



**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
September 14, 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>	Shannon Harr, Staff Regent
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Chair Dennis called the meeting to order at 1:00 p.m. and immediately suspended business so Tim Holbrook could take a group picture of the 2015-2016 Staff Congress.

<b>Motion:</b>	To approve the minutes from the August 3, 2015 meeting	
	<b>Proposed:</b> Rep. Esposito	<b>Seconded:</b> Rep. LaFontaine
<b>Called for Vote:</b>	Motion passed.	

<b>Chair's Report</b>	Chair Dennis moved to the Vice-Chair's report.
<b>Vice-Chair's Report</b>	<p>Vice-Chair Niles reported the website is current and everyone now has a picture attached on the Portal page. Vice-Chair Niles has a copy of everyone's updated picture they had taken in the studio and will work on uploading the updated pictures.</p> <p>Vice-Chair Nile stated last Wednesday was the first President's Leadership Council (PLC) meeting this semester and gave high-lights of the presentation that was given regarding our enrollment. The full presentation may be accessed on the President's Leadership Council webpage. Overall, the estimated enrollment was down slightly, but this seems to be a state-wide and national trend. Graduate enrollment dropped significantly over the last several years but fall 2015 appears to be down only 27 students from the previous year. The Graduate Office has put together a plan to increase enrollment going forward. Vice-Chair Nile went over some of the capital projects that are in-progress on campus such as the Derrickson Agricultural Housing project (\$2.7 million), residential hall construction (\$30 million), parking garage/dining hall (\$17 million) and the ADUC</p>

	renovation/expansion (\$49 million). The Hogge building will be razed once the ADUC renovation/expansion is completed as Admissions and Financial Aid will move into their new location in ADUC. State funds will be solicited for construction of the Excellence in Teaching in Music/Performing Arts Center in the 2016-2018 budget, the Eagle Walk is still to be determined, and the Alumni/Welcome Center will be constructed from private funds. Vice-Chair Niles outlined the technology progress that is being made on campus including MS Office 365, Pomeroy's work, and the Portal will be upgraded and possibly outsourced (front-facing site).
<b>Secretary's Report</b>	Secretary Purnell reported the supply balance for September was \$1,048.61. Staff Congress did not have to pay for the refreshments for the August meeting and encumbered \$63.28 for today's refreshments.

### Committee Reports

<b>Benefits &amp; Compensation</b>	Committee Chair Benton reported he is scheduled to attend an Employee Benefits Committee meeting and will schedule a meeting with the Staff Congress Benefits & Compensation members after attending the standing committee meeting. Chair Dennis requested that Representative Benton ask if there will be any increases/changes to the upcoming benefits in the standing committee meeting.
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<b>Credentials &amp; Elections</b>	Committee Chair Pace did not have a report, although she indicated she would schedule a meeting with the committee to review the area versus EEO category structure of the Congress constituency.
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<b>Sustainability Committee</b>	Representative Niehoff announced that October is Sustainability month and there will be many activities during that month. MSU is currently participating in the Outdoor Nation competition. MSU is the only school in Kentucky that is participating in the challenge and as of Sunday, September 13 <sup>th</sup> , MSU was ranked thirteenth in the competition. Students may submit information if they have a sustainable project for which they need funding. EarthWise Eagles will be giving away a \$1,000 grant for sustainable research and it is open to undergraduate and graduate students. Information and rules for applying appear on the website. For more information on events, please go to the EarthWise website.
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<b>Staff Issues</b>	Committee Chair McDaniel reported there were five new concerns submitted. They were: <ol style="list-style-type: none"> <li>1. There were two concerns submitted regarding visitors/external workers in Ginger Hall. These concerns were forwarded to Beth. When Beth did not reply, the concerns were forwarded to Steve Richmond and Rick Linio. Steve indicated he would be</li> </ol>
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more than happy to come to the next Staff Congress meeting and discuss the concerns. Steve said two different emails were sent to those working in Ginger that could be affected by the work and this is the first report he had of damage or disturbance.

2. The second concern stated the employee was walking back from having lunch at Arby's and was disturbed by the smokers across from Lappin Hall. This concern was sent to MSUPD and they did state there was a designated smoking area across from Lappin. While they do patrol for this type of behavior, they do have other concerns and have raised the fines for smoking in non-designated areas on campus. The fines are as follows: first offense (\$50 fine), second offense (\$100 fine), and third offense (\$200 fine).
3. The third concern was regarding the amount of compensation rewarded when staff receive an advanced degree. The information used to be on the HR website, but it no longer there. This concern was sent to Harold Nally, who stated the information was on the website, employees must access the information through the Portal.
4. The fourth concern was in regards to the cleanliness of the women's locker rooms in the Recreation Center. This concern was sent to Jane and Jeremiah who replied they would meet with the cleaning staff and have the locker rooms cleaned more regularly.
5. The fifth concern asked if the tuition waiver would cover the new winter term. This concern was sent to Harold Nally and Suzanne Hogge replied the waiver would cover the winter term as long as the staff member stayed within their allotted hours per year.

*NOTE: All submitted Staff Concerns may be seen in their entirety, along with the corresponding response, on the Staff Congress Portal site. Login to the Portal site, go to Employee Services, select Staff Congress, and then choose the Past Staff Concerns button. There will be a listing by month and year of the Staff Concerns from which you may choose to review.*

Representative Pace indicated there was a slightly concerning episode with people in Allie Young going into bathrooms and thinks that external contractors should have some type of standard university-issued name badge they must wear while working in buildings/on campus. Chair Dennis agreed and indicated he would ask Beth if there was somewhere on campus the identification badges could be issued before contractors begin working.

	There should be a standard policy in place to get an identification badge or some type of identifying work-shirt.
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**Regent's Report:** Staff Regent Harr updated representatives regarding the Special BOR meeting held on August 27<sup>th</sup>. Four new BOR members were sworn in and everyone attending the ribbon-cutting ceremony for the Craft Academy. The following officers were elected by affirmation: Vice-Chair, Patrick Price; Secretary, Sharon Reynolds; and Treasurer, Beth Patrick. The BOR approved the Founder’s Day Award for two people this year—Carol Johnson and a posthumous award to W. H. “Honie” Rice (for whom the Facilities building was named). The discussion of the day was sexual harassment and conduct rules and how they have changed. The students must also complete a different module of the sexual harassment training that is a companion to the modules faculty and staff completed prior to the beginning of the semester. The reporting requirements were also discussed. The next quarterly meeting will be on Thursday, September 24<sup>th</sup> at 9:00 a.m., the Audit meeting will be on Thursday, November 5<sup>th</sup> at 8:00 a.m., and the Governor’s Conference on Post-Secondary Education will be September 28-29 in Lexington. President Andrews is scheduled to speak during the conference and Gubernatorial Candidates Matt Bevins and Jack Conway will be attending to present their stance on higher education.

**Human Resources Report:** Harold Nally was not present and no report was submitted.

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

**Old Business:** None.

**New Business:** None.

**Announcements:**

- Tuesday, September 15: Resume Blitz (ADUC, 2<sup>nd</sup> Floor) 10:00 a.m. – 2:00 p.m.
- Wednesday, September 16: Resume Blitz (ADUC, 2<sup>nd</sup> Floor) 10:00 a.m. – 2:00 p.m.
- Saturday, September 17-18: Family Weekend; Employee picnic prior to football game Saturday in the Tailgate area. Must RSVP to attend.
- Saturday, September 17: Arts & Eats, downtown Morehead
- Wednesday, September 23: Career Fair 101 (Career Center) 3:00 p.m. – 4:00 p.m.
- Tuesday, September 29: Career Fair, Crager Room (ADUC) 10:00 a.m. – 1:00 p.m.
- Thursday, October 1 – Friday, October 2: FALL BREAK (Students only)
- Monday, October 5: Next Staff Congress meeting 1:00 p.m. (Riggle Room, ADUC)
- Friday, October 9 – Sunday, October 11: MSU HOMECOMING WEEKEND
- UK Professional Development Opportunities: September 17, October 20, & November 17. Go to HR Portal site to register! Please encourage fellow staff to register and attend. If you register and cannot attend, please let Michelle Hutchinson or Benji Bryant know you will not be in attendance.

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

Minutes submitted by: Clarissa Purnell, Secretary