



**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
January 11, 2016**



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; Shayla Dunn, Benefits Manager, Michelle Hutchinson, Employment and Training Manager, Dr. Janet McCoy, Director Center for Leadership and Professional Development.
----------------	---

Chair Dennis called the meeting to order at 1:03 p.m.

Motion:	To approve the minutes from the December 7, 2015 meeting.	
	Proposed: Rep. Esposito	Seconded: Rep. Jolley
Called for Vote:	Motion passed.	

Chair's Report	<p>Chair Dennis suspended business so Dr. McCoy could give representatives a presentation on new professional development offerings through CLPD.</p> <p>After business commenced at 1:22 p.m., Chair Dennis stated the Executive Council met last week. There will be two items in New Business up for vote: The first reading of the new representation model and Rep. Esposito has a Resolution to bring forth to congress. There will not be a President's Leadership Council meeting until February 10, 2016.</p>
Vice-Chair's Report	<p>Vice-Chair Niles stated the Staff Congress portal site was up to date. Vice-Chair Niles is looking for a new staff member to profile. There will be a Staff Salute posted for the Facilities personnel who celebrated perfect attendance for the year. Vice-Chair Niles asked if representatives know of someone who would be a candidate for the Staff Profile to forward their contact information to him.</p>
Secretary's Report	<p>Secretary Purnell reported the supply balance for November was \$2701.62. There was a \$24.60 expenditure for December's refreshments.</p>

Committee Reports

Benefits & Compensation	<p>Committee Chair Benton was not present. Chair Dennis asked Harold Nally if he had received questions from Rep. Benton. Mr. Nally stated he had received the questions today. As to the comparison of institutional health benefits—that could possibly be released in February. The was a question as to whether an employee could add a spouse or dependents not covered on their MSU health insurance to their HRA card for purchasing approval. Spouses not covered on MSU health insurance can be added to the HRA card and HR is checking as to whether the same applies to dependents not covered on the MSU health insurance. The last question was regarding what would happen to employee balances on their HRA accounts if the HRA would cease to exist. Mr. Nally responded under IRS guidelines, if we go to a HSA, the remaining HRA balance should be able to be rolled over into the new HSA account. However, if an employee leaves university employment, unless they are covered under a COBRA plan, they forfeit the money in their HRA account.</p>
------------------------------------	--

Credentials & Elections	<p>Committee Chair Pace indicated she would have the first reading of the new representation model during New Business. Committee Chair Pace wanted to remind representatives of the attendance policy. If a representative misses three consecutive meetings or five meetings within a year (July-June), the representative will be removed from Staff Congress. It is a liberal attendance policy and it is very important representatives attend.</p>
Sustainability Committee	<p>Representative Niehoff was not present and no report was submitted.</p>

Staff Issues	<p>Committee Chair McDaniel reported there many concerns submitted since the last Staff Congress meeting. Concerns were as follows:</p> <ol style="list-style-type: none"> 1. CONCERN: I heard that Todd Thacker was now the director of the power plant. Is this a new position? Was there an advertisement for that position? RESPONSE Harold Nally (HR Director): Mr. Thacker is now the Director of Utility Services. This is a new position, funded from an eliminated position in facilities and was filled through a reorganization. 2. CONCERN: There was a new position filled in HR with no advertisement or search conducted (summary of issue). RESPONSE from Harold Nally (HR Director): This position was previously posted, interviews conducted, and filled from the pool of applicants. The successful applicant left the position. At that time, the second strongest candidate in the original candidate
---------------------	---

pool was given the opportunity to accept the job and they were put into the position.

There was additional conversation regarding the positions being filled with search waivers or the lack of advertisement/interviews for new positions. These issues have been addressed in Staff Congress meetings in the past, but we still have employees submitting concerns. Mr. Nally stated if there are options available for placement, they should be utilized if the use of those options are warranted. Mr. Nally stated it is HR's mission to develop employees within the organization for placement. When an employee is placed in a new position or moved into a position that is not advertised, there is a procedure that must be followed. It is not HR making the unilateral decision—the discussion goes through HR, Diversity, the President's Office, the VP level, Budgets, etc. There has to be justification for such personnel moves.

3. **CONCERN:** I was told that the increase in our health care was because of a budget cut not because of a "general increase" by our health care provider. Is this true? If it is true who made the decision?

RESPONSE from Harold Nally (HR Director): Thank you for your email regarding the cost increase for health insurance. The bottom line is both the \$750,000 budget cut to MSU's health benefits and our high claims experience impacted the increase cost for both what MSU and employees currently pay.

4. **CONCERN:** There were two concerns submitted regarding the WellPoints system, who came up with the system, and staff calling HR with no one answering the phones (summary of issues).

RESPONSE from Harold Nally (HR Director): We are going to have upcoming training sessions this month regarding the WellPoints system and Wellness Portal. There was a survey conducted campus-wide in the fall, HR has worked with CERNER and SIBSON and the Wellness Committee in order to develop the new system.

There was additional discussion among representatives and HR representatives regarding employee input for the Wellness system now in place. Representatives expressed concern that staff did not have a voice when the system was being developed and asked for specific staff names that were in the meetings. HR could not provide the names at the time of the meeting. A suggestion was made to HR representatives to forward changes in the Wellness portal and/or system to representatives so they could disseminate the information via their constituent lists. There was also a concern the Wellness Champions are not receiving information to disseminate to their area.

	<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>
<p>Guest Speaker</p>	<p>Dr. Janet McCoy, Director CLPD, presented information to representatives regarding the Magna Mentor webinars that are now available online 24/7. The Magna program has a listing of webinars ranging from 20 minutes to 60 minutes-plus. The online webinars may be accessed by faculty and staff and the webinars are organized into five different categories. Items of interest to staff members are primarily located under the top two links on the page. After taking a webinar, MSU employees may print a certificate of participation to include with performance evaluations. Staff can also login into Blackboard and use the webinars as group training. If multiple people are watching a webinar together, please contact Dr. McCoy so an accurate count of participants can be kept. Otherwise, only the person logging into Blackboard would be counted. To be added to Blackboard to view the webinars, contact Dr. McCoy at j.mccoy@moreheadstate.edu or 783-2603. Dr. McCoy also stated, when new faculty orientation occurs, there is room on the regional bus tour for new staff to participate. Dr. McCoy asked the staff to give feedback regarding be a good time to conduct the bus tour so more staff could be included. In the past the trip has occurred during Fall Convocation Week and Fall Break. Would either of these times work or is there a better time?</p>

Regent's Report: Staff Regent Harr reported the BOR will meet in February for a work session and have a regular meeting in March. Regarding the President's retention bonus: In 2011, the BOR decided to codify this retention bonus to the President's contract as an addendum and it is paid 100% by private funds. The retention bonus is a bonus to keep the current President in his position, it is not a retention bonus based on enrollment retention. At the time the addendum to the contract was made there were several presidential searches going on at multiple universities in the state, as well as nationally.

Human Resources Report: Harold Nally introduced Shayla Dunn, Benefits Manager, who gave representatives a tour of the Wellness Portal and explained changes that have been made to the site. Ms. Dunn informed congress this year would be a bonus year for employees, as they would receive the monthly negative contribution on their paychecks for the WellPoints they earned last year, as well as a deposit to the HRA account if they complete the different steps in the new WellPoints program. Next year, the monthly negative deduction from the insurance premium will cease and only deposits to the HRA for WellPoints completed will occur. If employees had a biometric screening in October-November-December, that screening will count toward Phase I of the 2016 Incentive Program. There will be training sessions on the new WellPoints system and Wellness Portal on January 20, January 25, and January 27. Employees can sign up for the training through the Portal. Representatives had questions as to the number of employees who use their HRA and the number of employees who

participate in the Wellness Program. NOTATION: Ms. Dunn received a response after the meeting that spouses and dependents could be on the employee's HRA account.

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

Old Business: None.

New Business: Representative Pace gave the first reading of the new Staff Congress representation model to representatives.

Motion:	To accept the changes in the representation model as presented to Staff Congress.	
	Proposed: Rep. Esposito	Seconded: Rep. Jolley
Called for Vote:	Passed	

Representative Pace stated there would be a second reading of the representation model during the February meeting and a vote taken. If passed, the new representation model will go into effect during the spring elections this year.

Motion:	To table a resolution brought forth to revise UAR 319.02 until further work can be completed by Rep. Esposito and Human Resources.	
	Proposed: Rep. Esposito	Seconded: Rep. Fletcher
Called for Vote:	Passed	

Announcements:

- **Wednesday, January 13: Convocation**
- **Monday, January 18: Martin Luther King, Jr. Day (No Classes or Office Hours)**
- **Tuesday, January 19: Classes Begin**
- **Saturday, January 23: OPEN HOUSE starting at 8:00 a.m. (ADUC)**
- **Monday, February 1: Next STAFF CONGRESS meeting (Riggle Room, ADUC) 1:00 p.m.**
- **Saturday, February 20: OPEN HOUSE starting at 9:00 a.m. (ADUC)**

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

Minutes submitted by: Clarissa Purnell, Secretary