



**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
November 2, 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	
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.

Guests:	Shannon Harr, Staff Regent; Harold Nally, Director HR; Beth Patrick, VP Admin & Fiscal Services; and Suzanne Hogge, Associate Director Compensation & Benefits.
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Chair Dennis called the meeting to order at 12:55 p.m.

Motion:	To approve the minutes from the October 5, 2015 meeting.	
	Proposed: Rep. Esposito	Seconded: Rep. Lafontaine
Called for Vote:	Motion passed.	

Chair's Report	<p>Chair Dennis reported the two main topics at the last PLC meeting were the Academic Index and the MAP program. Chair Dennis deferred the floor to VP Patrick and asked her to talk about the AI and MAP program.</p> <p>VP Patrick stated the Cabinet had been working for several weeks looking at enrollment and considering data IR had compiled on Student Success. The data suggests that when the AI is at the 550 threshold, there is a larger jump in student retention and an increased graduation rate. Although we cannot immediately jump to an AI of 550, the University is going to gradually move the AI in that direction. With the gradual movement of the AI, students will go into one of two paths—provisional or unconditional enrollment. At the point a student is admitted provisionally, John Ernst’s group will move in and work with the student to ensure relevant services are available and the students have the resources to ensure academic success. The regional population where most of the students are from is shrinking in size and the University is hoping to attract more students outside the service region. As Performance Funding is put into place, our goals as a University in regards to retention and graduation rates will factor into how much money will be allocated to our budget. In regards to the MAP program, the MAP program was created when pcs first hit campus. Money will be distributed based upon</p>
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	<p>the FTE of a department/unit. The money distribution will be based upon the FTE of the department/unit each year and can be rolled over in the line item. If additional funds are available in other line items of the individual budget, money may be transferred into the account for computer purchases, but money in the line item for technology purchases cannot be transferred to other line items within the budget. The technology line cannot be used as a clearinghouse to roll over excess money each year. The purchase of computers will be made by the individual in control of the individual budget for each department/unit to ensure those with the biggest need for computer replacement will receive a computer. It also allows control of what type of computer is purchased for the individual needs of the department/unit based upon the type of work the employee performs. The computers will be purchased from a website that is currently being made for MSU and the computers will ship directly to the employee. When the employee receives the machine, it will be MSU tagged, imaged, etc. If an employee needs file transfer or other work performed, they can call IT and put in a work order. IT will service the computer as long as it is under warranty, but they cannot guarantee work will be completed if the machine is out of warranty.</p>
Vice-Chair's Report	<p>Vice-Chair Niles reported the portal page is updated and there is a new Staff Profile tab on the portal page. Each month, a new staff member will be profiled on the page so other employees may learn more about them and their work. The first employee profile is Cory Clark, Minority Academic Services Coordinator. If you have someone you would like to see profiled on this page, please email Vice-Chair Niles. Chair Dennis indicated we would like to profile relatively new employees on the page.</p>
Secretary's Report	<p>Secretary Purnell reported the supply balance for November was \$2773.72. No expenditures have been incurred during the last month.</p>

Committee Reports

Benefits & Compensation	<p>Committee Chair Benton was not present and no report was submitted.</p>
Credentials & Elections	<p>Committee Chair Pace indicated she wanted to meet with the C&E committee members one more time prior to introducing the representation model to Staff Congress for the initial reading to make sure language, etc., is correct. If accepted, the new representation model will move from EEO to area representation. The proposed model will be required to be read twice and then voted upon by representatives. The first reading will be in December, subsequent reading in January and then a vote after the January meeting, most likely in February.</p>
Sustainability Committee	<p>Representative Niehoff told representatives the committee is applying for the Green Ribbon Designation for MSU. WKU won this designation last</p>

	year. If you have any information that would facilitate Rep. Niehoff in the application process, please email her the details.
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<p>Staff Issues</p>	<p>Committee Chair McDaniel reported there was one concern submitted since the last Staff Congress meeting. It read as follows:</p> <p><i>Due to construction of the East Parking Facility, Earl Clements Lane is often congested with vehicular traffic, specifically large 'dump' trucks. During the week, it's not uncommon to see student, Physical Plant and other delivery-type (i.e., Pepsi) vehicles park on the street near the Alumni Tower bridge, in clear violation of the yellow curb. Anyone attempting to reach the Eagle Lake Apartments or Recreation and Wellness Center has to zig zag thru the obstacle course created by this situation. Would it be possible to monitor this more closely, or designate another area as a unloading or 'drop off' zone?</i></p> <p>The staff concern was sent to Chief Harrison who responded: We will monitor more frequently. The loading/unloading for delivery trucks, etc. has always occurred. The construction had just made it worse. With construction, there will be numerous obstacles to overcome. We will have to deal with them with patience. Thanks!</p> <p>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.</p>
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Regent's Report: Staff Regent Harr stated he didn't have a lot to report since the BOR's next meeting will be Thursday, November 5th at 9:00 a.m. The Audit meeting will convene at 8:00 a.m. prior to the BOR meeting. These meetings are open to the public and everyone is invited to attend if they are interested. At 1:30 p.m. on November 5th, there will be a naming ceremony for one of the new dorm residences opening at the University Farm. Demolition will begin on the other duplex building and the second residence hall construction will begin.

Human Resources Report: Harold Nally informed representatives open enrollment would be in the next few weeks. They have been diligently trying to get the information in shape and ensure that they have the best plan offerings for MSU employees. Currently, MSU is in a period of transition with health care benefits due to the changes in healthcare and what it costs us as individuals. The Affordable Care Act regulations are changing. As an institution, last year we were around \$4.1 million in deficit—one decision was to cut \$750,000 out of the cost of benefits at the same time as charges in healthcare are increasing. Going into this, we knew we it would be a challenge. We have hired a broker to help the institution negotiate and are looking at restructuring the plans. We have partnered with WKU and are using the broker they are using to try to get the best possible bang for our healthcare buck. The broker (Sibson) is working with Anthem and performing data analytics on our claim history. Sibson has been

working with MSU since September 1. Anthem initially stated there would be a 19.9% rate increase for us. With Sibson's negotiations, Anthem lowered the rate increase to 9.9%. Sibson will also help us gather information over the next year on the benefits of MSU becoming self-insured. We are also looking at working with sister institutions on the prescription coalition that is run under UK. Since we are staying with Anthem this year, there will be increases and we are looking at areas where the employees have choices. We are trying to protect the base plan. Rate changes will be presented to the PLC on Wednesday, November 4. November 16th will be the day open enrollment begins. Information about open enrollment will be sent to employees approximately one week prior. We are also working on a shift from wellness discounts on health insurance premiums to money being put into the employee's HRA account. There has been no final decision yet, but there will be less money in our HRA accounts this year. Currently, MSU is providing employees with more HRA money than any other institution.

Cabinet Report: VP Patrick stated the VP of Student Life position will be vacated when Madonna Weathers retires and the position will be revamped with new responsibilities and a new title of VP for Student Success. There will be an AVP for Enrollment and an AVP for Student Success who will report to the VP of Student Success. With this change, MSU will focus on recruiting the right students, the students will have what they need to be successful at MSU, and the right support and co-curricular experience will be in place for students attending MSU. ADUC will be offline at the end of May, 2016. Temporary food service will be in place in a building behind Lappin at that time. MSU is currently in the bidding process and hopes to obtain the old Rowan County Board of Education Building. If the RCBE building is purchased, that building will be used for office, meeting, and conference space while ADUC is offline for renovations. The only enterprise that will remain open in ADUC during the renovations is the University Bookstore.

Old Business: None.

New Business: Representative Esposito opened discussion regarding whether Staff Congress wanted to have a coat drive for students again this year. Rep. Esposito stated there are still around 24 coats from the donations given last year and approximately 7-8 coats were distributed last year. The biggest need last year seemed to be for gloves, scarves, and hats. Representatives concurred the coat drive should be held again this year and the additional items of gloves, scarves, and hats would be solicited. A suggestion to work with Jamie and April to Tweet details was made. Rep. Esposito also handed out flyers to representatives with details of the Suit Bank Showdown that will be held from November 9 – December 9. Professional clothing items will be assigned points and units/departments can work together to donate and accumulate points. The team with the most points will be awarded a traveling trophy for the year. Rep. Niehoff asked if there was a way to keep the weight of donations as that can be counted towards our recycling efforts.

Announcements:

- **Saturday, November 7: Open House**
- **Monday, November 9 – Wednesday, December 9: Suit Bank Showdown**
- **Wednesday, November 25 – Friday, November 27: Thanksgiving Break (No Classes or Office Hours)**
- **Wellness Center Hours of Operation Thanksgiving Week will be as follows:**
 - **Sunday, November 22 - 2:00 p.m. to 11:00 p.m. (normal)**
 - **Monday, November 23 - 6:00 a.m. to 11:00 p.m. (normal)**
 - **Tuesday, November 24 - 6:00 a.m. to 8:00 p.m. (shortened)**
 - **Wednesday, November 25 - 6:00 a.m. to 3:00 p.m. (shortened)**
 - **Thursday, November 26 - CLOSED**

- Friday, November 27 - **CLOSED**
- Saturday, November 28 - 9:00 a.m. to 1:00 p.m. (shortened)
- Sunday, November, 29 - 2:00 p.m. to 11:00 p.m. (normal)
- Monday, December 7: Next Staff Congress meeting 1:00 p.m. (Riggle Room, ADUC)

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

Minutes submitted by: Clarissa Purnell, Secretary