene Allen	Chris Hampton*	David Jessie*	Jewell McCormick	April Nutter	Michele Thompson
Patty Carper*	Shannon Harr	Kevin Koett	Rebecca McGinnis	Joel Pace	Sharon White*
Lisa Caskey	Rosemary Hinton	Margaret LaFontaine*	Rick Messer	William Salazar	Terry White*
Shannon Colvin*	Joe Hunsucker	Rhonda Mackin	Amy Moore	Dallas Sammons	

***Denotes member was absent**

Guests:	Lisa Shemwell, Speech Team Coach, Communication & Theatre and a member of the President's Leadership Academy; Phil Gniot, Director of Human Resources; Lora Pace, Staff Regent and First Year Program & Retention Director; and Dr. Cathy Thomas, Chair of Faculty Senate and Associate Professor, Communication & Theatre.
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Chair Pace opened the meeting by introducing the guests. The August 4th minutes were reviewed. A. Nutter noted a correction on the last page under Regent's Report. The word SHARE should be changed to CHER.

Motion:	To approve the minutes from the August 4, 2008 meeting.	
	Proposed: Lisa Caskey	Seconded: Michele Thompson
Called for Vote:	Passed.	
Chair's Report	<p>Chair Pace stated progress had been made on a number of areas. He attended the Faculty Senate meeting this past week during which President Andrews attended and shared some information with them. He stated that he wanted to start an ad-hoc committee to focus on campus-wide assessment. K. Koett has agreed to chair the committee. Several Staff Congress members have agreed to volunteer on this project. Chair Pace would like to finalize the members and develop a timeline over the coming months. If anyone is interested in participating in the campus-wide assessment, let him know sometime this coming month. They will be looking at what areas need assistance and recruiting members to fill those areas. Members will consist of those on Staff Congress as well as from the general population. At the end of the month there will be a state Staff Congress meeting at the University of Louisville at which some members will be attending. A report will be given on this at the next meeting. They will be attempting to identifying best practices and seeing what works at other schools and what can be shared with other schools statewide. The Executive Committee is working on defining excused absences that is mentioned in our Bylaws as one of the criteria for removal of Staff Congress members. There is also a President's Council meeting this coming Wednesday. A report will be given on that next month.</p>	

Vice-Chair's Report	R. McGinnis reported that she and Chair Pace worked together two weeks ago on completing the interest survey regarding serving on University Standing Committees. They received a huge response from this. The Credentials & Elections Committee will make some recommendations based on this. Appreciation was expressed to all who responded. She has updated the Staff Congress website and will be updating the University Standing Committees as soon as they are finalized.
Secretary's Report	R. Mackin stated that \$76.37 was spent on refreshments for the month of August, leaving a balance of \$2,723.27 in Supplies.
Parliamentarian's Report	No report.

Committee Reports

Credentials and Elections	K. Koett reported that he and D. Jessie met with a group of Staff Congress members called together by Chair Pace. They would like to bring forth some recommendations for several standing committees. The recommendations are as follows: Campus Environment Team/Affirmative Action Committee – Darlene Allen, Tonya Jones, and Benji Bryant; Employee Benefits Committee – Todd Thacker; Job Reclassification Review Committee – Ernie Tackett and Jill McBride; Library Committee – Drew Henderson; Planning Committee – Shannon Harr and Joe Hunsucker; Scholarship Committee – Sharon Reynolds; Service Committee – Brent Jones, Ricky Joe Williams, and Diane Lawson; Student Disciplinary Committee – Bill Redwine; Student Life Committee – Peggy Gray; Student Media Board – Randy Stacy; and Wellness Committee – Brenda Wilburn, Karen Cornett, and Barbara Willoughby. These are based on what they submitted as their preferences and from the group discussion by the Executive Council last Wednesday. Chair Pace asked if there were any questions or comments. M. Thompson stated she had submitted something online and never heard anything about it and asked if that was all you had to do. Chair Pace replied yes, that's what they were doing now. K. Koett reported that there were a large number of people who submitted requests. A. Moore reported that a lot of people submitted requests but weren't in the correct EEO category that was needed so many of the requests had to be disqualified based on the EEO category that was vacant for each committee. Since the recommendations came from committee, no second was needed. Vote was taken and motion passed. K. Koett reported that they will be talking about defining excused absences. Since this is a Regent election year coming up, there will be alot of work ahead for the committee so they will be asking for alot of help in the coming year.
Fiscal Affairs	S. Harr reported that he will be the Chair and J. Hunsucker is the Vice-Chair. They will be working with the Planning Committee. Their subcommittee is small so they may need to add more members to it. Chair Pace said there are some people who have not been placed on one of the current standing committees so they will have until the end of the week to self-select another committee by notifying R. McGinnis. If anyone has not volunteered by Friday, they will be placed on a committee by Monday.
Personnel Policies and Benefits	A. Moore reported there was a misconception in Staff Congress about an RFP being put out for health care. She checked with Human Resources and has been told this is not a year for a health care RFP.
Ad-Hoc - Professional Development	No report.

Regent's Report: L. Pace reported there will be a regular quarterly meeting on Thursday at the Enterprise Center in West Liberty. If anyone is interested in going, there will be a van leaving from the University.

Human Resources Report: P. Gniot apologized for not attending the last several meetings. He asked if there was a Service Award Committee. A. Moore stated there is a Service Committee. P. Gniot stated he would like to work with that group and look at some ways to improve the University's service award program. He stated Human Resources is looking at some health plan designs that are just beginning to form so he would like to get together with the Benefits Committee very soon and let them know what their plans are shaping up to be. They also have a number of vendors they are scheduling for campus visits this fall. They are going to try to again centralize on the retirement vendors and have them give some presentations and one-on-one meetings. An AFLAC vendor will be here on September 18th. AIG/Valic will do some presentations on September 10th. Other retirement vendors will be here throughout the fall. For those who are in the KTRS program or ORP program, there is an RFP out to add a 4th vendor to that list, to give people an additional choice. L. Pace noted that last year we didn't see an increase in health insurance premiums. P. Gniot stated that some health incentives would be introduced and we will continue those as we get through the year. He noted our health insurance claims were fairly reasonable for the past year; another plan with some different features may be added. There may be a moderate increase. A. Moore stated that there had been talk before about putting a cap on the HRA program, that after a certain amount of money was in the HRA, there would have to be some kind of financial management of that program and wondered if P. Gniot had any thoughts on that. He replied this would be like a HSA (Health Savings Account), that this might be another feature to add. He would like to talk about some ways to moderate the HRA so it doesn't go on forever. Chair Pace stated that last year they had an ad hoc committee that dealt with professional development and the MSU 199 came out of it. She asked if this committee had met its task. D. Sammons said it is still ongoing; however, the committee has not met since it developed the MSU 199. P. Gniot stated that MSU 199 continues to evolve. Chair Pace asked how that was going. M. Thompson is in the class and replied that it was going well. She felt like it was very beneficial. Additional discussion was held regarding the MSU 199 class. D. Sammons said the original purpose of the committee was to develop a series of ongoing professional development programs for employees.

Old Business: None.

New Business: Chair Pace stated he would like to explore a joint Faculty Senate/Staff Congress professional development committee to look at a number of issues, some dealing with communication but to expand it a little further and do some Datatel or EXCEL training that we used to do. A. Moore replied those are no longer offered as it is the assumption that people on campus should know the office suite, that online training is now available for this. Chair Pace stated that this should probably still be looked at as an offering. He stated if anyone is interested in serving on an ad hoc committee for professional development, please inform R. McGinnis. K. Koett stated if anyone is involved with this, he recommends they look at the James Madison Model of Professional Development as a reference. M. Thompson stated someone had asked her to bring up that if an employee's child is attending MSU, their remaining balance be allowed to be repaid through payroll deduction for the semester. The Fiscal Affairs Committee will look into this.

Chair Pace reminded everyone that if they have not had a chance to serve on a committee or would like to switch over to the Fiscal Affairs Committee, please let Rebecca know by Friday. L. Pace asked Chair Pace to explain to everyone about the deletion of the 4th committee. He has asked Shannon Colvin to research this. This occurred when the Bylaws were being reworded. One of the things that happened at that time was the elimination of the University Standing Appointments Committee. When looking at the Bylaws, that committee was deleted. D. Sammons stated she was the Chair of the committee and does not recall any conversation regarding doing away with the Standing Appointments Committee. She said there was a lot of discussion about doing away with the Fiscal Affairs Committee, but not the Standing Appointments Committee. She has looked at the past meeting minutes and cannot tell from them as to what specifically was removed. She stated that the Fiscal Affairs Committee was never discussed as being eliminated. Chair Pace stated that the purpose of the Parliamentarian was to keep the most official copy of the Bylaws along with the Rules of Order. R. Mackin stated that the tapes of previous meetings are available for anyone who would like to listen to them for clarification. Additional discussion was

held regarding this matter. Chair Pace asked to have this tabled until the Parliamentarian, S. Colvin, has a chance to research this and report on it next month. A. Nutter made the motion, K. Koett seconded it. Vote taken and passed.

Discussion: None.

Announcements: The next Staff Congress meeting is October 6th. The BOR will meet this coming week. Constitution Day is September 17th. Family Weekend is the end of September as well as a football game that weekend. The Office of Research and Sponsored Programs has a Proposal Writing workshop next Tuesday and Wednesday at 1:50. You can call their office to register for the workshop. S. Harr announced that on the 18th at 2:30 in ADUC 312 and 19th at 9:00 in ADUC 312, there will be a Post-Award Workshop for anyone who has already received a grant. On September 11th, there will be a memorial service at the Bell Tower at approximately 7:45 am. J. Ratliff announced there will be a 5th year anniversary celebration at the Mt. Sterling Center.

Motion:	To adjourn.	
	Proposed: M. Thompson	Seconded: A. Moore
Called for Vote:	Passed.	

Minutes submitted by: Rhonda Mackin, Secretary

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Staff Congress
University Standing Committee Recommendations 2008-2009

Campus Environment Team/ Aff Action Committee

Darlene Allen

Tonya Jones

Benji Bryant

Employee Benefits Committee

Todd Thacker

Job Reclassification Review Committee

Ernie Tackett

Jill McBride

Library Committee

Drew Henderson

Planning Committee

Shannon Harr

Joe Hunsucker

Scholarship Committee

Sharon Reynolds

Service Committee

Brent Jones

Ricky Joe Williams

Diane Lawson

Student Disciplinary Committee

Bill Redwine

Student Life Committee

Peggy Gray

Student Media Board

Randy Stacy

Wellness Committee

Brenda Wilburn

Karen Cornett

Barbara Willoughby

Monday, October 06, 2008 ~

Staff Congress

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Staff Congress Agenda

October 6, 2008

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. Committee Reports

Credentials and Elections Committee

Fiscal Affairs Committee

Personnel Policies and Benefits Committee

VIII. Regent Report

IX. OHR Report

X. Old Business

XI. New Business

XII. Announcements

Our Next Meeting November 3

Fall Break for Students - October 9 & 10

Homecoming Events - October 16-19

MOREHEAD STATE UNIVERSITY

STAFF CONGRESS MINUTES

October 6, 2008

MEMBERS:

Jeff Adkins	Rhonda Crisp	Phillip James	Jill McBride	Lonnie Morris	Todd Thacker
Darlene Allen	Chris Hampton	David Jessie	Jewell McCormick	April Nutter	Sharon White*
Patty Carper	Shannon Harr	Kevin Koett	Rebecca McGinnis	Joel Pace	Terry White
Lisa Caskey	Rosemary Hinton	Margaret LaFontaine	Rick Messer	William Salazar	
Shannon Colvin	Joe Hunsucker	Rhonda Mackin	Amy Moore	Dallas Sammons	

*Denotes member was absent

Guests:	Lora Pace, Staff Regent representative, Charlie Patrick, Special Operations in charge of SACS, Phil Gniot, Director of Human Resources, and Dan Markwell, insurance representative.
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Chair Pace opened the meeting by introducing the guests. He introduced Charlie Patrick who gave a brief update on the upcoming SACS (Southern Association of Colleges and Schools) reports. SACS is MSU's accrediting agency. Mr. Patrick gave handouts to all members. Mr. Patrick stated without SACS accreditation, MSU would not be an institution because we would not get federal or state funding without it. SACS review is normally every 10 years. However, this cycle is 11 years instead of 10 years due to the number of schools coming up for reaccreditation. Therefore, our turn will be in spring 2010. This time we will have a Compliance Certification, instead of the Self-Study that we had 10 years ago. A new part will be the QEP (Quality Enhancement Plan). Mr. Patrick reviewed the sequence of events that will occur for the reaccreditation visit.

Motion:	To approve the minutes from the September 8, 2008 meeting. A correction was noted in the minutes in that there were several places where it mentions M. Williams. This should be corrected to state M. Thompson.	
	Proposed: Lisa Caskey	Seconded: T. Thacker
Called for Vote:	Passed.	
Chair's Report	<p>Chair Pace reported that he and Vice-Chair McGinnis attended a state meeting two weeks ago at the University of Louisville. At this meeting there was Staff Congress representation from the University of Kentucky, the University of Louisville, and the Bluegrass Community & Technical College. It was an informational meeting but a lot of focus was on the Bluegrass Community & Technical College which was in the process of setting up their Staff Congress. He encouraged members to look at our Staff Congress website. If there are any changes that you would like to see, please send those to him. There will be a link to University committees placed on our website. Next month, Mike Walters and Sharon Reynolds will be guests. They will give a presentation of the Administrative/Executive survey, which was previously presented to the Executive Committee. Al Baldwin will be retiring from the Athletics Committee at the end of the month. Philip James has been nominated to succeed him on that committee. Philip will currently be a part of that committee in an advisory position but will become an actual member of the committee in November. Chair Pace next asked the Parliamentarian, Shannon Colvin, to address an issue that came up at last month's meeting.</p> <p>S. Colvin talked about the issue of a committee (Standing Appointments Committee) that was not listed in the Bylaws. She reviewed many of her records concerning Bylaws revisions from October 4th of 07. That committee was not listed on any Bylaws revision she reviewed on the disc. She did not know why or how this happened. The only three committees listed on the disc and any hard copies she had included Personnel Policies & Benefits, Fiscal Affairs, and Credentials & Elections. Chair James had a copy from 2005 that did have the committee</p>	

	listed in the Bylaws. She stated she will have to look between 2007 backwards to 2005 and see what happened to the committee between those two points. She will check with members of that committee or people who were previously on that committee to see what copies they might have, prior to her joining the committee. L. Pace suggested she talk with Pam Moore, a former member of that committee, to see what records she might have. S. Calvin stated she will also talk with Doug Snedegar, a former member of Staff Congress and that committee. M. LaFontaine stated that Stephanie Stewart was also a former member of Staff Congress and that committee and may have some information as well.
Vice-Chair's Report	R. McGinnis stated that she had printed and mailed letters to those who were named to University Standing Committees. She also sent this information to Janet Skidmore who would be updating that website. She also sent thank-you letters to everyone who completed the Standing Advisory Committee interest forms. She updated the committees on the Staff Congress webpage and the members list as well.
Secretary's Report	R. Mackin stated that \$40.00 was spent on copying charges and \$76.37 was spent on refreshments for the month of September, leaving a balance of \$2,683.24 in Supplies.
Parliamentarian's Report	No report.

Committee Reports

Credentials and Elections	K. Koett reported that the committee had met and spent most of their time talking about absence policy issues. They needed to have further discussion with the Executive Council before anything was presented to the Staff Congress body. There were two vacancies: one was in the Technical/Paraprofessional category which was never filled in the election and there was also a vacancy in Secretarial/Clerical category, which was vacated by Michelle Thompson who was assigned to a new position. They have been trying to get some information from Human Resources in order to know what their pool is so they can try to solicit people for these vacancies. If anyone knows of someone in these categories who would like to serve on Staff Congress, please give their names to Kevin Koett so his committee can follow up on this. P. James asked if they shouldn't go back and look at the ballots to see who was next in line. K. Koett stated they did, that Cindy Edwards was next on the list. He spoke with Cindy but she was not going to be employed at the University after the next two weeks.
Fiscal Affairs	Shannon Harr stated he was asked to look into an issue that a congressperson had brought forth concerning being able to do payroll deduction for tuition for dependents. He found out that this was not possible for various reasons, the most important reason being that this payment is due at xyz date and Payroll deduction is indeterminate. It was suggested that if this can be foreseen in the future, then a savings account could be set up at the Credit Union the semester before, to save for this tuition cost.
Personnel Policies and Benefits	Amy Moore was attending an out-of-state conference so P. James was representing this committee today. Amy asked him to announce that she had already seen the presentation that Human Resources was showing Staff Congress today.
Ad-Hoc - Professional Development	No report.

Regent's Report: L. Pace reported the Board of Regents had their quarterly meeting on September 11th at the West Liberty Enterprise Center. General business was discussed at the meeting, including the renaming of Thompson Hall to the Grote-Thompson Hall. The dedication will be held during Homecoming activities. A preliminary enrollment report was given, which gave a 9,107 total headcount, which was up .5% over last year; first-time freshmen was 1,275, down 9.5%. This was expected due to the increase in the minimum ACT score. However, the average ACT score had increased to 21.6%. President Andrews talked with them about his goals for 08/09. The next work session will be in November and the next quarterly meeting will be in December.

Human Resources Report: Phil Gniot went over some recent events, stating he would concentrate primarily on the health care for 08/09. He talked about the strategic objectives for the last couple of years, the strategy in terms of how we got there, what our previous milestones had been, and what the 2009 health care plan recommendations were for this coming year; however, no numbers were available. The existing health care plan with Humana will be kept. There will be no changes in these programs. An Active Wellness program will be introduced for 08/09. There will be a "point system" that will operate with some quarterly rewards. It is designed to build up a certain number of points by a range of different activities that will, hopefully in 2010, help employees get some additional discounts in their insurance premium. For example, an employee would get points for exercise. There will be an additional plan called the "High Deductible" plan. He stated they would like to establish a more reasonable limit on the HRA as some accounts are getting quite large. As it is structured currently, when an employee leaves the university, the accounts don't end. The contribution into the account ends but the liability stays there. It is beginning to build to where we are going to have to do something such as creating a trust or something like that to take care of it. Suzanne Hogge has done some research regarding what other places of employment do in a similar situation. She found that most places with HRAs, including universities, the HRA doesn't carry forward when the employee leaves the company. She found that some institutions extend the HRA for about 12 months. P. Gniot is recommending that when someone leaves the university, they be given 18 months to use up their balance. The rationale is that this is similar to the continuation rights under COBRA. The HRA balance can be used to pay premiums for COBRA or other medical expenses. The plans will remain the same. There will be no increase in cost for the Delta Dental plans. There will be a Healthy Body feature added to the plans. This will consist of one additional free cleaning. He then turned over the remaining explanation of the High Deductible Health Plan to Dan Markwell. A handout was given to everyone. This plan has an individual deductible of \$2,500 but pays 100% after the deductible is paid. The exception is that preventative care is 100%. Pharmacy and medical costs are integrated into the \$2,500 deductible. There are no separate co-pays. Family deductible is \$5,000. The employee cost will be less for this plan. Human Resources will introduce an HSA (Health Savings Account) in 2009 but it will not be implemented until 2010. An employee can put money into an HSA to cover the cost of the higher deductible, whereas, if you put money into a FSA (Flexible Spending Account), you lose the FSA money if you don't use it by the end of the year. P. Gniot stated that Open Enrollment this year will be the first three weeks in November. Information packets will be mailed out the end of October. J. Hunsucker stated that in his duties as HRA auditor, he noticed that, in some accounts, people have never spent any money out of their HRA accounts. He asked what would happen to the money if an employee left MSU. P. Gniot replied that, if those people left MSU employment, Process Works would send out notification that they had X dollars in their HRA and that they would have 18 months to use it. T. Thacker asked what happened to the employee's HRA if they changed to their spouse's insurance. P. Gniot stated that they would still have 18 months to use the HRA.

Old Business: None.

New Business: J. Pace stated that at the bottom of each set of Minutes, there will be a chart showing where a committee is with a particular issue. T. Thacker asked if there would be any University Games this year. M. LaFontaine replied there would be University Games held.

Discussion: None.

Announcements: The Bowling Team will be having their next steak dinner on Tuesday, October 14th from 10:00 am to 7:00 pm at the Carl Perkins Center. The cost is \$7.00 in advance for a ticket. If you want delivery or want to pay at the door, the cost is \$8.00. If you want to contact someone about a steak dinner, Moreheadstate.edu/bowling is their website or you can contact her. If you want to call the bowling manager, Eric Spurlock, you can call 783-9579. P. James stated that Homecoming is next weekend. The parade will kick off the events on Thursday at 6:00 through Main Street. Friday will be Blue/Gold Day on campus. In the community, some of the downtown store fronts will be decorating with blue and gold. Friday is the welcome reception and everyone is encouraged to attend. It begins at 5:00 pm on the 3rd floor of ADUC. The Alumni Hall of Fame Banquet begins at 7:00 pm. Three people will be inducted into the Hall of Fame: George Kerr, Physicist; Joyce LeMaster, Emeritus Associate Professor of MSU, and Lisa Palace, who is a singer/songwriter/actress. The cost for the banquet is \$18.00. On Saturday, there will be a Tailgate by the AAC. It is free and co-sponsored by Student Activities and the Alumni Association. There are many other events that can be found on the Alumni website under the Events module. The Black Gospel Ensemble is having their 40th Anniversary over this weekend and will have their concert on Saturday at 8:00 pm in the Duncan Recital Hall. R. Crisp announced that tomorrow is the Fall Career Fair at which they have 53 organizations scheduled to attend from 10:00 – 1:00 in the Crager Room. M. LaFontaine stated that the Residence Halls, Wellness Center, Aquatics and Laughlin Health Building will all be open during the Fall Break. People should check with each site for specific hours. T. White said to be sure to check with the Wellness Center as carpet repairs are scheduled to be made during the Fall Break. The next Staff Congress meeting is November 3rd.

Motion:	To adjourn.		
	Proposed: M. Williams	Seconded: A. Moore	
Called for Vote:	Passed.		

Minutes submitted by: Rhonda Mackin, Secretary

STAFF CONGRESS/COMMITTEE RECOMMENDATIONS

ACTION	PERSON RESPONSIBLE	DUE DATE	RESOLUTION
Staff Assessment on SC	Kevin Koett/Joel Pace	April, 2009	
Direct Deposit of Staff Tuition Billing	Shannon Harr		Deadlines prevent this from being effective.

BY LAWS
MOREHEAD STATE UNIVERSITY
STAFF CONGRESS

ARTICLE I

REPRESENTATION

Section 1. Responsibility Each Representative is bound to keep informed and to represent the interest of his/her constituency.

Section 2. Election Process

A. Staff Congress elections shall be the responsibility of the Credentials and Elections Committee pursuant to the following:

1. Staff Congress elections shall be held in a manner and at a time to be determined by the Credentials and Elections Committee in accordance with the election processes set forth below.
2. Within each employment (EEO) category, the candidates receiving the highest number of votes shall serve the vacant three-year term. In the event of a tie, the winner shall be decided by a runoff election. All runoff elections will be held exactly two full weeks following the initial election and will be prescheduled with a date and time determined by the Credentials and Elections Committee. Runoff elections would include both Staff Congress Candidate elections and Staff Regent Candidate elections.

B. Staff Congress elections shall be conducted each year during the month of April.

C. Information shall be circulated prior to the election month to announce and explain the election process.

D. Each eligible staff employee may be a candidate for election to the Staff Congress by making his/her wishes known in writing to the Credentials and Elections Committee. A candidate may represent and be elected by only one of the six employment categories or by the at-large category.

E. The Credentials and Elections committee will appoint representatives to receive all nominations at one designated location. Each nomination must be completed entirely and include the nominee's full name, constituency category (EEO or At-Large), agreement to be elected and the signature of both the nominee and nominator. Individuals may nominate themselves for Staff Congress.

F. If online voting is not feasible, the Credentials and Elections Committee shall designate polling locations with voting provisions made for afternoon, night shift and off-campus employees.

G. Eligible staff members who cannot vote during the designated times will be allowed to vote by absentee ballot. Absentee ballot procedures will be determined and distribution by the Credentials and Election Committee.

H. Eligible voters shall only vote for nominees in their own employment category and in the at-large category. The maximum number of votes per staff member shall be the number to be elected from his/her employment category and from the at-large category.

Section 3. Representation (By EEO Category)

A. Each regular full-time University staff member is eligible for nomination and election to the Staff Congress.

B. Twenty Staff Congress representatives will be elected to proportionately represent each of the following employment EEO categories based on percentages of employees in each EEO category. The total number of Staff Congress representatives shall total twenty with a minimum of two representatives per category:

Skilled Crafts (06 non-exempt)

Technical/Paraprofessional (05 non-exempt)

Secretarial/Clerical (04 non-exempt)

Service/.Maintenance (07 non-exempt)

Professional/Non-faculty (03 non-exempt)

Executive/Managerial (01 exempt)

Percentages are to be reviewed annually by the Credentials and Elections Committee at least 6 months prior to the date of the next election with adjustments made according to the number of employees then employed in each EEO category.

C. In addition ten Staff Representatives shall be elected as at-large candidates. At-large candidates are not based on percentages of employees in each EEO category and will abide by the same guidelines addressed within Section 4 – Term of Office.

D. The Staff Regent, Faculty Senate Chair, and President of Student Government Association shall be ex-officio members of the Staff Congress.

Section 4. Term of Office

A. Each Representative will be elected for a term of three years.

B. Terms shall begin with the first regular meeting in July.

C. Terms shall be staggered so that one third of the Staff Congress Representatives are elected annually.

D. Each Representative shall retain his/her seat until an election has been conducted to select a successor, and the successor has been seated.

Section 5. Permanent Vacancy

A. A vacancy occurs:

- When an elected Representative terminates employment with the University.
- When a Representative misses three consecutive meetings or five meetings within the Congress year as determined by the Credentials and Elections Committee. A representative removed from office may appeal to the C & E Committee within 5 working days of notification.
- When a candidate is not nominated or elected to serve the unexpired term of a vacancy or an expired term.

- When a Representative transfers from one position to another within the University and changes his/her EEO category (At-Large Representatives are exempt.).
- When a representative resigns his/her seat on Staff Congress.

B. When a vacancy occurs, the candidate in the employment category receiving the next highest number of votes in the last election will be appointed. In the event a candidate is not available or declines appointment, the Credentials and Elections Committee shall recommend a replacement within the same voting Category to Staff Congress for its approval. If a replacement is not recommended by the Credentials and Elections Committee, the term shall remain vacant until the next regularly scheduled election.

C. The appointee will serve the remainder of the current year. The vacancy will then be placed for election for the unexpired term.

D. A temporary leave of absence of up to one year may be granted by petitioning the Congress. If approved, a replacement shall be chosen according to Items B and C of this section

Section 6. Duties

A. Each Representative shall attend all meetings and serve on committees as assigned.

B. Each Representative shall be familiar with Staff Congress business and be willing respond to questions from his/her constituency.

C. Each Representative shall have one vote and may not vote by proxy.

ARTICLE II

The Vice President for Administration and Fiscal Services will function as a liaison between Staff Congress and the President and may be requested to attend meetings of Staff Congress.

ARTICLE III

OFFICERS

Section 1. Officers The Staff Congress shall annually elect three officers from its membership to serve a one year or until their respective successors have been elected and seated. The officer must have one year experience as a member of Staff Congress and receive the highest number of votes cast for the office. These officers, the Chair, Vice-Chair, and Secretary shall comprise the Executive Council with the immediate past Chair of the Staff Congress and Committee Chairs serving as ex-officio members of the Executive Council.

Section 2. Eligibility - Who May Vote All elected members of the Staff Congress are eligible for election to the offices stated in Section 1 of this Article. Only elected members of Staff Congress may nominate and vote to elect any officer of Staff Congress.

Section 3. Election of Officers Election of Officers stated in Section 1 of this Article shall be conducted by secret ballot at the July meeting of Staff Congress with newly appointed officers assuming positions in August with outgoing Chair presiding over July meeting.

A. The Parliamentarian of Staff Congress shall be the presiding officer for that portion of the meeting devoted to such elections. The Parliamentarian shall appoint two Representatives to serve as tellers in the count of votes cast in these elections. Any representative nominated for an office shall be

ineligible to serve as a teller in the count of the votes for the office to which he/she has been nominated; in which case, the Parliamentarian shall appoint a temporary teller to count the votes.

B. An election to fill a vacancy in the office of either Vice Chair or Secretary of the Staff Congress shall be conducted at the next regular meeting after such vacancy occurs. Such election shall be conducted as described in Section 3 (A) of this Article.

C. In the event a vacancy of the Chair occurs, the Vice Chair as stated in Section 5 (Duties of the Vice-Chair), will fill the office.

D. In the event the Parliamentarian is not available, the Chair of the Credentials and Elections Committee will preside over the Officer Elections as described in Section 3 (A) of this article.

Section 4. Duties of the Chair The duties and function of the Chair of the Staff Congress shall be:

A. To preside at all meetings of the Congress.

B. To determine, in consultation with the Secretary of the Congress, the agenda for all meetings.

C. To issue calls for both regular and special meetings through the Secretary and in accordance with Section 5 of Article IV of these Bylaws.

D. To receive all matters directed to the Staff Congress and to refer these to the Staff Congress or to one of its committees, as appropriate.

E. To represent the Staff Congress in the University community and in the community at large.

F. To appoint all ad hoc committees as described in Article IV of these bylaws and, as appropriate, to appoint Staff Representatives to University groups with designated staff representation.

G. To enforce the Constitution and Bylaws of the Staff Congress.

H. To exercise other duties and functions, including all fiscal responsibilities, as specified by the Staff Congress.

Section 5. Duties of the Vice-Chair The duties of the Vice-Chair of the Staff Congress shall be:

A. To preside at meetings of the Staff Congress in the absence of the Chair.

B. To become Chair in the event a vacancy occurs in the office of the Chair and to notify Representatives of the Staff Congress, in writing, that he/she has become Chair.

C. To represent the Staff Congress when appointed to do so by the Chair.

D. To facilitate maintenance of Staff Congress Web site.

E. To perform other duties as specified by the Chair.

Section 6. Duties of the Secretary The duties and functions of the Secretary of the Staff Congress shall be:

A. To keep and record accurate minutes of regular and special meetings of the Staff Congress and to

distribute copies of (the minutes) to Representatives of Staff Congress at least five working days prior to the next meeting.

B. To keep a roll of the membership of Staff Congress and an accurate record of each Representative's attendance at meetings of the Staff Congress.

C. To assist the Chair in determining the agenda for meetings of the Staff Congress as set forth in Section 4 of Article IV of these Bylaws.

D. To issue notices for all meetings of the Staff Congress as set forth in Section 3 of Article IV of these Bylaws.

E. To preside at meetings of the Staff Congress in the absence of both the Chair and Vice-Chair and to appoint a Secretary Pro-tem to record the minutes of such meetings.

F. To maintain and report the budget of Staff Congress.

G. To perform other duties as specified by the Chair.

Section 7. Appointment and Duties of the Parliamentarian Within one week following the election of officers, the Chair of the Staff Congress shall appoint a Representative to serve as Parliamentarian. The duties of the Parliamentarian shall be:

A. To assist the Chair in maintaining order at meetings of Staff Congress.

B. To interpret and apply Robert's Rule of Order (latest revision) when requested by either the Chair or by motion duly adopted by the Staff Congress.

C. To serve as presiding officer of the Staff Congress only for that portion of the July meeting in which officers are to be elected in accordance with Section 3 of the Article.

D. To keep and maintain an accurate and up-to-date copy of the Constitution, Bylaws, and all amendments made thereto and to transmit the same to his/her successor.

E. To serve as Parliamentarian for a term of one year concurrent with the term of the Chair of Staff Congress.

Section 8. Removal of Staff Congress Officers An officer of the Staff Congress may be removed from office upon determination of willful violation of the Staff Congress Constitution, Bylaws, or policies or procedures; malfeasance in office; or neglect of duty to the Congress. No officer shall be removed without approval of two thirds of the elected membership of Staff Congress.

A. A petition requesting the removal of an officer must be signed by one-third of the membership and must specify the grounds for such removal.

B. Such petition shall be delivered to the Chair of the Credentials and Elections committee. The Chair will immediately deliver a copy of such petition, without signatures, to the officer named therein and schedule a meeting of the Credentials and Elections Committee to consider the petition.

C. The officer named in the petition shall have five working days from the date of receipt of the copy of the petition from the Credentials and Elections Committee to respond either in writing or in person to the Credentials and Elections Committee.

D. The Credentials and Elections Committee shall consider all information pertinent to the petition. The Committee shall make its recommendation to Staff Congress no later than the second regular meeting of the Staff Congress following receipt of the petition. A complete and confidential record of its proceedings shall be maintained by the Credentials and Elections Committee.

E. Staff Congress, in an executive session (as stated in Article IV, Section 7), shall discuss the recommendation of the Credentials and Elections Committee concerning the removal of an officer. The Chair of the Credentials and Elections Committee will preside over the proceedings.

F. Staff Congress, in open session, shall vote by secret ballot on the recommendation of the Credentials and Elections Committee. A member of the Credentials and Elections Committee will tally ballots. Results will be announced to the Congress by the Chair of the Credentials and Elections Committee.

G. If at any point during the proceedings indicated in this section, the officer named in the petition for removal voluntarily resigns from office, the petition for removal shall be considered void.

ARTICLE IV

MEETINGS

Section 1. Time The Staff Congress shall meet at least once a month.

Section 2. Place The Staff Congress shall hold its regular meetings in a location and at a time as determined by the Executive Council. The secretary shall do the scheduling for the meeting location.

Section 3. Notice of Meetings Written notice, stating the place, date, time, and agenda of each meeting shall be delivered to representatives of Staff Congress not less than five working days before a regular meeting and not less than three working days before a special meeting.

Section 4. Agenda The Chair of the Staff Congress, in consultation with the Secretary, shall determine the agenda for each meeting.

A. Each committee and representative of the Staff Congress may submit agenda items to the Secretary not less than seven working days before a regular meeting.

B. The order of the agenda shall be in accordance with Robert's Rules of Order (latest revision). Any conflict between this source and Constitution and Bylaws of the Staff Congress shall be resolved in favor of the Constitution first and the Bylaws second.

Section 5. Special Meeting A special meeting of Staff Congress may be called at the discretion of the Chair or shall be called within ten days of a written petition submitted to the Chair by seven Representatives or by a majority vote of the Representatives present during a regular meeting.

Section 6. Open Meetings Meetings of Staff Congress shall be open to visitors. Visitors shall be seated separately from the representatives and will be recognized by the Chair only when prior arrangements have been made with the Chair or the Secretary of the Staff Congress.

Section 7. Executive Session Staff Congress reserves the right to move into executive sessions upon majority vote of the Representatives for purposes permitted by the Open Meeting Act. All visitors are not allowed to participate, and may be asked to excuse themselves for the duration of the Executive Session.

Section 8. Voting The Chair shall determine the method of voting during each meeting of Staff Congress at the time of the vote. The chair, who may appoint two representatives to assist in totaling the number of votes, shall determine the total vote.

Section 9. Roll Call Votes A roll call vote may be called at the discretion of the Chair or shall be called upon request of a Representative with concurrence of one-third of the voting members present. A roll call vote shall be called automatically in case of a contested vote.

Section 10. Quorum Article VIII of the Constitution provides that a quorum shall be a majority of the current elected membership.

Section 11. Debate Debate of discussion shall be limited to twenty minutes per motion unless an extension of time is voted by two-thirds of voting members present. The Vice-Chair shall keep the time.

Section 12. Tie Votes The Chair or presiding officer shall vote only in case of a tie vote.

ARTICLE V

STANDING COMMITTEES OF THE STAFF CONGRESS

Section 1. Function The function of standing committees is to provide Staff Congress with working bodies that entail specific areas of responsibility to enable a planned and coordinated direction of the business of the Staff Congress.

Section 2. Appointment

A. Each term year at the first scheduled meeting, or when a permanent vacancy occurs, the Executive Council shall report to Staff Congress vacancies in standing committee memberships and shall nominate to Staff Congress the name of a Representative for each vacancy.

B. After nominations by the Executive Council have been reported to the Staff Congress, the Chair shall call for nominations from the floor before nominations are closed and voting commences. A majority shall be required to elect.

C. A Representative may only serve on three standing committees concurrently and shall serve for the duration of his/her term of office as a Representative.

D. Standing committees shall be composed of a minimum of five members including a chairperson.

E. To the extent possible, committee membership may be based on an equitable distribution of members from all EEO categories.

Section 3. Standing Committees

A. Personnel Policies and Benefits Committee. This committee shall function in an advisory and coordinating capacity to continuously make recommendations for adjustments, improvements, and refinements in all matters related as may be referred by the Staff Congress.

B. Fiscal Affairs Committee. The Fiscal Affairs Committee may make studies, review projected expenditures, and advise the Staff Congress on those matters affecting the economic welfare of the University and the staff, their families and dependents.

C. The Credentials and Elections Committee shall be charged with certifying candidates for election and conducting elections of Representatives to the Staff Congress as set forth in Article I of these Bylaws. Additionally, the Committee shall oversee and conduct the election of the Staff Regent following policies established by the Staff Congress. The Committee shall conduct a review of the employment categories every three years to ensure proportional representation of staff and make appropriate recommendations for changes to the Staff Congress. The Committee will also be responsible for recommending to Staff Congress appointees to University Standing Committees. The Congress retains the right to add or delete standing committees as needed.

D. Section 4. Chairperson of Standing Committee.

A. The Vice-Chair of Staff Congress will call a meeting of each standing committee for the purpose of electing a chair within each committee. The committee chair must have one-year experience as a member of the Congress. The Vice Chair will present the committee chairs to the Congress of approval.

B. Appointment is by majority vote of Staff Congress.

C. Duties of Standing Committee Chairpersons shall be:

1. To call for and preside at all meetings of the respective committee.
2. To determine an agenda for each committee meeting.
3. To ensure that all matters as referred to the committee by the Staff Congress are followed through to conclusion.
4. Where necessary, to insure that committee conduct is governed by procedures contained in Robert's Rules of Orders (latest version) in the consideration of all matters so referred.

ARTICLE VI

AD HOC COMMITTEES

Section 1. Authority The Chair of Staff Congress, in consultation with the Executive Council, may appoint ad hoc committees as may be necessary for accomplishment of certain specific projects and for special purposes. Composition of ad hoc committees shall be recommended by the Executive Council.

Section 2. Limitation An ad hoc committee that has responded and completed its assigned task or projects is automatically discharged.

Section 3. Appointments Appointments made under the authority granted above shall be approved by a majority vote of Staff congress. These appointments shall expire with the term of the Chair of the Staff Congress or automatically with discharge.

ARTICLE VII

AMENDMENTS TO THE BYLAWS

Section 1. The Staff Congress shall have the power to enact Bylaws to implement the provisions of the Constitution.

Section 2. A proposal to amend or change the Bylaws shall be signed by five members of the Staff Congress and shall require approval by two-thirds of the membership of the Congress.

Section 3. Proposals to amend or change the Bylaws must be submitted to the Secretary of the Staff Congress for placement on the agenda of the next regular meeting of the Staff Congress at least two weeks prior to said meeting of the Staff Congress.

Section 4. First consideration of a proposal to amend or change the Bylaws shall be voted on at a regular meeting of the Staff Congress. If the proposal receives approval by two-thirds of those members present and voting, it shall be placed on the agenda of the next regular meeting of the Staff congress for final consideration.

Section 5. Final consideration of a proposal to amend or change the Bylaws shall require approval of two-thirds of those members present and voting.

Section 6. Approved amendments, in accordance with Section 2 of this Article shall become effective when reported by the Secretary of the Staff Congress at the next meeting.

As revised April 1, 1988

As revised June 4, 1990

As revised April 8, 1991

As revised August 10, 1994

As revised September 1, 1995

As revised September 8, 1997

As revised June 13, 2000

As revised December 3, 2007

Rhonda Mackin

From: Joyce Meade [j.meade@morehead-st.edu]
Sent: Wednesday, April 30, 2008 12:05 PM
To: Dr. Ahmad Zargari; 'Dr. Benjamin Malphrus'; Dr. Dora Ahmadi; 'Dr. Doug Dennis'; Dr. Eric Jerde; 'Dr. Erla Mowbray'; 'Dr. J. Mike Phillips'; 'Dr. Laurie Couch'; 'Ms. Barbara Dehner'
Cc: 'Gerald Demoss'; 'Davetta Peterson'; 'Debbie Ellis'; Gwenda Trusty; 'Jackie Bailey'; 'Jewell Cox'; 'Kathy Hargett'; 'Kelli Cornett'; 'Lisa Caskey'; 'Paula Reynolds'; 'Rhonda Mackin'; Sheila Barber
Subject: Summer PARS and Summaries

The PARs and summary sheets for the summer sessions to be submitted to the Dean by dates indicated below:

Summer Term	PARs & Summary Due
Intersession (5/19 – 5/30)	May 12
Summer 1 (6/2 – 6/27)	May 27
Summer 2 (7/7 – 8/3)	June 30
Summer (6/2 – 7/25)	May 27

Please remember that two PARs will need to be processed for those faculty teaching during the Summer Session (6/2 – 7/25). The first PAR will be effective dates of 6/2 through 6/30 and the second PAR will be for 7/1 – 7/25.

If you have questions, please feel free to contact me.

Joyce A. Meade
 Administrative Assistant to Dean
 College of Science and Technology

[illegible][illegible]



SACS REACCREDITATION FACT SHEET

- Morehead State University is accredited at the institutional level by the **Commission on Colleges (COC)** of the **Southern Association of Colleges and Schools (SACS)** to award Associate, Baccalaureate, Master's, and Specialist degrees (MSU is a Level IV institution). The SACS COC is the recognized regional accrediting body in the eleven U.S. Southern states (Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas and Virginia) and in Latin America for those institutions of higher education that award associate, baccalaureate, master's or doctoral degrees. The COC is charged with carrying out the accreditation process; typically reaccreditation visits occur once each decade at all institutions. The last MSU visit was in 2000.
- Accreditation in the United States is a voluntary and self-regulatory mechanism of the higher education community. It plays a significant role in fostering public confidence in the educational enterprise, in maintaining standards, in enhancing institutional effectiveness, and in improving higher education. It also provides the basis on which colleges and universities can be assured that accredited institutions have complied with a common set of requirements and standards.
- The two main components of SACS reaccreditation for an institution are the: (1) **Compliance Certification**, and (2) **Quality Enhancement Plan [QEP]**.
- The **Compliance Certification** (formerly known as the "Self-Study") is the document used by the institution in attesting to its determination of the extent of its compliance with each of the Core Requirements and Comprehensive Standards (and federal regulations for Title IV funding where appropriate) within the SACS *Principles of Accreditation: Foundations for Quality Enhancement*. The Comprehensive Standards are grouped into three areas: 1) institution mission, governance, and effectiveness; 2) programs; and 3) resources. The co-chairs of the **Compliance Certification** are Dr. Darrin DeMoss (faculty representative) and Kevin Koett (staff representative).
- The **Quality Enhancement Plan or QEP** "describes a carefully designed course of action that addresses a well-defined and focused topic or issue related to **enhancing student learning**."
 - Core Requirement 2.12: *The institution has developed an acceptable Quality Enhancement Plan (QEP) that (1) includes a broad-based institutional process identifying key issues emerging from institutional assessment, (2) focuses on learning outcomes and/or the environment supporting student learning and accomplishing the mission of the institution, (3) demonstrates institutional capability for the initiation, implementation, and completion of the QEP, (4) includes broad-based involvement of institutional constituencies in the development and proposed implementation of the QEP, and (5) identifies goals and a plan to assess their achievement.* [SACS *Principles of Accreditation*, p. 19]
 - Developing a **QEP** as a part of the reaffirmation process is an opportunity for the institution to enhance overall institutional quality and effectiveness by focusing on an issue or issues the institution considers important to improving student learning.
 - An institution's support of the **QEP** should be evident through:
 - Consensus among key constituency groups that the **QEP**, rather than being merely a requirement for reaffirmation of accreditation, can result in significant, even transforming, improvements in the quality of student learning.
 - Broad-based institutional participation of all appropriate campus constituencies in the identification of the topic or issue to be addressed by the **QEP**.
 - Careful review of research and best practices related to the topic or issue.
 - Allocation of adequate human and financial resources to develop, implement, and sustain the **QEP**.
 - Implementation strategies that include a clear timeline and assignment of responsibilities.
 - A structure established for evaluating the extent to which the goals set for the plan are attained.
- SACS/QEP reaccreditation visit – March or April 2011 (see schedule next page)
- According to Dr. Belle S. Wheelan, SACS President, SACS = Students Are Central to Success.

Humana PPO Summary of Benefits

Company Name

KENTUCKY

High Deductible Health Plan (HDHP) 08 100/70 Plan – HSA compatible

Plan pays for services from
PARTICIPATING providers

Plan pays for services from
NONPARTICIPATING providers

Embedded Deductible and Out-of-Pocket Maximum Options (per plan year; deductibles apply to out-of-pocket maximum) (1)	• Individual deductible	\$2,500	Two times individual participating deductible
	• Family deductible	Two times individual participating deductible	Two times family participating deductible
	• Individual out-of-pocket maximum	\$2,500	\$15,000
	• Family out-of-pocket maximum (6)	Two times individual participating out-of-pocket maximum	\$30,000
Preventive Care	<ul style="list-style-type: none"> • Routine immunizations (to age 18) • Routine lab test / X-ray • Routine exams (18 years and above) • Routine child exams (to age 18) • Routine mammogram • Routine Pap smears • Preventive endoscopy (includes colonoscopy, proctosigmoidoscopy and sigmoidoscopy) 	100%	70% after deductible
Physician Services	<ul style="list-style-type: none"> • Office visits • Diagnostic tests, lab and X-rays • Allergy testing and injections • Inpatient services • Outpatient services • Office surgery 	100% after deductible	70% after deductible
Facility Services	<ul style="list-style-type: none"> • Emergency room physician visits (7) 	100% after deductible	100% after participating deductible
	<ul style="list-style-type: none"> • Inpatient care (semiprivate room, ancillary services, nursing care, and ICU) • Outpatient surgery • Outpatient nonsurgical care 	100% after deductible	70% after deductible
Prescription Drugs (includes oral contraceptives)	• Hospital emergency services (2)	100% after deductible	100% after participating deductible
	• Benefit per prescription or refill (3)	100% after deductible	70% after deductible
Other Medical Services (4)	<ul style="list-style-type: none"> • Skilled nursing facility (up to 60 days per plan year) • Home health care (up to 60 visits per plan year) • Physical, occupational, cognitive, speech and audiology therapy (unlimited) 	100% after deductible	70% after deductible
	<ul style="list-style-type: none"> • Urgent care facility • Chiropractic services (up to 12 visits per plan year) • Durable medical equipment (up to \$5,000 of covered services per plan year) 		
	• Ambulance (2)	100% after deductible	100% after participating deductible
	• Transplant services	100% after deductible (when services are received from a Humana Transplant Network provider)	70% after deductible (covered expenses are limited to a maximum benefit of \$35,000 per transplant)
Lifetime Maximum Benefit		\$5,000,000 (participating and nonparticipating combined)	
Behavioral Health (mental health and substance abuse)	<ul style="list-style-type: none"> • Inpatient services • Outpatient and office therapy sessions 	100% after deductible	70% after deductible

Humana PPO combines the cost-saving incentives of a modern health plan with freedom of choice. When you see participating providers, you receive the highest level of benefits available under your plan. At the same time, you retain the flexibility to see any physician.

Prior authorization - Humana sometimes requires preauthorization for some services and procedures. Your physician or other provider may recommend for you. Humana does this solely to determine whether the service or procedure qualifies for payment under your benefit plan. You and your health care provider decide whether you should have such services or procedures. Humana's preauthorization determination relates solely to payment by Humana. To find a list of services and supplies that require preauthorization for coverage, please visit our Website at Humana.com/members/tools/ or call Customer Service.

Failure to obtain necessary preauthorization when required may result in a reduction of otherwise payable benefits. Your health care practitioner should call Customer Service to obtain preauthorization.

Payments - Participating providers agree to accept amounts negotiated with Humana as payment in full. The member is responsible for any required deductible, coinsurance, or other copayments. Plan benefits paid to nonparticipating providers are based on maximum allowable fees, as defined in your Certificate of Insurance.

Nonparticipating providers may balance bill you for charges in excess of the maximum allowable fee. You will be responsible for charges in excess of the maximum allowable fee in addition to any applicable

deductible, coinsurance, or copayment. Additionally, any amount you pay the provider in excess of the maximum allowable fee will not apply to your out-of-pocket limit or deductible.

Participating primary care and specialist physicians and other providers in Humana's networks are not the agents, employees or partners of Humana or any of its affiliates or subsidiaries. They are independent contractors. Humana is not a provider of medical services. Humana does not endorse or control the clinical judgement or treatment recommendations made by the physicians or other providers listed in network directories or otherwise selected by you.

To be covered, expenses must be medically necessary and specified as covered. Please see your Certificate for more information on medical necessity and other specific plan benefits.

- (1) Deductible and out-of-pocket limits for participating and nonparticipating benefits calculate separately.
- (2) Ambulance transportation and/or services received in an emergency room are not covered unless required because of emergency care, as defined in your Certificate.
- (3) Coverage is limited to drugs included in the Humana HDHP Drug List. Coverage for some drugs may be subject to dispensing limitations.

Additionally, some drugs may need prior authorization in order to be covered.

- (4) Day/visit limits are contained in the contract with nonparticipating providers.
- (5) For other than single coverage, the family deductible applies. The single deductible applies to single coverage policies only.
- (6) For other than single coverage, the family out-of-pocket maximum applies. The single out-of-pocket maximum applies to single coverage policies only.

Before applying for coverage, please refer to the Regulatory Pre-enrollment Disclosure Guide for a description of plan provisions which may exclude, limit, reduce, modify or terminate your coverage. Limitations and exclusions to coverage apply even if a health care practitioner has performed or prescribed a medically appropriate procedure, treatment or supply. This does not prevent your health care practitioner from providing or performing any procedure, treatment or supply. This guide is available at Humana.com/members/enrollment-center/pre-enrollment-disclosures or through your sales representative.

The amount of benefits provided depends upon the plan selected. Premiums will vary according to the selection made.

For general questions about the plan, contact your benefits administrator.

The Pre-existing condition exclusion information is applicable to all PPO and Classic products. If you are considering enrollment in an HMO or POS plan, please refer to your plan summary to determine if the plan contains a pre-existing condition exclusion.

PRE-EXISTING CONDITION EXCLUSION

If the plan imposes a pre-existing condition exclusion, and you have a medical condition before coming to our plan, you might have to wait a certain period of time before the plan will provide coverage for that condition. This exclusion applies only to conditions for which medical advice, diagnosis, care, or treatment was recommended or received within a 6-month period. Generally, this 6-month period ends the day before your

coverage becomes effective. However, if you were in a waiting period for coverage, the 6-month period ends on the day before the waiting period begins. The pre-existing condition exclusion does not apply to pregnancy; genetic information in the absence of a diagnosis of the condition related to the information; or to a child who is enrolled in the plan within 31 days after birth, adoption, or placement for adoption.

This exclusion may last up to 12 months (18 months if you are a late enrollee) from your first day of coverage, or if you were in a waiting period, from the first day of

your waiting period. However, you can reduce the length of this exclusion period by the number of days of your prior "creditable coverage". Most prior health coverage is creditable coverage and can be used to reduce the pre-existing condition exclusion if you have not experienced a break in coverage of at least 63 days. To reduce the 12-month (or 18-month) exclusion period by your creditable coverage, you should give us a copy of any certificates of creditable coverage you have. If you do not have a certificate, but you do have prior health coverage, we will help you obtain one from your prior plan or issuer. There are also other ways that you can show you have creditable coverage. Please contact us if you need help demonstrating creditable coverage.

HUMANA
Guidance when you need it most

Monday, November 03, 2008 ~

Staff Congress

MSU Home >> Staff Congress >> Agenda 11-3-08

Staff Congress Agenda November 3, 2008 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. Committee Reports

Credentials and Elections Committee

Fiscal Affairs Committee

Personnel Policies and Benefits Committee

VIII. Regent Report

IX. OHR Report

X. Old Business

XI. New Business

XIII. Announcements

Our next meeting is December 1

Presidential Election Day November 4

OVC Soccer Game November 4

Pre-registration November 10-13

Thanksgiving Break November 26-28

Season Basketball Tickets

MOREHEAD STATE UNIVERSITY

STAFF CONGRESS MINUTES

November 3, 2008

MEMBERS:

Jeff Adkins	Rhonda Crisp	Phillip James	Jill McBride	Lonnie Morris	Todd Thacker
Darlene Allen	Chris Hampton*	David Jessie	Jewell McCormick	April Nutter*	Sharon White*
Patty Carper*	Shannon Harr	Kevin Koett	Rebecca McGinnis	Joel Pace	Terry White
Lisa Caskey*	Rosemary Hinton	Margaret LaFontaine	Rick Messer*	William Salazar	
Shannon Colvin*	Joe Hunsucker	Rhonda Mackin	Amy Moore	Dallas Sammons	

*Denotes member was absent.

Guests:	Lisa Shemwell, Speech Team Coach, Department of Communication & Theatre and a member of the President's Leadership Academy; Sharon Reynolds,
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Chair Pace opened the meeting by introducing Lisa Shemwell and Sharon Reynolds, Administrative Assistant to the Vice President for Administration and Fiscal Affairs.

Motion:	To approve the minutes from the October 6, 2008 meeting. A correction was noted in the October minutes in that Chris Hampton and Amy Moore were supposed to be marked as absent and were not. Also, under Announcements, M. LaFontaine's name was left out identifying her as the person being mentioned. The letter "l" was left out of the word bowling.
	Proposed: J. Adkins Seconded: T. Thacker
Called for Vote:	Passed with corrections.
Chair's Report	<p>The meeting was turned over to Sharon Reynolds who gave a brief presentation of the results of the Senior Administrator's Survey from this past spring. The presentation was previously given to the Staff Congress Executive Council and the President's Council.</p> <p>Chair Pace reported that this year was the 21st anniversary of Staff Congress, not the 20th anniversary as previously thought. On November 21st there will be another state meeting in Elizabethtown of Staff Congress organizations across the stat which he will be attending. If anyone else would like to attend, let him know. On the back page of each copy of the minutes, there will be a bill-tracking box where the progress of items presented to Staff Congress will be tracked as to their status. He has talked with Mike Walters, and the Staff Congress filing cabinet and information that was talked about at the last meeting has been found in an office in Waterfield Hall. Mr. Walters will be moving the Staff Congress office into another location in Allie Young that is yet to be determined. Hopefully, we will have a central location in Allie Young Hall by the end of the week.</p>
Vice-Chair's Report	R. McGinnis reported that she has updated the Staff Congress website, removed the Committee Interest Form, and removed Michele Thompson from the website. We would like to compile a list of accomplishments that Staff Congress has done throughout the years and have it ready by the time elections are held next year. If you can think of anything that you feel like Staff Congress has accomplished in the past, please send it to her.
Secretary's Report	R. Mackin reported that \$115.37 was spent on refreshments. The current balance in supplies is \$2,556.87.
Parliamentarian's Report	No report.

Committee Reports

Credentials and Elections

D. Jessie obtained a list from Human Resources of the Technical/Paraprofessional employees on campus. He contacted several of them and so far no one has shown an interest in taking over that position so he is still working on that. He was in contact with one person but that person is being promoted to another position January 1st so would be unable to fill this vacancy. He has another item that he and K. Koett will be addressing within the next 7-10 days within their committee and will report on that at the next meeting on December 1st. Chair Pace asked if there has been any progress made on filling the Secretarial/Clerical position that Michele Thompson left last month, when she was transferred to another position. K. Koett replied that R. Hinton has given him a name and he will be contacting that person.

Fiscal Affairs

No report.

Personnel Policies and Benefits

A. A. Moore reported their committee has not met; however, she brought copies of the Sick Leave Bank policy that she just received from Phil Gniot late on Friday afternoon and forwarded out to everyone. She said Staff Congress was asked to review it and submit any comments to Human Resources. She asked Staff Congress members to discuss it today and table it for now, then bring any comments back to the December Staff Congress meeting. She stated that all the health care information has been sent out from Human Resources with regards to the three health care plans that have been proposed for this next year. J. Hunsucker asked if they were planning on doing away with the HRA. A. Moore replied no, the HRA will still be associated with the CDHP and will still have the same contributions as the last four years as far as amounts. What is changing with the HRA, is that when you leave the university, it used to be open-ended; in other words, you still had access to those funds. It will be changing to the funds have to be exhausted within 18 months after you leave employment with the university. Initially, when the HRA was presented to us, you could use the money towards retirement premiums if needed but that has changed. You will now only have 18 months to use it when you leave employment with MSU. Additional discussion was held and concern expressed regarding accounts with high HRA balances. A. Moore will voice the concerns to Human Resources. One item that others were not aware of was that an employee could use their HRA to pay for medical expenditures for family members who are not part of our insurance group because it is considered a financial hardship on the employee to cover a medical expenditure. In 2009, we will have the HSA (Health Savings Account) that is similar to the FSA (Flexible Spending Account) but is not a "use it or lose it" type of account, you will retain this even if you leave employment with the university. There was additional discussion regarding the HSA. T. Thacker stated that everyone will need to read the Sick Leave Bank policy as it replaces the current Sick Leave Pool. A. Moore stated that how the Sick Leave Pool currently works is that if you exhaust all your vacation/sick leave days and you have a serious injury then you can apply to the sick leave pool and be given days. The Sick Leave Bank will replace the Sick Leave Pool and the Sick Leave Bank will be an "opt in" option; either you are a part of it or you are not. If you are not, you will not have an option to apply to it and get days. If you decide you want to be a part of this, you have to contribute two days of sick leave a year. But if you have an illness that falls under FMLA guidelines, then you will be eligible to receive days from the bank. The limit will be 60 days eligibility in a rolling calendar year. After you have been a participant for five years, the mandatory contribution decreases to one day per year. If you have donated previously to the Sick Leave Pool that donation does not count towards your initial contribution to the Sick Leave Bank; however, the initially donated days are not lost. They will become the foundation of the new Sick Leave Bank. Your doctor will state whether or not you are a qualifier for the FMLA. Further discussion was held regarding the Sick Leave Bank. Chair Pace stated that if anyone needs a copy of the Sick Leave Bank information that Amy had sent out, another copy will be sent to you by contacting either Amy or Rhonda. He encouraged members to read this over and be ready to take some kind of

	action on it at the December meeting.
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Ad-Hoc - Professional Development	No report.
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Regent's Report: L. Pace was attending another meeting so was unable to attend the Staff Congress meeting today. Chair Pace stated there will be a CPE meeting here on campus this Thursday afternoon and Friday.

Human Resources Report: No report.

Old Business: None.

New Business: Chair Pace stated that the Parliamentarian, S. Colvin, had a last minute conflict so was unable to attend today's meeting. She was to give an additional background report on committee structures and changes in the minutes and Bylaws. Chair Pace stated he would like to start an ad hoc committee to look at committee structures of other Staff Congress groups, not only across the state but also at our benchmark institutions, to see how they function. He has talked with R. Hinton about co-chairing this committee with S. Colvin. He would like them to report back to Staff Congress in March which will give us time to look at their recommendations and start the process of having accepted committees identified and put back into our Bylaws at that time. If anyone is interested in serving on this committee, please contact R. Hinton or S. Colvin. If need be, non-members of Staff Congress can be brought in to assist in the process. K. Koett asked that members let him know if anyone is interested in the Assessment Group. Chair Pace stated that the Assessment Group is an ad-hoc committee that will be looking at doing an assessment of Staff Congress. This will go out to all staff members of MSU.

Discussion: None.

Announcements: The next meeting is December 1st. Chair Pace stated this will be a full meeting consisting of discussions concerning the Sick Leave Bank, a report from the Credentials & Elections Committee. If you know of new people looking to be new members, let us make our recommendations to D. Jessie and K. Koett. The university is closed tomorrow, November 4th, for Election Day. There will be an OVC soccer tournament tomorrow. Pre-registration is next week. Thanksgiving Break is November 26th – 28th. Basketball tickets are now on sale. P. James reported that season basketball ticket prices have been lowered to \$70.00. K. Koett stated he would like us all to give special appreciation to T. Thacker, D. Jessie and all their staff for all the hard work during the power outage of Cartmell Hall. Everyone worked really long hours. He encouraged everyone to give a pat on the back to Housing, Custodial and Facilities Management staff for their hard work. They did a fabulous job this weekend. M. LaFontaine reported there is another steak dinner on Tuesday, November 11th, 10:00am to 7:00pm, \$7.00 in advance, \$8.00 at the door. You can call Eric Spurlock at 783-9579 or M. LaFontaine at 783-5284 for tickets. Laughlin recreational facilities will be open tonight and tomorrow night for any student or faculty/staff recreation. Students will be staffed from 4:00 pm to 10:00 pm. The Wellness Center and Aquatics will also probably be open. She has talked with Doug Snedegar. When the new Eagle cards came into existence, they did not have the capability of issuing ID cards for faculty/staff/student spouses and dependents. They now have that capability to make these ID cards. These are needed in order to use the Laughlin recreational facilities. The student or employee have to go with the spouse or dependent to pick up the card. Chair Pace also reminded everyone that this is Open Enrollment for insurance. T. White stated they are getting ready to send out for bids on replacing the piping insulation in Allie Young.

Motion:	To adjourn.	
	Proposed: T. Thacker	Seconded: D. Jessie
Called for Vote:	Passed.	

Minutes submitted by: Rhonda Mackin, Secretary

STAFF CONGRESS/COMMITTEE RECOMMENDATIONS

ACTION	PERSON RESPONSIBLE	DUE DATE	RESOLUTION
Staff Assessment on SC	Kevin Koett/Joel Pace	April, 2009	
Report on EOC categories and staff congress representation	C/E Committee, David Jessie and Kevin Koett	December 1, 2008	
Sick Leave Pool	Amy Moore	December 1, 2008	
Ad-Hoc Committee to look at committee structure at other schools.	Rosemary Hinton and Shannon Colvin	March, 2009	
Staff Congress Vacancies	C/E Committee	December 1, 2008	

MOREHEAD STATE UNIVERSITY

STAFF CONGRESS MINUTES

November 3, 2008

MEMBERS:

Jeff Adkins	Rhonda Crisp	Phillip James	Jill McBride	Lonnie Morris	Todd Thacker
Darlene Allen	Chris Hampton*	David Jessie	Jewell McCormick	April Nutter*	Sharon White*
Patty Carper*	Shannon Harr	Kevin Koett	Rebecca McGinnis	Joel Pace	Terry White
Lisa Caskey*	Rosemary Hinton	Margaret LaFontaine	Rick Messer*	William Salazar	
Shannon Colvin*	Joe Hunsucker	Rhonda Mackin	Amy Moore	Dallas Sammons	

*Denotes member was absent.

Guests: Lisa Shemwell, Speech Team Coach, Department of Communication & Theatre and a member of the President's Leadership Academy; Sharon Reynolds

Chair Pace opened the meeting by introducing Lisa Shemwell and Sharon Reynolds, Administrative Assistant to the Vice President for Administration and Fiscal Affairs.

Motion:	To approve the minutes from the October 6, 2008 meeting. A correction was noted in the October minutes in that Chris Hampton and Amy Moore were supposed to be marked as absent and were not. Also, under Announcements, M. LaFontaine's name was left out identifying her as the person being mentioned. The letter "l" was left out of the word bowling.
	Proposed: J. Adkins Seconded: T. Thacker
Called for Vote:	Passed with corrections.
Chair's Report	<p>The meeting was turned over to Sharon Reynolds who gave a brief presentation of the results of the Senior Administrator's Survey from this past spring. The presentation was previously given to the Staff Congress Executive Council and the President's Council.</p> <p>Chair Pace reported that this year was the 21st anniversary of Staff Congress, not the 20th anniversary as previously thought. On November 21st there will be another state meeting in Elizabethtown of Staff Congress organizations across the state which he will be attending. If anyone else would like to attend, let him know. On the back page of each copy of the minutes, there will be a bill-tracking box where the progress of items presented to Staff Congress will be tracked as to their status. He has talked with Mike Walters, and the Staff Congress filing cabinet and information that was talked about at the last meeting has been found in an office in Waterfield Hall. Mr. Walters will be moving the Staff Congress office into another location in Allie Young that is yet to be determined. Hopefully, we will have a central location in Allie Young Hall by the end of the week.</p>
Vice-Chair's Report	R. McGinnis reported that she has updated the Staff Congress website, removed the Committee Interest Form, and removed Michele Thompson from the website. We would like to compile a list of accomplishments that Staff Congress has done throughout the years and have it ready by the time elections are held next year. If you can think of anything that you feel like Staff Congress has accomplished in the past, please send it to her.
Secretary's Report	R. Mackin reported that \$115.37 was spent on refreshments. The current balance in supplies is \$2,556.87.
Parliamentarian's Report	No report.

Committee Reports

Credentials and Elections

D. Jessie obtained a list from Human Resources of the Technical/Paraprofessional employees on campus. He contacted several of them and so far no one has shown an interest in taking over that position so he is still working on that. He was in contact with one person but that person is being promoted to another position January 1st so would be unable to fill this vacancy. He has another item that he and K. Koett will be addressing within the next 7-10 days within their committee and will report on that at the next meeting on December 1st. Chair Pace asked if there has been any progress made on filling the Secretarial/Clerical position that Michele Thompson left last month, when she was transferred to another position. K. Koett replied that R. Hinton has given him a name and he will be contacting that person.

Fiscal Affairs

No report.

Personnel Policies and Benefits

A. A. Moore reported their committee has not met; however, she brought copies of the Sick Leave Bank policy that she just received from Phil Gniot late on Friday afternoon and forwarded out to everyone. She said Staff Congress was asked to review it and submit any comments to Human Resources. She asked Staff Congress members to discuss it today and table it for now, then bring any comments back to the December Staff Congress meeting. She stated that all the health care information has been sent out from Human Resources with regards to the three health care plans that have been proposed for this next year. J. Hunsucker asked if they were planning on doing away with the HRA. A. Moore replied no, the HRA will still be associated with the CDHP and will still have the same contributions as the last four years as far as amounts. What is changing with the HRA, is that when you leave the university, it used to be open-ended; in other words, you still had access to those funds. It will be changing to the funds have to be exhausted within 18 months after you leave employment with the university. Initially, when the HRA was presented to us, you could use the money towards retirement premiums if needed but that has changed. You will now only have 18 months to use it when you leave employment with MSU. Additional discussion was held and concern expressed regarding accounts with high HRA balances. A. Moore will voice the concerns to Human Resources. One item that others were not aware of was that an employee could use their HRA to pay for medical expenditures for family members who are not part of our insurance group because it is considered a financial hardship on the employee to cover a medical expenditure. In 2009, we will have the HSA (Health Savings Account) that is similar to the FSA (Flexible Spending Account) but is not a "use it or lose it" type of account, you will retain this even if you leave employment with the university. There was additional discussion regarding the HSA. T. Thacker stated that everyone will need to read the Sick Leave Bank policy as it replaces the current Sick Leave Pool. A. Moore stated that how the Sick Leave Pool currently works is that if you exhaust all your vacation/sick leave days and you have a serious injury then you can apply to the sick leave pool and be given days. The Sick Leave Bank will replace the Sick Leave Pool and the Sick Leave Bank will be an "opt in" option; either you are a part of it or you are not. If you are not, you will not have an option to apply to it and get days. If you decide you want to be a part of this, you have to contribute two days of sick leave a year. But if you have an illness that falls under FMLA guidelines, then you will be eligible to receive days from the bank. The limit will be 60 days eligibility in a rolling calendar year. After you have been a participant for five years, the mandatory contribution decreases to one day per year. If you have donated previously to the Sick Leave Pool that donation does not count towards your initial contribution to the Sick Leave Bank; however, the initially donated days are not lost. They will become the foundation of the new Sick Leave Bank. Your doctor will state whether or not you are a qualifier for the FMLA. Further discussion was held regarding the Sick Leave Bank. Chair Pace stated that if anyone needs a copy of the Sick Leave Bank information that Amy had sent out, another copy will be sent to you by contacting either Amy or Rhonda. He encouraged members to read this over and be ready to take some kind of

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Staff Congress Vacancies	C/E Committee	December 1, 2008	

	action on it at the December meeting.
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Ad-Hoc - Professional Development	No report.
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Regent's Report: L. Pace was attending another meeting so was unable to attend the Staff Congress meeting today. Chair Pace stated there will be a CPE meeting here on campus this Thursday afternoon and Friday.

Human Resources Report: No report.

Old Business: None.

New Business: Chair Pace stated that the Parliamentarian, S. Colvin, had a last minute conflict so was unable to attend today's meeting. She was to give an additional background report on committee structures and changes in the minutes and Bylaws. Chair Pace stated he would like to start an ad hoc committee to look at committee structures of other Staff Congress groups, not only across the state but also at our benchmark institutions, to see how they function. He has talked with R. Hinton about co-chairing this committee with S. Colvin. He would like them to report back to Staff Congress in March which will give us time to look at their recommendations and start the process of having accepted committees identified and put back into our Bylaws at that time. If anyone is interested in serving on this committee, please contact R. Hinton or S. Colvin. If need be, non-members of Staff Congress can be brought in to assist in the process. K. Koett asked that members let him know if anyone is interested in the Assessment Group. Chair Pace stated that the Assessment Group is an ad-hoc committee that will be looking at doing an assessment of Staff Congress. This will go out to all staff members of MSU.

Discussion: None.

Announcements: The next meeting is December 1st. Chair Pace stated this will be a full meeting consisting of discussions concerning the Sick Leave Bank, a report from the Credentials & Elections Committee. If you know of new people looking to be new members, let us make our recommendations to D. Jessie and K. Koett. The university is closed tomorrow, November 4th, for Election Day. There will be an OVC soccer tournament tomorrow. Pre-registration is next week. Thanksgiving Break is November 26th – 28th. Basketball tickets are now on sale. P. James reported that season basketball ticket prices have been lowered to \$70.00. K. Koett stated he would like us all to give special appreciation to T. Thacker, D. Jessie and all their staff for all the hard work during the power outage of Cartmell Hall. Everyone worked really long hours. He encouraged everyone to give a pat on the back to Housing, Custodial and Facilities Management staff for their hard work. They did a fabulous job this weekend. M. LaFontaine reported there is another steak dinner on Tuesday, November 11th, 10:00am to 7:00pm, \$7.00 in advance, \$8.00 at the door. You can call Eric Spurlock at 783-9579 or M. LaFontaine at 783-5284 for tickets. Laughlin recreational facilities will be open tonight and tomorrow night for any student or faculty/staff recreation. Students will be staffed from 4:00 pm to 10:00 pm. The Wellness Center and Aquatics will also probably be open. She has talked with Doug Snedegar. When the new Eagle cards came into existence, they did not have the capability of issuing ID cards for faculty/staff/student spouses and dependents. They now have that capability to make these ID cards. These are needed in order to use the Laughlin recreational facilities. The student or employee have to go with the spouse or dependent to pick up the card. Chair Pace also reminded everyone that this is Open Enrollment for insurance. T. White stated they are getting ready to send out for bids on replacing the piping insulation in Allie Young.

Motion:	To adjourn.	
	Proposed: T. Thacker	Seconded: D. Jessie
Called for Vote:	Passed.	

Minutes submitted by: Rhonda Mackin, Secretary

Monday, December 01, 2008 ~

Staff Congress

MSU Home >> Staff Congress >> Agenda 12-1-08

Staff Congress Agenda December 1, 2008 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. Committee Reports

Credentials and Elections Committee

Fiscal Affairs Committee

Personnel Policies and Benefits Committee

VIII. Regent Report

IX. OHR Report

X. Old Business

XI. New Business

XIII. Announcements

Our next meeting is January 5, 2009

Commencement is December 13 at 10:30 at the AAC

Board of Regents Meeting is December 4 at 9 am in Riggle Room

Madrigal Feast is December 4, 5, 6 at 7 pm in Crager Room

Public Forum with President is December 2 at 2 pm and 5 at 9 am in Reed Hall Auditorium

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MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
December 1, 2008

MEMBERS:

Jeff Adkins	Rhonda Crisp	Phillip James	Jill McBride	Lonnie Morris	Todd Thacker
Darlene Allen	Chris Hampton*	David Jessie*	Jewell McCormick*	April Nutter	Sharon White*
Patty Carper*	Shannon Harr	Kevin Koett	Rebecca McGinnis	Joel Pace	Terry White
Lisa Caskey	Rosemary Hinton	Margaret LaFontaine	Rick Messer*	William Salazar	
Shannon Colvin	Joe Hunsucker	Rhonda Mackin	Amy Moore	Dallas Sammons	

***Denotes member was absent.**

Guests:	Lora Pace, Staff Regent & Director of First Year Programs & Retention and Phil Gniot, Director of Human Resources.
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Chair Pace opened the meeting by recognizing Lora Pace and Phil Gniot.

Motion:	To approve the minutes from the November 3, 2008 meeting. A correction was noted by M. LaFontaine as follows: in the Chair's Report, 6 th line down, the word "stat" should be changed to "state".
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Proposed: M. LaFontaine

Seconded: S. Colvin

Called for Vote:	Passed with corrections.
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Chair's Report

The meeting was turned over to P. Gniot as he had additional meetings he had to attend. After the Human Resources Report, Chair Pace continued with the Chair's Report. He referred to an email that went out last week regarding the ongoing state government economic shortfall. There is still the possibility of a 4% reduction in General Funds which will be a reduction of \$1,821,660.00 to MSU. There will be two public forums with President Andrews: the first held December 2nd at 2:00 p.m. and the second held December 5th at 9:00 a.m. Chair Pace stated this would be a good opportunity for members to attend and ask questions. There is a new UAR that deals with faculty/staff/dependent tuition waivers. He has asked A. Moore and her committee to review this. There is a change to the deadline for submission of paperwork which will be strictly adhered to. The deadline to submit paperwork for the Spring 09 semester is January 5th. D. Jessie has resigned from Staff Congress due to a change in his position as well as his recent election to the Carter County School Board. Chair Pace stated that at the state meeting of Staff Congress representatives he and Vice-Chair McGinnis attended, one of the things talked about was that in the Council for Secondary Education in Frankfort, there is a

	<p>student representative and a faculty representative but no staff representation. The various Staff Congress Chairs across the state were charged to go back and talk with their constituents and university presidents to see if there would be support to have a staff position on the CPE. Another topic coming up statewide is supervisory training. Right now we train our employees when they are promoted into supervisory positions but very little training, if any, is given on how to be an effective supervisor. Chair Pace stated when he does his internship with Phil Gniot this year as part of the President's Leadership Academy program, this is a topic they will look at, at the possibility of bringing in some kind of supervisory training to help with what we are doing here. Chair Pace next asked R. Mackin to share what our beginning budget balance is in her report. The reason for this is that Western Kentucky University, Eastern Kentucky University, and Murray State University all have budgets between \$3,000 and \$3,800.00. They have no stipends for their elected positions. The University of Kentucky and University of Louisville each have a much larger budget with UK's budget being almost \$200,000. They also have dedicated employee positions (full-time staff positions). M. LaFontaine asked if we have ever had to return any money due to budget cuts. Chair Pace replied yes. We have also returned money at the end of the fiscal year due to left-over funds.</p>
Vice-Chair's Report	<p>R. McGinnis reported the Staff Congress website has been updated. She still needs a list of accomplishments on behalf of Staff Congress. Staff Congress has been assigned an office on the 1st floor of Allie Young, which is actually the basement floor. We are in the process of getting the filing cabinet and boxes moved from the Director's Office in Waterfield Hall to the new location.</p>
Secretary's Report	<p>R. Mackin reported that \$101.72 was spent on refreshments. The current balance in supplies is \$2,479.83. The total budget for Staff Congress at the beginning of the fiscal year is \$11,139.00. A. Moore questioned the practicality of spending \$100.00 for refreshments per meeting. This will be talked about further in New Business.</p>
Parliamentarian's Report	<p>No report.</p>

Committee Reports

Credentials and Elections	<p>Because of the resignation of D. Jessie, Chair Pace has asked K. Koett to assume the position of Chair from his Vice-Chair's role and he has accepted. K. Koett reported that Lauren Buck is the next person in the At-Large category to replace D. Jessie. He has talked with her and she is willing to join Staff Congress. This will be discussed further in New Business. He stated they are finishing a review of the employment categories per the Bylaws and will have a report on that at the next meeting. He reminded everyone that we will be coming up on the Regent election so his committee will be talking about that as well. They will also be discussing the absence policy. P. James reminded everyone that we approved to move the Staff Congress election to April, which is a month earlier this year.</p>
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Fiscal Affairs	S. Harr stated they have not met yet. Chair Pace asked K. Koett to give a status on the Planning Committee. K. Koett stated he and Beth Patrick have scheduled several meetings that have not yet occurred for various reasons. Their plan is to bring the Planning Committee into some discussions about what is going on with the budget, how these issues are going to be addressed, etc. That was the last conversation he had with her as she wanted to wait to meet with him after her meeting with the President. He assumes they will be meeting shortly to develop a plan on how to go forward with the Planning Committee. Right now it looks like the Planning Committee will be involved in some discussions related to the budget crisis we are in. Chair Pace stated he will contact Beth Patrick and let her know we would be interested in having some kind of role in this process.
Personnel Policies and Benefits	A. Moore stated the committee has not met but the Employee Benefits Committee has met and talked about the Phased Retirement plan for faculty. The Faculty Senate came forward with their first draft revision with the Sick Leave Bank policy which will be talked about in Discussion.

Regent's Report: L. Pace stated a work session was held on November 20th. It was more of an orientation-type meeting, looking at key indicators and where we are with those. She stated they had not discussed anything in terms of presidential compensation. They are currently looking at the evaluation process. Last year was the first time the president had been evaluated. They are looking at other options. The next Board meeting is December 4th.

Human Resources Report: P. Gniot reported that Open Enrollment is now closed. There were about 16 people who chose the high-deductible plan. T. Thacker asked if it was a possibility to choose an easier password for the Humana website. P. Gniot said he would talk with Humana about it. Several people mentioned that they had to reset their password to select a plan. J. Hunsucker asked if a final decision had been made as to letting the HRA extend for 18 months. P. Gniot replied that he has asked ProcessWorks to do some research and right now it looks like it is a pretty solid issue but he has some other options he would like to talk about in the future. T. Thacker asked if the 18 months does not take effect until after an employee leaves employment. P. Gniot replied that was correct. P. James asked if there have been any discussion concerning locking in our insurance rates; is there a chance we might see an increase in premiums? P. Gniot replied not for 2009. Additional discussion was held on the initial presentation of the HRA. P. Gniot stated he will talk about additional options at a future Staff Congress meeting.

Old Business: P. James asked if there has been any progress on appointing someone to the Secretarial/Clerical or Technical/Paraprofessional positions. K. Koett replied he has not talked with Barbara Willoughby yet and D. Jessie was working on the other information so he will need to talk with him. T. Thacker asked about filling the Skilled Crafts position (Chris Hampton). J. Adkins stated that Chris resigned three months ago. Chair Pace stated that Chris never gave an official resignation but he was one of the members who missed three meetings in a row. This is something that will probably be addressed when we do the evaluation of the EEO categories. He stated if anyone from Skilled Crafts is interested in serving on Staff Congress, please let K. Koett know. Chair Pace stated that an official resignation letter from C. Hampton is needed. Chair Pace stated in the Bill Tracking we also identified the Sick Leave Bank issue as needing to be addressed. A. Moore stated she had forwarded this to

everyone right before November's meeting and they didn't feel like they had time to review it. She stated we could do general discussion on it today. The Personnel Policies and Benefits Committee was going to review it and come forward next month with any revisions or things they want. She stated it could be discussed today just to get general feedback from the committee that can be incorporated into wording that will come forward with a formal version of that policy. T. Thacker asked what the faculty changes were. A. Moore stated the Sick Leave Bank states that it's "one occurrence or 60 days". Faculty Senate wanted the "one occurrence" to be taken out and it just say "60 days" that you have available to you. The reason for this is that you might have some kind of illness after you have exhausted all your days and you need two or three more days to get through the end of your doctor period before you can come back to work. That would be one occurrence and, therefore, you wouldn't be able to pull anymore days out if something else happened to you that you qualified for FMLA. Take the "one occurrence" wording out and just leave it as a "maximum of 60 days available" from the Sick Leave Bank during the rolling calendar year. She stated faculty also had concerns where they are on a 9 month contract, they don't get 12 days a year and they didn't think because they were on a 9 month contract that they should have to contribute an additional two days towards the Sick Leave Bank; they wanted to do prorated days. This is probably something that faculty should move forward because it pertains to them more so than us at this point. Additional discussion was held concerning faculty concerns. A. Moore stated she will pull the Personnel Policies and Benefits Committee members together to prepare a draft. She stated that P. Gniot is just looking for some official input from Staff Congress and Faculty Senate so he can prepare a final draft. UARs come from Administration and don't really need input from anyone else but they are asking for input on this. Chair Pace asked, after her committee meets, that a draft be sent to all Staff Congress members before the next meeting on January 5th. Since members will be receiving this while they are on the Christmas Break, he asked that everyone please read this before the next meeting where it will be discussed in detail.

New Business: K. Koett made a motion that Lauren Buck assume the At-Large position vacated by David Jessie. It needs no second as it comes from committee. No discussion. Vote was taken and motion passed. K. Koett made a motion that refreshments be eliminated from future meetings, seconded by M. LaFontaine. Vote was taken and motion passed. A. Nutter reminded everyone that they could put money on their Eaglecard and purchase refreshments from the vending machines to bring to the meetings. S. Colvin stated that the January Staff Congress meeting was on the first day back to work after the holiday and asked if it would be better to move the January meeting to January 12th. She stated she will be extremely busy that day and will not be able to attend the meeting due to other obligations. Discussion was held. It was decided to go ahead and hold the meeting on January 5th as originally scheduled.

Discussion: None.

Announcements: Commencement is December 13th at 10:30 a.m. The Madrigal Feast is this week. Please try to attend one session of the President's Public Forum. The next meeting is January 5th. The Craft Market is this Saturday, December 6th, at Laughlin Health Building, starting at 9:00 a.m. Laughlin Health Building will be open on Thursday, Dec. 4th and Sunday, Dec. 7th, with limited services but will be closed on Friday and Saturday because of the Craft Market. This Saturday is also Hometown Holiday in downtown Morehead. Main Street will be closed and all the shops will be open. There is a men's and women's basketball game on Thursday and Saturday of this week.

Motion:	To adjourn.
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	Proposed: M. Lafontaine	Seconded: T. Thacker
Called for Vote:	Passed.	

Minutes submitted by: Rhonda Mackin, Secretary

STAFF CONGRESS/COMMITTEE RECOMMENDATIONS

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