MOREHEAD STATE UNIVERSITY

STAFF CONGRESS MINUTES

March 2, 2009

MEMBERS:

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

*Denotes member was absent.

Guests:

Lora Pace, Staff Regent & Director of First Year Programs & Retention
Lisa Shemwell, President’s Leadership Academy & Speech Team Coach, Communication & Theatre

Chair Pace called the meeting to order by recognizing guests Lora Pace and Lisa Shemwell. The meeting was suspended so Lora Pace, Board of Regents Representative, could speak as she had to attend another meeting. Please refer to Regents Report below. Next, he allowed K. Koett, Credentials & Elections Committee. K. Koett made a motion to go into New Business as he had to leave for another meeting, seconded by A. Nutter. Vote was taken and the motion carried. Please refer to New Business below.

Motion to move back to the original agenda was made by P. James, seconded by L. Caskey. Vote was taken and the motion was approved.

<table>
<thead>
<tr>
<th>Motion:</th>
<th>To approve the minutes from the February 2, 2009 meeting.</th>
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<tbody>
<tr>
<td>Proposed:</td>
<td>T. Thacker</td>
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<tr>
<td>Seconded:</td>
<td>J. Adkins</td>
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<tr>
<td>Called for Vote:</td>
<td>Vote taken, motion passed.</td>
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<td></td>
<td>Chair Pace reported the Academic Audit was slightly behind schedule.</td>
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http://www.moreheadstate.edu/staffcongress/index.aspx?id=45684
Chair’s Report

had invited Vice President Mike Walters and Beth Patrick to attend today’s meeting but they were attending a Retreat regarding the Audit. The first phase of the Audit will be mostly academic. He announced that a Presidential forum will be held March 25th.

Vice-Chair’s Report

R. McGinnis reported she will be updating the Staff Congress website.

Secretary’s Report

R. Mackin reported the current balance in Supplies is $2,101.55.

Committee Reports

<table>
<thead>
<tr>
<th>Credentials and Elections</th>
<th>Please refer to New Business below.</th>
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Fiscal Affairs

S. Harr reported the Planning Committee and Vice Presidents Beth Patrick and Mike Walters have been talking about budget issues in an indirect way. He stated the Planning Committee is looked at as a sounding board for the Cabinet. They will bring ideas to the Cabinet and the Planning Committee is to analyze those recommendations and take any concerns or questions back to them before they implement any changes. Discussion was held about the discontinuance of the use of university buses for trips and the cost of the new chartered buses. The University will also reduce its fleet of state cars by about 15%. Discussion was held about the MSU Child Care Center being closed due to it not being cost-efficient.

Personnel Policies and Benefits

A. Moore – no report.

Regent’s Report:

L. Pace reported the Board of Regents had a work session and a 1-1/2 day Retreat last week. The next regular meeting for the Board of Regents is March 12th. They will be discussing a possible tuition increase. The Academic Audit is currently being reviewed by the President’s Cabinet and should be available within the next week for public review. The President’s performance appraisal, using the new instrument, is being postponed until the fall semester. The new instrument that will be used this Fall (360 Review) will interview a lot of people on-campus and some off-campus and alumni. The regular annual review will be done using the same instrument that has been used in the past.

Human Resources Report:

No Report.

Old Business:

None.

New Business:

K. Koett presented a number of things from the Credentials & Elections Committee. The Committee recommended five current Staff Congress members be removed from membership due to excessive absenteeism. He read aloud the Bylaws section that pertained to absenteeism. The five members are Sharon Beller-White, Patty Carper, Chris Hampton, Jewell

K. Koett stated his Committee has been looking at issues concerning representation since the Bylaws state there has to be at least two employees in each category. There is a significant imbalance of Professional Non-faculty representation which currently consists of 47% of Staff but only 20% of Staff Congress. He next read the following recommendation: “An analysis of the employment classification data demonstrates there is a significant imbalance with regard to Professional/Non-Faculty representatives on Staff Congress. Specifically, this category represents 47% of all staff; however, it only represents 20% of Staff Congress. Our means to address this concern are limited by the requirement that each category have two representatives; therefore, the following proposal is being submitted for your consideration. As a result, the Credentials & Elections Committee proposes that for the upcoming election, the number of Staff Congress representatives in the Professional/Non-Faculty category be increased from six to seven representatives and the Service/Maintenance category be decreased from four to three representatives.” Discussion was held. They are not using At-Large category representation numbers which are 33%. Professional/Non-Faculty representation would be 23% and it would reduce Service/Maintenance representation to 10%. Vote was taken for accepting the committee recommendation and the motion passed.

He then handed out a proposal for the Staff Congress elections calendar. He stated that the Credentials & Elections Committee would like Staff Congress to consider this calendar for approval for the upcoming election. Dates they are looking at to hold elections are March 9th for distribution of information packets to include the printed packets and electronic distribution; give everyone until April 3rd to submit candidate nominations; verify candidates on April 6th; and then post the final ballot on April 8th. If anyone is interested in the Regent’s position, their statement would be due on April 10th which would be posted on the Staff Congress website. They would consider using April 15th or 16th for the Regent’s Forum. Absentee ballots would be started on April 22nd. The election would be held on April 29th or 30th, pending looking at the university calendar to see if there would be any significant conflicts. Discussion was held. P. James asked for clarification that only one day would be held for elections. K. Koett replied that was correct: one day for the Regent’s Forum and one day for the election. Voting would be conducted by machine; however, a polling location has not been determined yet. P. James called for question, seconded by A. Nutter. J. Pace stated that all those in favor of accepting the proposed election schedule as is, signify by saying aye. Motion passed. T. Thacker asked if members were going to come back and vote on the Regent’s Forum and election dates. K. Koett replied what they were proposing is that members give the Credentials & Elections Committee the flexibility to select whichever of those two dates work best with the university calendar. J. Pace stated all those in favor of accepting this as a proposed election schedule with giving the Committee latitude on the selection of dates to signify by saying aye. Vote taken, motion carried. K. Koett stated money is needed for printing costs and the cost of using the voting machines. He requested that as much as $700 be allocated to pay for costs associated with printing and using the voting machines. Estimates are that $185 is needed for printing costs and $100 - $500 is needed for using the voting machines. Any funds that are not used would be returned to Staff Congress. Discussion was held concerning the pros and cons of paper ballots versus using the voting machine. T. Thacker stated he would rather go with paper ballots to save money. There will be a Regent election this year which will hopefully increase the number of people voting. The voting machines are currently stored in Fields Hall. Absentee ballots could be used for voting off-campus. K. Koett stated he could make an amendment to drop costs to $200 for printing costs. P. James objected to the amendment due to the timeframe until elections were held. Further discussion was held. J. Pace clarified the motion as follows: That $700 be approved to go ahead and start the election process. K. Koett stated the current plan is to have one polling place. No further discussion. M. Lafontaine called for question, D. Sammons seconded. Vote was taken with one objection. Motion passed. K. Koett noted there will be 18 positions vacant plus the Regent position.

T. White made a motion to pass a resolution to state our opposition to canceling Spring Break in the future, seconded by J. Adkins. He stated this is the best time to perform repairs, when the
electricity has to be turned off. Discussion was held. T. Thacker called for question, seconded by W. Salazar. Vote taken and the motion passed with five abstentions.

S. Colvin went over the proposal for restructuring committee structures. Option 1 would include Credentials & Elections, Benefits & Compensation, and Public Relations; Option 2 would include Credentials & Elections and Benefits & Compensation; and Option 3 would include Credentials & Elections, Benefits & Compensation, and Staff Issues. J. Pace stated last fall he had asked R. Hinton and S. Harr to look at the committee structures at our benchmark institutions across the state. Currently there are three committees listed in the Staff Congress Bylaws: Personnel Policies & Benefits, Fiscal Affairs, and Credentials & Elections. Discussion was held. T. Thacker made a motion that we accept the Ad Hoc Committee Report supporting committee structure #3, seconded by A. Moore. Vote was taken with one opposition. The motion passed. J. Pace stated, since this is a Bylaw issue, it will have to be voted on and approved a number of times so it will be brought up again at the April meeting.

Announcements: The 16th Regional Basketball Tournament is March 2nd – 10th. The Career Fair will be held Wednesday. A Radio Fund Drive is being sponsored by Morehead State Public Radio March 5th – 13th. The President’s Forum is on the 25th in Button Auditorium. Open House is March 28th. P. James stated there is a double-header basketball game tomorrow with the men and women, beginning at 5:30. T. White stated the electricity will be turned off to Downing Hall, Jayne Stadium, the baseball field, and the Wellness Center on Wednesday, Thursday and Friday over Spring Break from 7:30 am to 3:30 pm. M. LaFontaine stated the time moves forward this weekend. D. Sammons reported that K. Koett will be in Frankfort tomorrow talking to the state legislature about a bill he has helped push through which will allow staff to have voting privileges on the Student Disciplinary Committee. Also, she had received a thank-you note from the family of Larry Stephenson.

Motion: To adjourn.  

Proposed: S. Colvin  
Seconded: M. LaFontaine  

Called for Vote: Passed.

Minutes submitted by: Rhonda Mackin, Secretary

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### STAFF CONGRESS/COMMITTEE RECOMMENDATIONS

<table>
<thead>
<tr>
<th>ACTION</th>
<th>PERSON RESPONSIBLE</th>
<th>DUE DATE</th>
<th>RESOLUTION</th>
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<tbody>
<tr>
<td>Staff Assessment on SC</td>
<td>Kevin Koett/Joel Pace</td>
<td>April, 2009</td>
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<tr>
<td>Ad-Hoc Committee to look at committee structure at other schools.</td>
<td>Rosemary Hinton and Shannon Colvin</td>
<td>March, 2009</td>
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<tr>
<td>Staff Congress Vacancies</td>
<td>C/E Committee</td>
<td>December 1, 2008</td>
<td>January 5, 2009</td>
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Proposal for Restructuring of Committees of Staff Congress

Current structure as defined in the by-laws:

**Credentials and Elections Committee.** 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.

**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.

**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.

As the current committee structure at some times seems ineffective for the purpose of Staff Congress, the following options are proposed for consideration by the members of Staff Congress:

As committees stand right now, the number of members on each committee is sometime challenging when attempting to have regular meetings, to that end this committee would like to recommend the development of and utilization of sub-committees within each standing committee. The role of committee chair would drastically change from the person responsible for all of the committee activity to a person that would facilitate information and recommendations to the body from each sub-committee.

**Option 1:**

**Credentials and Elections Committee**

- Election Verification – advertise upcoming elections and will be responsible for verifying candidates nominated for positions, working polling locations and verifying results of elections
- EEO verification – staying up to date on EEO categories and the percentage of representation on Staff Congress, will also make recommendations for any changes in representation on a yearly basis
Benefits and Compensation

- Benefits – will work closely with Human Resources on current benefits as well as make recommendations to HR for future benefits
- Salary and Compensation – review and assess the current salaries and compensations offered to staff within the University

Public Relations

- Marketing – would be responsible for any material and/or events to publicize both the upcoming elections and the current status of Staff Congress to the rest of the University Community
- Representation – would pursue opportunities in other areas of the university that would give Staff Congress an option to become involved and promote the work of Staff Congress

Option 2

Credentials and Elections

- Membership Drive – would be responsible for advertising upcoming elections and holding small events on campus to recruit possible new candidates to run for open positions
- Elections Verification – advertise upcoming elections and will be responsible for verifying candidates nominated for positions, working polling locations and verifying results of elections
- EEO verification – staying up to date on EEO categories and the percentage of representation on Staff Congress, will also make recommendations for any changes in representation on a yearly basis

Benefits and Compensation

- Benefits – will work closely with Human Resources on current benefits as well as make recommendations to HR for future benefits
- Salary and Compensation – review and assess the current salaries and compensations offered to staff within the University

Option 3 Credentials and Elections

- Membership Drive – would be responsible for advertising upcoming elections and holding small events on campus to recruit possible new candidates to run for open positions
- Elections Verification – advertise upcoming elections and will be responsible for verifying candidates nominated for positions, working polling locations and verifying results of elections
• EEO verification – staying up to date on EEO categories and the percentage of representation on Staff Congress, will also make recommendations for any changes in representation on a yearly basis

Benefits and Compensation

• Benefits – will work closely with Human Resources on current benefits as well as make recommendations to HR for future benefits
• Salary and Compensation – review and assess the current salaries and compensations offered to staff within the University

Staff Issues

• Workplace – will be concerned with reviewing issues related to the workplace and assess the ability to find a workable resolution
• Development – will assess the current development opportunities and make recommendations for future staff development opportunities
• General – will pursue the assessment and resolution of all general concerns that are submitted by University staff

The above recommendations are based on comparable governance of University staff groups at benchmark institutions as well as all public Kentucky institutions.