

**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
February 3, 2014**

MEMBERS:

Kenna Allen*	Shannon Harr	Margaret LaFontaine	Brooke Mills	Clarissa Purnell*
Sheila Barber	Paul Hitchcock	Amanda Lewis*	Amy Moore	Gabria Sexton*
Benji Bryant*	Joe Hunsucker	Patty Little*	Kerry Murphy	Ernie Tackett*
Rhonda Crisp	Michelle Hutchinson	Paige McDaniel*	Scott Niles*	Barbara Willoughby*
Jason Dailey*	Travis Jolley*	Rebecca McGinnis*	Lora Pace	Donnie Willoughby*
Craig Dennis	Yvette Kell	Tina McWain*	Ray Perry*	

*Denotes member was absent.

Guests:	Phil Gniot, HR Director; & Todd Thacker, Staff Regent
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Chair Harr called the meeting to order at 1:02 p.m. Due to the bad weather, we did not have enough members for a quorum, so we could not vote on minute approval, adjournment, or any other business.

Eddie Frazier, Director of Risk Compliance, was supposed to do a presentation about the Office of Environmental Health & Safety, but due to the bad weather, the presentation was rescheduled for the March meeting.

Chair's Report	<p>Chair Harr reported that Staff Congress and Faculty Senate have been working to get the dependent graduate tuition waiver reinstated. The administration is not willing to do that now, but we will revisit this issue later.</p> <p>Some members still have questions about exempt versus non-exempt issues. Mr. Gniot will answer those questions during his report.</p> <p>A budget cut is slated for 2.5% at this time. It will probably not be worse than 2.5% and it might get a little better when the house and senate gets done with it. Either way it doesn't look good though, so be prepared for budget cuts. Nothing is final yet.</p> <p>Anthem sent out new health insurance cards to everyone. We didn't know we would get new cards, but we did. Some codes are different on them, so we are advised to use the new cards.</p> <p>The performance pay group has been meeting. They are probably not going to recommend performance pay for this year because it is already evaluation time and we don't have an evaluation tool completed yet. We want to make sure all staff know what the process is and are familiar with the evaluation tool that will be used. Faculty will probably not recommend performance pay for this year either. The committee is trying to work out a good process for determining performance pay. The group is being thoughtful and trying to do the right thing. They don't want to leave dollars on the table, but they don't want the process to be like the last time either. They are working on defining</p>
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	<p>and fine tuning what the practice will be and everyone will know the process before next year. They want everyone to know the ground rules and what to expect. This should be completed within the next two months.</p> <p>There is an issue with class scheduling. This semester and previous semesters, there have been courses that are scheduled off-bell and overlap with other courses. This is going to stop because it keeps students from taking the class before or after that course. Classes should be built within the correct time frames. In the future, we might be moving away from the Friday1 and Friday 2 schedules and moving towards, MWF courses that are 50 or 55 minutes and TTH courses that are an hour and 10 minutes in length. The majority of institutions across the U.S. use this model. The president and provost want us to move in this direction.</p>
Vice-Chair's Report	Vice-Chair Dennis had no report.
Secretary's Report	Secretary Crisp reported the supply balance is \$2535.68. \$27.16 was spent in January for refreshments.

Committee Reports

Benefits & Compensation	No report.
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Credentials & Elections	<p>Committee Chair Pace reported that the committee met last week about the election, but with the changes going on with exempt and non-exempt positions and the desk audits being done, some people might change EEO categories. The committee needs to look at who is in each area also. They contacted HR and a list of changes will be emailed to Rep. Pace this week. The committee work can continue after the list is received. They are at a standstill until then.</p>
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Staff Issues	<p>Committee Chair Allen was not at the meeting, but she gave her information to Chair Harr to share. There was two staff issues submitted this month.</p> <p>There was a staff issue about how weather closing information is shared. Chair Harr asked Rep. Moore to explain the process. She explained that everyone has an opportunity to sign up for Eagle Alerts to get the closings texted to them. Information is also recorded on a number that people calling the main switchboard get and the 783-INFO number. The information also goes out to TV and radio stations to announce. The provost and the MSU police chief in coordination with information from the Kentucky State Police make the decision between 4:00 and 5:00 a.m. There was a mix-up this morning and the information was not put on the 783-INFO number or the switchboard phone number. In the past, Communications & Marketing did the notifications to the correct people to get the cancellations on the information lines. Now that responsibility has been transferred to the MSU Police Department and that is where the break down occurred. This issue has been resolved and should work correctly next time. There are also issues</p>
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	<p>with employees getting e-alerts about cancellations at the regional campuses when they don't want them. Contact Communications & Marketing with these concerns. They are in charge of the e-alert system.</p> <p>EKU and UK canceled classes today, but we were just on a delay. We have many commuter students who drive in from Elliott, Morgan, etc. who have problems getting here. According to students, many MSU faculty across campus canceled their classes anyway, even though the university was only on a two-hour delay.</p> <p>The second staff issue was about parking behind Howell-McDowell. The person reporting this felt as though students park there and go to ADUC for lunch and then come back and get their car. The police chief, Matt Sparks, said they will watch this parking lot more closely.</p> <p>Rep. Allen is working with the Human Resources Department at the University of Kentucky to get the professional development workshops scheduled for this semester. More information will be coming later.</p>
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Sustainability Committee	No report.
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Regent's Report: Staff Regent Thacker apologized for missing the January meeting; he had the flu. Since he missed last month, he reported on the December 5th Board of Regents meeting. Items on the agenda included fall graduates, the honorary doctoral degree awarded to Jim and Linda Booth, the operating budget was accepted and they approved capital projects. Capital projects include ADUC renovation, planning & designing a Music academic building on the Laughlin site, a student residential apartment complex, residential student housing at the farm, acquiring land, reconstructing central campus, and other items which were further down the list such as a Welcome Center and parking garage. We have bonding authority from the state, but how much debt can we absorb? Staff Regent Thacker stated that some bonds are almost completed and would go off and others would begin. Residence halls would be covered. Student rent revenue pays those bonds. The Board of Regents discussed agency and state bonds. They are being more conservative than in the past. There will be a retreat on February 21 in Lexington. The main topic will be the Master Plan.

Staff Regent Thacker asked Mr. Gniot about the \$10.00 living wage. Mr. Gniot stated that about 26 people would be affected if the minimum wage went to \$10.10 per hour. There would be a gradual increase in pay over a three-year period for those people if this goes into effect. This is being discussed at the state level. No decisions have been made yet.

Human Resources Report: There were several questions for Mr. Gniot:

1. At the last Staff Congress meeting, it was stated that employees being moved from exempt to non-exempt status would keep the \$1000 they received as an exempt person. They would also be paid retroactively for what they would have earned, had they been non-exempt since July 1, 2013. This change would begin on February 1, 2014. The way this has been implemented in practice is not what was told to us last month. Mr. Gniot said that if he said that, it was not accurate and not what he meant. People moving to non-exempt will get to keep the \$1000 and will get their increase beginning February 1. This will not be retroactive back to July 2013. Exempt means a person is exempt from the wage and hour law. If they didn't meet the exempt test, they were

moved to non-exempt (hourly). There will be no decrease in pay or benefits for these people. After they change to non-exempt, if they work beyond 40 hours per week, they will receive time and a half or their schedule will be adjusted. There won't be separate grade ranges anymore. If there is a title change, that would be the only EEO category changes. Job descriptions weren't changed, even if the title was changed. Old job descriptions are still being used with the new titles. Gray area jobs will change to non-exempt if the position's decision-making abilities are limited.

2. Has everyone going to non-exempt been notified? Yes. If they had a desk audit, but haven't heard anything, what does that mean? It means there were no changes. People haven't necessarily been told that though. Mr. Gniot will do individual notifications to those people who had audits, but no changes, so they will know what is happening. He will do this within the next week.
3. The people moving from exempt to non-exempt, were they at market value? Their job didn't change, but most were behind market and in some cases substantially. If they were below market on February 1, they got one half towards market and will get the rest in July.
4. For exempt employees, when will they know what their seven year mid-market amount is and what should they look at for the first of the three phases? That has not been decided yet. The cabinet has a retreat tomorrow and that is on the agenda. There is no guarantee that exempt folks will get moved towards market in July due to the budget.
5. Since flu shots are covered under our health insurance, is there any chance of getting shingles shots covered? Mr. Gniot will check on this.
6. Are there any discussions on bringing retirement people here to talk with employees? Some people don't want to drive to Frankfort to talk with them. Mr. Gniot said the retirement people usually come to the benefits fair. Next time he will ask them to stay a while and meet with individuals who have questions. We have also had retirement workshops in the past.

Cabinet Report: No report.

Old Business: None

New Business: None

Announcements:

- Next Staff Congress Meeting – March 3, 2014, 1 p.m. Riggle Room

Minutes submitted by: Rhonda Crisp, Secretary