



**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
February 2, 2015**



MEMBERS:

Sheila Barber	Mike Esposito	Margaret LaFontaine	Kerry Murphy	Gabria Sexton
Jerel Benton	Richard Fletcher	Patty Little	Scott Niles*	Ernie Tackett*
Benji Bryant	Shannon Harr*	Jill McBride	Lora Pace	Corey Wheeler
Mica Collins	Karla Hughes	Paige McDaniel*	Ray Perry	Barbara Willoughby
Louise Cooper	Joe Hunsucker	Brooke Mills*	Janie Porter	Donnie Willoughby
Craig Dennis	Travis Jolley	Amy Moore	Clarissa Purnell	

*Denotes member was absent.

Guests:	No guests were present during the February meeting.
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Chair Dennis called the meeting to order at 12:52 p.m.

Motion:	To approve the minutes from the January 2015 meeting.	
	Proposed: Rep. Esposito	Seconded: Rep. LaFontaine
Called for Vote:	Motion passed.	

Chair's Report	<p>Chair Dennis reported the President’s Leadership Council met in January and the main focus of the meeting was the Academic Affairs Self-Study. The Self-Study report will be released either Wednesday or Friday of this week. The released documents are on a Team Site within the Portal and are accessible to all faculty and staff. The Provost plans to have two open forums to discuss the Self-Study either in February or have one forum in February and one in March. After the Self-Study has been released, the Provost is allowing a month for responses (February). During March and April the Provost will be available for meetings with Deans/Department Chairs. At the end of April, a revised report will be sent to faculty and staff for review and the final report will be released to the President in early May. As Beth Patrick has expressed previously, the main drive of the Self-Study will be to eliminate \$1.5 million from the Academic Affairs budget that was not cut when the previous Provost, Dr. Karla Hughes, held the position. Jeffrey Liles also gave a presentation on enrollment for the spring semester. Liles stated spring 2015 enrollment is down from spring 2014 enrollment and the 2014 fall retention rate is down slightly from the 2013 fall retention rate. Also discussed during the PLC meeting was the scanning of transcripts during SOAR. It was unclear if the transcripts to be scanned during SOAR would be high school transcripts or</p>
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	transfer transcripts.
Vice-Chair's Report	Vice-Chair Niles was unable to attend the meeting and Chair Dennis gave the report Vice-Chair Niles submitted. Chair Dennis reported the Portal site will be updated to include the recent Staff Issues as well as a Staff Salute for Rep. Esposito and Rep. Pace for the student coat drive. Standing committee meeting findings will be shared in the newsletter regarding frequency of meetings. Vice-Chair Niles also stated he was working with Rep. Pace and Rep. Purnell to develop election materials.
Secretary's Report	Secretary Purnell reported the supply balance is \$2,691.64. Staff Congress has encumbered \$24.39 for February refreshments, but did not pay for January refreshments as they did not arrive on time for the meeting.

Committee Reports

Benefits & Compensation	Committee Chair Moore had no report.
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Credentials & Elections	Committee Chair Pace reported the Credentials and Elections Committee met last week and she will bring the election timeline developed for review during New Business.
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Staff Issues	<p>Committee Chair McDaniel was unable to attend the meeting and Rep. McBride gave the report for the Staff Issues Committee. There was one Staff Concern submitted regarding the parking lot behind Howell-McDowell and it read as follows:</p> <p><i>"We received a email about the parking places behind Howell McDowell building that some of the parking spaces were going to be blocked off on Friday January 9th. Today is the 26th and nothing has been in that lot? Why couldn't this started in the summer months? This has caused chaos trying to find parking on campus. Is this necessary to take up 32 parking places?"</i></p> <p>The initial response came from Captain Mike Trent (MSUPD):</p> <p><i>"Paige, we blocked this at the request of facilities for the upcoming construction in that immediate vicinity. This was for the overall safety of everyone. It's my understanding that some of the portion of the blocked off area is for equipment staging and other related activities that go along with the project.</i></p> <p><i>I will have to refer to Rick as to the timing of the project. I can say that every conceivable consideration is usually gone over by Rick and his people. They are very mindful of the impact of the entire community in regards to these types of projects. Project planning often revolves around the seasons. Depending on the over all length of the project and in particular the phases or stages must be planned by season temps. For example this project may require significant concrete to be poured towards the end of the project and if they wait to start in the summer it may be sub-freezing temps in winter when it's time to start pouring concrete. That may not be the best time to do this. I do not know for sure if this the case with this</i></p>
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	<p><i>project.</i></p> <p><i>Rick can better respond to this particular project than myself.</i></p> <p><i>I would like to add that maybe permit holders should try the E lots behind COMA and the Library.”</i></p> <p>Committee Chair McDaniel contacted Rick Linio (AVP Facilities Management) who supplied the following response:</p> <p><i>“The West Campus Electrical Switchgear project has a six month construction schedule culminating in May is a four day electrical disruption. The project was originally scheduled to begin January 12 but due to delays with material delivery, surveying the site for utility lines routes, etc. push the project start date in parking area back a few weeks. However, the contractor is working on campus and anticipates the materials will be onsite as well as construction in the parking area starting next week. Once the project is completed only nine parking spaces will be permanently displaced due to the location of the electrical switchgear and enclosure.</i></p> <p><i>Lastly, to reiterate Mike comments below; our planning process takes into account all aspects to minimize any inconvenience to the campus community. Unfortunately, with capital projects we will have inconveniences throughout campus however; the overall end result considerably outweighs the inconvenience - especially with this project – providing a reliable electrical infrastructure.</i></p> <p><i>We appreciate everyone’s patience and despite the inconveniences however; it’s an exciting time on campus with all the new projects starting in next few weeks that will change -vastly improving the MSU campus landscape.</i></p> <p><i>If you have any questions please let me know.”</i></p> <p>Chair Dennis encouraged all representatives to remind constituents to look on the Staff Congress Portal for past concerns and answers, as they are posted and updated regularly. Since Staff Issues are submitted anonymously, the staff member who submitted the issue may go there to see if their issue has been responded to or resolved.</p>
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Regent's Report: Staff Regent Thacker was unable to attend the meeting but informed Chair Dennis the BOR had a work meeting scheduled for February 26. Staff Regent Thacker will update Staff Congress in March regarding the work session in February.

Human Resources Report: Human Resources did not have a representative present at the meeting and no report was submitted.

Cabinet Report: VP Patrick was unable to attend the meeting. No report was submitted.

Old Business: None.

New Business: Rep. Pace indicated the Credentials and Elections Committee met last week about the online election process coming up in April. In the past, Staff Congress had set up stations in Allie Young so Facilities Management staff could vote electronically. After asking representatives from that area, it

was determined there was no longer a need to set up stations in Allie Young as there are two computer stations set up in the Rice Building which could be utilized by staff to vote. March 9: All nomination forms will be sent out to staff members and nominations will be submitted online. March 31: Deadline for all nomination forms at 4:00 p.m. April 6: A sample ballot will be sent out to staff members. April 13: Staff Regent Forum (if more than one candidate). April 20-April 21: Online voting. April 22: Election results posted to Portal site by 4:00 – 4:30 p.m. Because of the buyout, the number of empty seats on Staff Congress will be slightly off schedule. During the process of reviewing which seats would be open for election it was discovered Rep. Purnell had changed EEO categories. After contacting Rep. Purnell, it was discovered she did not know her EEO category had changed. Normally, with a switch of EEO category, a representative would automatically lose their seat on Staff Congress, but since there are most likely other changes in EEO categories, this will be taken care of with the election in April. Rep. Purnell will be free to run in her new EEO category. As the election process continues, all representatives will have their EEO category verified to ensure they are representing their assigned EEO category. The committee will send out a list of representatives who will be up for re-election. Also, the membership list on the Staff Congress Portal site has the terms and expiration dates of each representative listed.

Rep. Esposito updated Staff Congress on the student coat drive: Around 50 coats have been donated and 5 students have stopped by the Career Center. The students are desperately in need of hats and gloves. If anyone has these items to donate, please drop them off at the Career Center. All donations are tax deductible and are greatly appreciated.

Chair Dennis urged all representatives to encourage staff members to read the Self-Study when it is available. If staff members have concerns regarding the Self-Study, they should submit the concerns via the anonymous form on the Portal as soon as possible.

Announcements:

- Monday, February 16: Harold Nally assumes HR Director position
- February 2 – 28: Recyclemania
- Monday, March 2: Next Staff Congress meeting (1:00 p.m., Riggle Room, ADUC)
- April 2-April 3: SOAR
- April 22: Community Earth Day Fair at City Park (10:00 a.m. – 6:00 p.m.)

Motion:	To adjourn	
	Proposed: Rep. Esposito	Seconded: Rep. Perry
Called for Vote:	Passed	

Minutes submitted by: Clarissa Purnell, Secretary