



**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
August 3, 2015**



**MEMBERS:**

Sheila Barber	Mike Esposito	Sabra Lowe	Scott Niles	Krista Utterback
Jerel Benton*	Richard Fletcher*	Jill McBride	Lora Pace*	Barbara Willoughby*
Benji Bryant	Joe Hunsucker	Paige McDaniel	Janie Porter*	Donnie Willoughby*
Mica Collins	Travis Jolley*	Amy Moore	Clarissa Purnell	
Louise Cooper	Margaret LaFontaine	Kerry Murphy	Gwen Sloas	
Craig Dennis	Patty Little*	Holly Niehoff*	Jessica Thompson	

\*Denotes member was absent.

<b>Guests:</b>	Harold Nally, HR Director; Shannon Harr, Staff Regent; and Teresa Lindgren, Executive Director Budgets & Financial Planning
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Chair Dennis called the meeting to order at 1:00 p.m.

<b>Motion:</b>	To approve the minutes from the July 6, 2015 meeting	
	<b>Proposed:</b> Rep. Esposito	<b>Seconded:</b> Rep. Bryant
<b>Called for Vote:</b>	Motion passed.	

<b>Chair's Report</b>	Chair Dennis suspended business in order for Teresa Lindgren present information regarding the budget process to representatives. Chair Dennis announced the group photo scheduled for today would be taken at the September meeting instead. Chair Dennis informed representatives the Executive Council is working on several big projects, but the biggest project is professional development. Chair Dennis will share more information on the professional development as the project progresses.
<b>Vice-Chair's Report</b>	Vice-Chair Niles reported the portal site is up to date and he is working on adding a statement to the Concerns form.
<b>Secretary's Report</b>	Secretary Purnell reported the supply balance for July was \$2,782.87. Staff Congress encumbered \$54.13 for refreshments for the August meeting, paid \$88 for photos of past Chairs for the Staff Congress office, and paid \$16.00 for nameplates for new representatives.

**Committee Reports**

<b>Benefits &amp; Compensation</b>	Committee Chair Benton was not present. The committee had no report to submit.
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<b>Credentials &amp; Elections</b>	<p>Committee Chair Pace was not present; Vice-Chair Niles reported there would be an email sent to those staff who responded to the call to serve on University Standing Committees. Vice-Chair Niles did not have the list of staff members or committees with him, but stated the staff members would be contacted in the near future to verify their committee appointments. Faculty Senate will then be contacted with the staff names and committee appointments. The committee is still looking at the representation model (area versus EEO category representation). The committee will continue to discuss the different models and are looking at other institutions that have representation by geographic model. The target date for a decision as to the model of representation at MSU is the December 2015 meeting.</p>
<b>Sustainability Committee</b>	No report was submitted.

<b>Staff Issues</b>	<p>Committee Chair McDaniel reported there were three new concerns submitted. They were:</p> <ul style="list-style-type: none"> <li>Janet Cline submitted the following: I request that HR consider returning the Blue Access \$2500 health insurance to the coverage of services at 100% after the deductible is met. I would be more than willing to pay a higher premium in order to have 100% coverage after the deductible is met. Thank you in advance for your consideration of this request.</li> </ul> <p>Harold Nally responded: Thank you for your comment. I contacted Janet and spoke with her about her concern (she verbally gave me permission to use her name). I assured her that HR is, and will be working diligently to seek out creative solutions from stakeholders, healthcare vendors and other related industry organizations that will bring the greatest dollar value for our employees.</p> <ul style="list-style-type: none"> <li>The next concern was the following: Can someone ask HR to specifically state what protocol/policy is in place for notifying upline supervisors about salary increases for their direct reports? Some grant-funded program directors were not notified that some of their grant-funded direct report positions were receiving raises in the new compensation plan, and this caused much confusion and many headaches trying to rebudget funds in order to reconcile the changes. Thank you!</li> </ul> <p>Harold Nally responded: Thank you for your comment. The process is that salary information is sent from Human Resources to each Vice President with their respective employees salary</p>
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information. Vice Presidents then disseminate this salary information to their employees accordingly.

- The last concern submitted was: Under what circumstances can a posted or un-posted position vacancy be filled without a search? What is the criteria for determining when such waivers are used? Who makes the decision as to whether or not to approve a search waiver?

Harold Nally responded: Search Waivers:

Thank you for your comment. Search waivers are a leeway for administrators to address emergency and other unique staffing situations. Search waivers are to be justified and documented by the requesting administrator.

Waivers to the search requirement may be requested in the following instances:

1. In emergency situations where a pool of candidates cannot be developed immediately. An emergency situation occurs where there is insufficient time for a search because someone must be performing the necessary functions within days or where there are no back-up personnel.
2. In situations where a member of a protected group is available and helps meet affirmative action goals.
3. In situations where a person may be appointed to a full-time position with an ending date (Fixed Term I Appointment) while a search is being conducted. Typically, this category is used when tenure track faculty searches are unsuccessful and the department needs to hire a full-time instructor for the coming year and then a new search will be conducted for tenure track positions in the future.
4. Rare and extenuating circumstances (explain on an attached justification)
5. In situations of re-organization, when movement of an employee to a different position and the restructuring is in the best interest of the University and when the employee's former position is no longer available. Basically, no true vacancy exists.
6. In situations where a Head Coach, who was selected from a national search, wishes to hire an Assistant Coach of his/her choosing, which is standard in the field and across the nation. Appointment of the Assistant Coach and the continuation of his/her appointment are contingent upon, but are not limited to, the duration of the Head Coach's appointment.
7. In situations where an employee is being returned from a reduction in force (layoff) to a different position. The University generally considers one laid off for other

	<p>positions as they become available and when the person possesses the appropriate qualifications.</p> <p>Search waiver form must be submitted along with the applicant's application with justification and or documentation for the request to waive. The following personnel must sign off on the search waiver:</p> <ol style="list-style-type: none"> <li>1. Department Chair or Supervisor</li> <li>2. Dean/Director/AVP</li> <li>3. Chief Diversity Officer</li> <li>4. Human Resources Representative</li> <li>5. Budget Representative</li> <li>6. President</li> </ol> <p>Human Resources will examine the search wavier documentation for:</p> <ol style="list-style-type: none"> <li>1. Does the justification support the request?</li> <li>2. Does the candidate meet the minimum qualifications?</li> <li>3. Self-identification of criminal history and does it relate to the position?</li> <li>4. Does the applicant have a relative on the Board of Regents?</li> <li>5. Insure salary recommendations are appropriate to the position</li> </ol> <p>When the waiver has been totally approved, Human Resources request a PAR from the requesting department.</p>
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**Regent's Report:** Staff Regent Harr reported Dr. Andrews will be hosting a BOR retreat this Friday in Lexington. The new members were sworn in to their positions in August and the next regular meeting will be September 24, 2015. The Governor's Conference will be in September, also, and Staff Regent Harr will have a more detailed report during the October meeting.

**Human Resources Report:** Harold Nally discussed the meeting he had with Chair Dennis last week regarding professional development on campus. Michelle Hutchinson met with the UK/PD folks and discussed different issues—including how to get staff members to attend professional development sessions. There have been three days set aside during the fall semester for professional development sessions—September 17, October 20, and November 17. All staff members will receive an email survey invitation outlining professional development offerings that will elicit feedback on what professional development sessions staff want to have offered in the fall. A representative asked if the sessions could be recorded or streamed live for those staff members unable to leave their physical office location during the professional development sessions. Another representative suggested offering LiveWell/WorkWell points for session attendance. Mr. Nally reminded everyone the sexual misconduct training must be completed online by August 17, 2015. As of July 26, 2015, 545 staff have completed the training (about half). Those staff members who have not completed the training will have their name sent to their VP on

a scheduled basis so the VPs are aware of who has not completed training within their division. All students are required to complete the sexual misconduct training, also.

**Cabinet Report:** VP Patrick was not present and no report was given.

**Old Business:** None.

**New Business:** None.

**Announcements:**

- **Friday, August 7: SOAR**
- **Wellness Center hours will be adjusted for student training August 10 – 12. Check website for details. Full hours will resume on August 15<sup>th</sup>!**
- **Wednesday, August 12: Continental Breakfast, CCL (8:00 a.m. – 9:45 a.m.)  
Convocation, Button Auditorium (10:00 a.m.–11:30 a.m.)  
Lunch, Crager Room, ADUC (11:30 a.m. – 12:45 p.m.)  
First Year Student Move-In (1:00 p.m. – 8:00 p.m.)**
- **Thursday, August 13: First Year Student Move-In (8:00 a.m. – 11:00 a.m.)  
VOLUNTEERS NEEDED!  
New Student Induction Ceremony, Laughlin (4:00 p.m.)**
- **Saturday, August 15: Street Dance/Ice Cream Social, ADUC Commons (7-9 pm)**
- **Monday, August 17: All on-campus and off-campus classes begin**
- **Monday, September 7: Labor Day—UNIVERSITY CLOSED**
- **Labor Day weekend: Possibility of three day power outage at Wellness Center**
- **Monday, September 14: Next Staff Congress meeting 1:00 p.m. (Riggle Room, ADUC)**
- **UK Professional Development Opportunities: September 17, October 20, & November 17: TOPICS TO BE ANNOUNCED SOON! Watch the HR portal site and the Staff Congress Newsletter!**

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

Minutes submitted by: Clarissa Purnell, Secretary