

**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
January 7, 2002**

**MEMBERS:**

*Sharon Beller	Joy Cecil	*David Jessie	Pam Moore	*Belva Sammons	Willis Taylor
Larry Besant	*Rhonda Crisp	Linda Kegley	Carole Morella	Dallas Sammons	Todd Thacker
*T. Bumgardner	Lana Fraley	Rhonda Mackin	*Lonnie Morris	Tim Smith	Jonell Tobin
Vincent Butler	*Patty Eldridge	*Jackie McCleese	Lora Pace	*Jeannine Stevens	Madonna Weathers
Gene Caudill	*Michael Hopper	Zach McClurg	Darlene Ramey	*Stephanie Stewart	Rick Williams

\*Denotes member was absent

**Guests:** Porter Dailey, Administrative & Physical Services  
Roger Barker, Human Resources Director

**Satellite:** Rep. Tobin joined the meeting via the distance learning connection from the West Liberty Campus.

Chair Weathers called the meeting to order at 1:06 p.m. A quorum was present.

Vice-Chair Weathers suspended the regular order of business to allow Vice President Dailey to discuss legislation on the agenda in the Kentucky General Assembly effecting health insurance coverage of university employees. VP Dailey indicated there was rumor in Frankfort that the Kentucky legislature may try to make state universities join the state health insurance care pool for health insurance coverage. Universities, cities, and counties would either have to bring active employees into the state pool or provide health insurance coverage for their retirees. VP Dailey assured the congress that MSU would oppose this legislation. Opposition to this legislation may cost MSU and their employees more in premiums, but we (the university) would have more control of our coverage plans. If this legislation is passed MSU will request monies earmarked for health benefits that are paid to the state be returned to MSU for use in health care plans. MSU currently has 102 retirees that are not covered by Medicare/Medicaid.

**MOTION:** To approve the December meeting minutes with the following correction: add the word 'report' in the first motion of the report.

**Proposed: Rep. Besant      Seconded: Kegley**

**Called for vote:** Passed

**CHAIR'S REPORT** – Chair Weather's read a letter from Board of Regents Chair Hinkle thanking the Staff Congress for their letter of a appreciation and support. Chair Weather's also shared a letter to the administration regarding the Staff Congress recommendation of the distribution of salary increases for the 2002-2003 fiscal year. The congress recommends any salary increase package of up to 3% be applied across the board to all employees and any funds above the 3% be equally distributed between faculty and staff pools and applied through existing merit systems or across the board.

**VICE-CHAIR'S REPORT** - No report. Vice-Chair Jessie was absent due to the birth of twin sons, David and Hunter Jessie.

**SECRETARY'S REPORT** – No report.

**Committee Reports**

**Credentials and Elections Committee** – No report.

**Standing Appointments Sub-Committee** –

**Fiscal Affairs Committee** – No Report.

**Personnel Policies and Benefits Committee** – Committee Chair Thacker reported that the tuition waiver benefit for retirees is still in the University Benefits Committee. The PPB Committee will be meeting on the life insurance policy in the near future.

**OLD BUSINESS** - None.

**NEW BUSINESS**

Rep. P. Moore brought up the issue of the typing test that is administered for clerical pool applicants. Some clerical staff feel that basic computer skills may be more beneficial than the ability to type 50 words per minute. Human Resources Director, Roger Barker informed the congress that HR is looking at a new skills software program to address some of these issues. Some members of the congress felt that typing speed was important and should be retained as a requirement. The PPB committee will review the typing test requirements and report back to the congress.

**MOTION:** Chair Weathers is to draft a letter to President Eaglin from the Staff Congress supporting the administration's position of the university remaining self insured in the the health insurance field.

**Proposed: Rep. B. Caudill      Seconded: Rep. Thacker**

**Regents Report** - No report

**ANNOUNCEMENTS**

The next meeting will be 02/0/02.

**MOTION:**  
Adjournment

**Proposed: Rep. Thacker      Seconded: Rep. B. Sammons**

**Called For Vote:**  
Passed. Meeting adjourned at 1:45 p.m.

**Minutes by:**  
Dallas F. Sammons, Secretary

**Staff Congress Agenda  
Monday February 4, 2002  
Riggle Room 1 pm**

- I      Call to Order
- II     Welcome/Guest
- III    Approval of the Minutes

- IV Chair's Report
- V Vice Chair's Report
- VI Secretary's Report
- VII Committee Reports
  - Credentials and Elections
  - Standing Appointments Sub-Committee
  - Fiscal Affairs
  - Personnel Policies and Benefits
  - University Employees Benefits Committee
- VIII Old Business
- IX New Business
- X Discussion

Announcements

- Meeting dates 2001-2002 - All meetings are Mondays at 1:00 pm in the Riggle Room.
- March 4, 2002
- April 1, 2002
- May 6, 2002
- June 3, 2002
- July 1, 2002

MOREHEAD STATE UNIVERSITY

**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
February , 2002**

**MEMBERS:**

*Sharon Beller	Joy Cecil	David Jessie	Pam Moore	Belva Sammons	Willis Taylor
Larry Besant	Rhonda Crisp	Linda Kegley	Carole Morella	Dallas Sammons	*Todd Thacker
T. Bumgardner	Lana Fraley	Rhonda Mackin	Lonnie Morris	Tim Smith	Jonell Tobin
*Vincent Butler	Patty Eldridge	*Jackie McCleese	Lora Pace	*Jeannine Stevens	Madonna Weath
Gene Caudill	Michael Hopper	Zach McClurg	Darlene Ramey	Stephanie Stewart	*Rick Williams

\*Denotes member was absent

**Guests:** None

Chair Weathers call the meeting to order at 1:04 pm. A quorum was present.

<b>Motion:</b>	To approve the January meeting minutes with the following corrections: delete "a" from line 2 of the Chair's report; add "no report" on the Standing Appointments Sub-Committee, correct meeting date to 02/02/02 under announcements.	
	<b>Proposed: Rep. Pace</b>	<b>Seconded: Rep. Cecil</b>
<b>Called for vote:</b>	Passed	

<b>CHAIR'S REPORT:</b>	Chair Weathers reported that she had conveyed the staff congress's support of the administration position regarding the state legislature's proposal to require state universities participate in the state health insurance program. Morehead State University WILL NOT support the proposal and will attempt to remain exempt from state health insurance program. Chair Weathers has not received any response from the administration regarding the distribution of the 3% salary pool.
<b>VICE-CHAIR'S REPORT:</b>	No report.
<b>SECRETARY'S REPORT:</b>	No report.

**Committee Reports**

<b>Credentials and Elections Committee:</b>	Committee Chair Rep. Hopper reported on the status of the on-line staff congress election project and distributed a memo regarding elections to congress member There are currently approximately 200 staff members (primarily Physical Plant employees) that do not have university web accounts which are needed to vote i on-line election. Computer access for Physical Plant employees would be made available in a conference room in the Rice Maintenance Building. Training sessio would be made available for those employees that need to establish web accoun Information regarding the on-line voting procedures and training sessions will be sent to all staff employees. Staff Congress nomination forms will be mailed to all staff members on March 1, 2002. The deadline for nominations to be returned i March 22, 2002. A sample ballot will be mailed to all staff on April 1, 2002. Elec reminders will be sent to all staff on April 29,2002. The staff congress election
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MOREHEAD STATE UNIVERSITY

be May 15, 2002. The following categories will have vacancies to be elected:

- Professional/Non-Faculty (2 three-year terms)
- Secretarial/Clerical (2 three-yr. terms and 1 one-yr. term)
- Service/ Maintenance (one three-year term)
- Skilled Crafts (one three-year term)
- Technical/Paraprofessional (one three-yr. term and one two-yr. term)
- At-Large (3 three-year terms)

<b>Standing Appointments Sub-Committee:</b>	No report.
<b>Fiscal Affairs Committee:</b>	No report.
<b>Personnel Policies and Benefits Committee:</b>	No report.
<b>University Employees Benefits Committee:</b>	No report.

**OLD BUSINESS** - None

**NEW BUSINESS**

There was a discussion of evaluation of supervisors. Currently there is no policy or form to evaluate supervisors. The only supervisors evaluated are Vice-Presidents. Some congress members felt there should be an evaluation of up line supervisors.

It was brought to the attention of the congress that there is no place to evaluate "professional development" on the current performance evaluation form.

**REGENTS REPORT** - No report.

**ANNOUNCEMENTS**

Dr. William Hudson has been appointed as the new Associate Dean of Retention. He has appointed a committee of university officials to a retention committee.

Rep. Pam Moore has been promoted to Academic Support Specialist in the Office of Retention.

The next meeting will be 03/04/02.

<b>Motion:</b>	To adjourn	
	<b>Proposed: Rep. Pace</b>	<b>Seconded: Rep. Ramey</b>
<b>Called for vote:</b>	Passed	

Minutes submitted by: Dallas F. Sammons, Secretary

**Staff Congress Agenda  
Monday February 4, 2002**

MOREHEAD STATE UNIVERSITY

**Riggle Room 1 pm**

**I Call to Order**

**II Welcome/Guest**

**III Approval of the Minutes**

**IV Chair's Report**

**V Vice Chair's Report**

**VI Secretary's Report**

**VII Committee Reports**

- **Credentials and Elections**
- **Standing Appointments Sub-Committee**
- **Fiscal Affairs**
- **Personnel Policies and Benefits**
- **University Employees Benefits Committee**

**VIII Old Business**

**IX New Business**

**X Discussion**

**Announcements**

- **Meeting dates 2001-2002 - All meetings are Mondays at 1:00 pm in the Riggle Room.**
- **April 1, 2002**
- **May 6, 2002**
- **June 3, 2002**
- **July 1, 2002**

Staff Congress Minutes

<b>MOREHEAD STATE UNIVERSITY</b>
<b>STAFF CONGRESS MINUTES</b>
<b>JULY 1, 2002</b>

**MEMBERS:**

Darlene Allen	*Lisa Caskey	*Mike Hopper	*Tina McWain	Belva Sammons	Stephanie Stewart
Sharon Beller	Joy Cecil	David Jessie	Pam Moore	Dallas Sammons	Willis Taylor
Brad Bennington	*Gaylena Cline	Linda Kegley	*Carole Morella	Rhonda Sloan	Jonell Tobin
Larry Besant	Rhonda Crisp	M. LaFontaine	Lora Pace	Tim Smith	Barbara Ward
T. Bumgardner	Lana Fraley	Rhonda Mackin	Darlene Ramey	Doug Snedegar	Ricky Williams

\*Denotes member was absent

<b>Guests:</b>	Roger Barker, Director of Human Resources
	Madonna Weathers, Vice-President for Student Life

Vice-Chair David Jessie called the meeting to order at 1:08 p.m. A quorum was present.

<b>Motion:</b>	To approve the June 3, 2002 minutes with the following correction: change 'will be' to 'was' under the Regent Report.	
	<b>Proposed:</b> Rep. Stewart	<b>Seconded:</b> Rep. Beller
<b>Called for Vote:</b>	Passed	

**ELECTION OF STAFF CONGRESS OFFICERS**

Vice-Chair Jessie announced Belva Sammons had resigned her position as Parliamentarian so he appointed Pam Moore as temporary Parliamentarian to oversee election of Staff Congress Officers. Representatives Bennington and Cecil served as tellers for the election.

Rep. Pace and Rep. B. Sammons nominated for Staff Congress Chair. Both candidates accepted nominations.

<b>Motion:</b>	To cease nominations for Staff Congress Chair	
	<b>Proposed:</b> Vice-Chair Jessie	<b>Seconded:</b> Rep. Kegley
<b>Called for Vote:</b>	Passed	

Paper ballots were distributed, collected, and counted by tellers and Parliamentarian. Representative Pace elected as Chair.

Rep. David Jessie nominated for Vice-Chair. Nomination accepted.

## Staff Congress Minutes

<b>Motion:</b>	To accept David Jessie as Vice-Chair by acclamation	
	<b>Proposed:</b> Rep. Tobin	<b>Seconded:</b> Rep. B. Sammons
<b>Called for Vote:</b>	Passed	

Rep. Rhonda Crisp nominated for Secretary. Nomination accepted.

<b>Motion:</b>	To accept Rhonda Crisp as Secretary by acclamation	
	<b>Proposed:</b> Rep. LaFontaine	<b>Seconded:</b> Rep. Cecil
<b>Called for Vote:</b>	Passed	

**New Chair Lora Pace conducted the meeting from this point forward.**

<b>Chair's Report</b>	All employees should have received email from President Eaglin in referenc to the 2002/2003 Fiscal Year Budget. Some physical plant employees did not receive it, but copies will be printed to distribute to them. Personnel rosters are available at the Library. Supervisors should have received a spreadsheet showing salary increase for their employees.
<b>Vice-Chair's Report</b>	Rebecca McGinnis is trying to work out a new place for Staff Congress to meet since ADUC will be unavailable.  Rep. Besant said there is space available at the Library if needed. Location: Open Reading Area on the 4th floor. It is not private, but is quiet and would be large enough to accommodate Staff Congress.
<b>Secretary's Report</b>	No Report

### Committee Reports

<b>Credentials and Elections</b>	No Report
<b>Standing Appointments Subcommittee</b>	No Report
<b>Fiscal Affairs</b>	No Report
<b>Personnel Policies and Benefits</b>	Will be having a meeting soon to discuss PG 9, 10, 48, 49, and 52.
<b>University Employees Benefits Committee</b>	No Report

### Old Business

None



Staff Congress Minutes

**New Business**

Will wait until next month's meeting to appoint new members to sub-committees when more members are in attendance. Chair Pace gave committee chairs the opportunity to explain what each committee handles so new members could be thinking about which committee they would like to serve on. Outgoing Secretary D. Sammons will update Staff Congress Member List so we will know who is still on committees.

Chair Pace will name Parliamentarian by next meeting and will inform members of location for that meeting.

The President's office wants a Staff Congress member to sit on a committee in reference to the Family Picnic that happens before school starts each year. Rep. LaFontaine volunteered to attend.

**Questions for Roger Barker, Director of Human Resources:**

1. **Will employees get employment letters?** They are printed. HR is waiting for approval from administration to send.
2. **When does the Fiscal Year start for use of 12 days of Family Sick Leave? Is it January 1 or July 1?** July 1 - June 30 is the fiscal year for Family Sick Leave and FMLA.
3. **If an employee makes less per hour than the compensation scale shows, how does the supervisor handle it?** Put in a PAR to meet the new minimum.

**Regent Report**

No Report

**Announcements**

Rep. Moore thanked Rep. Bennington and Rep. Cecil for helping with the election and congratulated new officers.

Madonna Weathers gave out information to members about the start of school events for the fall semester.

Rep. Besant expressed thanks to Madonna Weathers for excellent past leadership of Staff Congress.

The University Games will take place again this year. It will be the sixth year for the games.

Next meeting will be August 5th.

<b>Motion:</b>	To adjourn	
	<b>Proposed:</b> Rep. Moore	<b>Seconded:</b> Rep. Kegley
<b>Called for Vote:</b>	Passed	

Minutes submitted by: Rhonda Crisp, Secretary

**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
AUGUST 5, 2002**

**MEMBERS:**

Darlene Allen	Lisa Caskey	Mike Hopper	Tina McWain	Belva Sammons	*Stephanie Stewart
Sharon Beller	Joy Cecil	David Jessie	Pam Moore	Dallas Sammons	*Willis Taylor
Brad Bennington	Gaylena Cline	Linda Kegley	Carole Morella	Rhonda Sloan	*Jonell Tobin
Larry Besant	Rhonda Crisp	M. LaFontaine	Lora Pace	Tim Smith	*Barbara Ward
T. Bumgardner	Lana Fraley	Rhonda Mackin	*Darlene Ramey	Doug Snedegar	*Ricky Williams

\*Denotes member was absent

<b>Guest:</b>	Roger Barker, Director of Human Resources
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Chair Pace called the meeting to order at 1:03 p.m. A quorum was present.

<b>Motion:</b>	To approve the July 1, 2002 minutes with the following correction: remove 'Gene Caudill' from the membership list	
	<b>Proposed:</b> Rep. Moore	<b>Seconded:</b> Rep. Kegley
<b>Called for Vote:</b>	Passed	

<b>Chair's Report</b>	Rep. LaFontaine has been appointed Parliamentarian for the 2002-2003 year. To help members keep track of minutes, etc., three ring binders have been purchased and distributed to each member of Staff Congress. The value of the binders will be evaluated at the May 2003 meeting. Roger Barker has supplied information for the Personnel Policies & Benefits Committee in reference to PG 9, 10, 48, 49 & 52. The committee should make a recommendation prior to the Board of Regents Meeting on September 21. Hopefully, the typing test issue will be resolved in September. It is on hold until Marilyn Moore returns to campus. Vice-Chair Jessie has the committee membership revised and will present it to the Congress.
<b>Vice-Chair's Report</b>	Monthly Staff Congress meetings will be held in the Riggle Room through October. A new location will probably need to be found for the November meeting and definitely by the December meeting. New committee appointments have been made. Members were given the opportunity to stay on their same committee or move. There were several resignations; those members were reassigned to a new committee. New members were appointed to a committee. A vote will be conducted on these appointments in 'Old Business'.
<b>Secretary's Report</b>	The web page has been updated. The monthly minutes and the agenda will need to be printed separately from now on; they are no longer one document. The committee membership will be updated on the web after today's meeting. The Congress spent \$342.16 during the month of July and has a remaining supply balance of \$3,148.84. An email address list was passed around so members could check their email address. Minutes and agendas will be mailed to a home address for members who do not have email.

### Committee Reports

<b>Credentials and Elections</b>	No Report
<b>Standing Appointments Subcommittee</b>	The Faculty Senate Chair contacted Chair Pace with a list to update concerning appointments to the University Standing Committees. They would like to have the updated list by August 15. We need to decide what to do and whether or not to call a special meeting. (Rep. Stewart was out. Chair Pace gave the report.)
<b>Fiscal Affairs</b>	Human Resources is interested in revising evaluation forms for upper level administrators. The President indicated (when he spoke to Staff Congress) that he had charged the Faculty Senate with that task. Roger Barker will contact the Senate about the new evaluation forms once the faculty are back on campus for the fall semester and let Congress know the status.
<b>Personnel Policies and Benefits</b>	No Report

### Old Business

<b>Motion:</b>	To approve committee member appointments with additions of Rep. Lisa Caskey to Personnel Policies and Benefits Committee and Rep. Margaret LaFontaine to Credentials and Elections Committee	
	<b>Proposed:</b> Vice-Chair Jessie	<b>Seconded:</b> Rep. LaFontaine
<b>Called for Vote:</b>	Passed	

<b>Motion:</b>	To suspend business for committees to elect Chairs and Vice-Chairs	
	<b>Proposed:</b> Rep. Moore	<b>Seconded:</b> Vice-Chair Jessie
<b>Called for Vote:</b>	Passed	

Chair Pace called the meeting back to order.

Vice-Chair Jessie announced the Chairs and Vice-Chairs for the committees. They are as follows:

**Credentials and Elections Committee:**

Chair - Margaret LaFontaine

Vice-Chair - Doug Snedegar

**Standing Appointments Subcommittee:**

Chair - Stephanie Stewart

Vice-Chair - Tina McWain

**Fiscal Affairs Committee:**

Chair - Belva Sammons

Vice-Chair - Pam Moore

**Personnel Policies and Benefits Committee:**

Chair - Larry Besant

Vice-Chair - Rhonda Mackin

<b>Motion:</b>	To accept new Chairs and Vice-Chairs of committees	
	<b>Proposed:</b> Vice-Chair Jessie	<b>Seconded:</b> Rep. Moore
<b>Called for Vote:</b>	Passed	

### New Business

None

### Discussion

Chair Pace reported that we need to decide what to do about the University Standing Committee appointments. There are a few vacant positions that need to be filled. We have two options: (1) We can call a special meeting next week and vote on the appointments and have them to the Faculty Senate by August 15; however, we might not have a quorum. (2) We can wait and get the appointments to the Faculty Senate after the next Staff Congress meeting. Rep. B. Sammons suggested we send out survey forms and poll interest from all staff. There are a lot of new employees and we could generate interest that way. It was noted that new staff must be off probation before serving on a committee. Rep. Besant thought that most committees wouldn't start meeting until September, so we should let Rep. Stewart find out how many vacancies there are and send a memo from the Staff Congress Chair to all staff in regard to serving on the University Standing Committees.

<b>Motion:</b>	To send out a questionnaire to all staff and let the Standing Appointments Subcommittee make the appointments and send them on to the Faculty Senate without coming back to the Congress for approval	
	<b>Proposed:</b> Rep. B. Sammons	<b>Seconded:</b> Rep. Besant
<b>Called for Vote:</b>	Passed	

Rep. LaFontaine reported that the University-Wide Family Picnic Committee has not met. She also reported that the University Games handout will be distributed at convocation and advertised through the Human Resources Newsletter, Update, the MSU web page, and emails. Events include: Golf Scramble, Bowling, Softball, Croquet, Rook, Volleyball, 3-on-3 Basketball, Tennis, Horseshoes, and Trivia. All participants will get a T-shirt at the Awards Luncheon. All full-time and part-time employees, graduate assistants, retirees, and spouses of employees (if employee participates in the same event) are welcome to participate. Undergraduates and non-employees cannot participate. Rep. Besant suggested targeting new employees for participation.

### Regent Report

No Report

### Announcements

New committee Chairs and Vice-Chairs please stay after adjournment for a brief meeting.

Rep. D. Sammons gave a presentation of traffic flow patterns for the residence hall complex area for Wednesday, August 14. Traffic flow through the boulevard will remain the same. Employees as well as students need to park away from the complex area. Students were informed that towing will be in effect

on Tuesday, August 13. Handicapped parking concerns will be addressed as needed. Rep. Besant asked if Staff Congress resources could be used to purchase dollies to help students unload their belongings. Rep. D. Sammons will ask the Congress for help next year if needed. Congress will give feedback concerning the traffic flow on August 14 to Rep. D. Sammons at the September meeting.

The Personnel Policies and Benefits Committee will meet Thursday, August 8. Please submit suggestions for discussion before then.

Roger Barker indicated he does not anticipate any major changes (with plans or cost) in our health insurance for the coming year. More information will be available after convocation.

Rep. Jonell Tobin has been diagnosed with congestive heart failure. She is on medication and is doing well. She goes back to the doctor on August 14. Congress will be kept up to date on her progress.

The next meeting will be September 9th.

<b>Motion:</b>	To adjourn	
	<b>Proposed:</b> Rep. Moore	<b>Seconded:</b> Rep. LaFontaine
<b>Called for Vote:</b>	Passed	

Minutes submitted by: Rhonda Crisp, Secretary

**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
SEPTEMBER 9, 2002**

**MEMBERS:**

Darlene Allen	Lisa Caskey	Mike Hopper	Tina McWain	Belva Sammons	Stephanie Stewart
*Sharon Beller	Joy Cecil	David Jessie	Pam Moore	Dallas Sammons	Willis Taylor
Brad Bennington	Gaylena Cline	Linda Kegley	Carole Morella	Rhonda Sloan	*Jonell Tobin
Larry Besant	Rhonda Crisp	M. LaFontaine	Lora Pace	Tim Smith	Barbara Ward
T. Bumgardner	Lana Fraley	Rhonda Mackin	Darlene Ramey	Doug Snedegar	Ricky Williams

\*Denotes member was absent

<b>Guest:</b>	Roger Barker, Director of Human Resources
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Chair Pace called the meeting to order at 1:05 p.m. A quorum was present.

<b>Motion:</b>	To approve the August 5, 2002 minutes as submitted	
	<b>Proposed:</b> Rep. LaFontaine	<b>Seconded:</b> Rep. Stewart
<b>Called for Vote:</b>	Passed	

<b>Chair's Report</b>	The Administrative Retreat was held on August 23. The President has started contacting staff about salary discrepancies within units. He will be asking a group of staff to look at salary compression and other discrepancies. There will probably be an Ad-Hoc committee at a later date. There will be a Public Forum for the Space Science Center on September 17 at 8 p.m. (The correct date and time is Monday, September 16 at 7 p.m.)
<b>Vice-Chair's Report</b>	No Report
<b>Secretary's Report</b>	Some people were absent at the August meeting so the email/address list was passed around again. The month of August \$79.36 was spent, leaving a remaining supply balance of \$3,069.48. The minutes were attached to an email this month so everyone could view them without having to go to the web page. In Netscape you must move your pointer up higher to be able to click on the minutes. There is not a problem if viewing in Internet Explorer. A note will be made on the web page that it is best to view the minutes in Internet Explorer.

**Committee Reports**

<b>Credentials and Elections</b>	No Report
<b>Standing Appointments Subcommittee</b>	Rep. Stewart reported that Bill Redwine has been appointed to the Intercollegiate Athletics Committee and Amy Moore has been appointed to the Student Disciplinary Committee. The committee is still working on an appointment to the Library Committee. There were 760 surveys sent out, but no one from the Service Maintenance category responded.
<b>Fiscal Affairs</b>	Rep. B. Sammons reported that the committee is waiting for information from Roger Barker on whether the Faculty Senate has done anything about the evaluations for upper level administrators issue. The committee will meet after they receive information from him.
<b>Personnel Policies and Benefits</b>	Rep. Besant reported that the Personnel Policies and Benefits Committee had two meetings, August 8 and August 27. A quorum was present at both meetings. By invitation, Roger Barker attended the August 8 meeting and members of the MSU Retirees Association attended the August 27 meeting. In the future, a member of the Retirees Association will be invited to attend any Personnel Policies and Benefits committee meetings that involve issues of importance to them. The committee has recommendations for five personnel policy changes and will bring them up under 'New Business' for approval. The committee was unanimous in all decisions. PG 9&10-The committee will recommend approval as redrafted. There was nothing controversial or questionable with these policies. PG 48-There were editorial and rewording changes. The Committee added a table for accumulation rates for each period of university service. Staff will now be able to accrue vacation when on initial probation, but can't take vacation while on probation. If the initial probationary period is extended, the employee will continue to accrue vacation hours, but cannot take vacation time until successfully completing the probationary period. PG 49-In the paragraph under 'illness or injury' add to the list: grandparents, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law. PG 52-The committee will recommend approval as redrafted. Other items discussed by the committee included: (1) After meeting with staff member Sue Luckey and the current Retiree Association President at the August 27 meeting, the committee decided not to pursue the tuition waiver benefit for retirees and spouses any further. (2) When an employee retires, the Office of Human Resources gives them a list of benefits. (3) Kentucky State Law 164.248 allows citizens 65 and older to go to a state university tuition free. (4) In addition to 65 or older, there are 11 other categories of people that can go to school tuition free.

**Old Business**

None

**New Business**

<b>Motion:</b>	To approve revisions to PG 9 & 10 as redrafted	
	<b>Proposed:</b> Personnel Policies & Benefits Committee	<b>Seconded:</b> Rep. Morella
<b>Called for Vote:</b>	Passed	

<b>Motion:</b>	To approve revisions to PG 52 as redrafted	
	<b>Proposed:</b> Personnel Policies & Benefits Committee	<b>Seconded:</b> Rep. Moore
<b>Discussion:</b>	Under 'Conditions of Leave' 12 work weeks during any 12 month period is being changed to the fiscal year (July 1 - June 30). The 12 weeks do not have to be consecutive. Where does this policy address the 12 days of sick leave that an employee can take for sick family? That is under a different policy and is not included in PG 52.	
<b>Called for Vote:</b>	Passed	

<b>Motion:</b>	To change the November meeting date from November 4 to November 11 due to pre-registration	
	<b>Proposed:</b> Rep. Moore	<b>Seconded:</b> Rep. LaFontaine
<b>Called for Vote:</b>	Passed	

<b>Motion:</b>	To approve revisions to PG 48 as redrafted	
	<b>Proposed:</b> Personnel Policies & Benefits Committee	<b>Seconded:</b> Rep. Mackin
<b>Discussion:</b>	<p>The following issues were raised as areas of concern in regard to PG 48:</p> <ul style="list-style-type: none"> <li>• Should <u>all</u> service at MSU count towards sick leave and vacation leave? Employees are awarded a pin for total years of service, but Human Resources only recognizes <u>continuous</u> years of service in reference to accrual of vacation and sick time. Does the university have any obligation to employees that return to work at MSU?</li> <li>• Should accumulation of vacation time be based on years of service? (For example: 5 years of service-30 days of accumulation allowed, 10 years of service-60 days of accumulation allowed, etc.)</li> <li>• Should employees be allowed to contribute vacation days to the sick leave pool instead of losing them if they have reached their limit? If that were allowed, they could save their sick leave towards retirement and donate vacation days instead.</li> <li>• How do other Universities handle these issues?</li> </ul> <p>Congress would like for the Personnel Policies and Benefits Committee to look at these issues and report back.</p>	
<b>Called for Vote:</b>	Passed	



<b>Motion:</b>	To approve revisions to PG 49 as redrafted with the following additions: grandparents, brothers, sisters, mother-in-law, father-in-law, brothers-in-law, sisters-in-law	
	<b>Proposed:</b> Personnel Policies & Benefits Committee	<b>Seconded:</b> Rep. Morella
<b>Discussion:</b>	<p>The following issues were raised as areas of concern in regard to PG 49:</p> <ul style="list-style-type: none"> <li>• Should 'significant other' be added to the list of family that sick leave days may be used for?</li> <li>• Should we have to pinpoint who we are taking care of with our sick time?</li> <li>• PG 49 has the same problem as PG 48 in reference to <u>continuous</u> years of service.</li> </ul> <p>Congress would like for the Personnel Policies and Benefits Committee to look at these issues and report back.</p>	
<b>Called for Hand-Count Vote:</b>	Defeated	

<b>Motion:</b>	To approve revisions to PG 49 as redrafted with the following additions: grandparents, brothers, sisters	
	<b>Proposed:</b> Rep. Besant	<b>Seconded:</b> Rep. McWain
<b>Called for Hand-Count Vote:</b>	Passed	

**Discussion**

Rep. Besant asked Roger Barker if there was a good picture of what our medical insurance looked like for the coming year. Mr. Barker said there should be more information by the October meeting.

Chair Pace thought it was very helpful that staff knew about the August 14 Parking Plan in advance. Rep. D. Sammons said that there is limited parking in the complex area so traffic did back up some, but everything worked out well. Some employees did not get the broadcast message about not parking on campus until after the fact.

Vice-Chair Jessie asked Roger Barker what the Retirement Contribution Rate is at this time. The University contributes 5% to KERS on the part of the employees and 13.84% to KTRS on the part of the employees. Employees contribute 5% and 6.16% respectively. The contribution rate is determined by KERS and the university changes the rate when the retirement system tells them to. For employees with TIAA CREF, the university contributes 10.56% and a mandatory 3% to KTRS. (These percentages are approximate.) The amount the university contributes has nothing to do with the amount of retirement dollars an employee will draw monthly upon retirement.

Rep. LaFontaine reported that the family picnic went well. The children's games were well received. There were a lot of door prizes given out. Attendance at the game was good considering it was a holiday weekend.

**Regent Report**

No Report

**Announcements**

Chair Pace announced that Congress would be glad to make copies of information that needs to be presented at meetings. Let the Chair know if copies are needed.

Rep. Jonell Tobin will be seeing a specialist tomorrow. She is not on a heart transplant list. She should find out tomorrow or Wednesday when she can return to work.

There will be a Public Forum for the community and the employees of the university about the Space Science Center on Tuesday, September 17, at 8 p.m. at the AAC. (The correct date and time is Monday, September 16 at 7 p.m.) Several speakers will be present and feedback is welcome concerning the construction of a road, etc.

There is a list of September 11 activities on the MSU web page. Kyle Crager will be speaking at Button Auditorium Tuesday night at 9 p.m. Wednesday morning at 8:30 a.m. there will be a service at the Little Bell Tower and a campus-wide moment of silence at 8:42 a.m.

The next meeting will be October 7 in the Riggle Room.

Rep. LaFontaine gave an update on the University Games.

Rep. Besant would like to see our Staff Regent attend meetings again. Rep. B. Sammons asked if the Regent could send information to the Staff Congress meetings by the Chair if there is anything to report. Chair Pace spoke to the Staff Regent at the Administrative Retreat and he hopes to start attending meetings again soon.

<b>Motion:</b>	To adjourn	
	<b>Proposed:</b> Rep. Moore	<b>Seconded:</b> Rep. Kegley

Minutes submitted by: Rhonda Crisp, Secretary

**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
OCTOBER 7, 2002**

**MEMBERS:**

Darlene Allen	Lisa Caskey	Mike Hopper	Tina McWain	Belva Sammons	Stephanie Stewart
Sharon Beller	Joy Cecil	David Jessie	Pam Moore	Dallas Sammons	Willis Taylor
Brad Bennington	Gaylena Cline	Linda Kegley	Carole Morella	*Rhonda Sloan	Jonell Tobin
Larry Besant	Rhonda Crisp	M. LaFontaine	Lora Pace	Tim Smith	*Barbara Ward
T. Bumgardner	Lana Fraley	Rhonda Mackin	Darlene Ramey	Doug Snedegar	Ricky Williams

\*Denotes member was absent

<b>Guests:</b>	Roger Barker-Director of Human Resources, Gene Caudill-Staff Regent & Director of Physical Plant, William Hudson-Associate Dean, Academic Support & Retention, Noel Williams-Employment & Training Manager, Human Resources
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Chair Pace called the meeting to order at 1:05 p.m. A quorum was present.

Business was suspended for a presentation concerning staff development ideas from Dr. William Hudson, Associate Dean of Academic Support and Retention and Noel Williams, Employment and Training Manager in the Human Resources office. Mr. Williams said they have been working on ways to keep students in school and let them know that someone is interested in them. He passed out an information packet titled **Creating a Student Support Culture at Morehead State University**. They have implemented a 'Whom to See' list on the MSU Web site that gives students a person to see, locations, phone numbers, email addresses, etc. and have placed bookmarkers at different locations for students to pick up. They have also given the bookmarkers to MSU 101 classes and are going to use them at Meet MSU Nights. They are planning a future workshop series on Customer Service and Telephone Etiquette for upfront people that deal with students. Dr. Hudson referred to the Pride and Promise document which is the strategic plan for the university. Under 'Administration', Goal #4 Effective Administration, they are trying to meet objectives 4-1 and 4-4. It was recommended by the Human Resources Ad-Hoc Committee on Professional Development that Staff Congress be included since there is a variety of personnel involved. They would like to have input and are soliciting support from Staff Congress. Dr. Hudson suggested that Staff Congress appoint someone to this committee to attend meetings and report back with information.

Chair Pace welcomed Rep. Tobin back from sick leave.

<b>Motion:</b>	To approve the September 9, 2002 minutes as submitted	
	<b>Proposed:</b> Rep. Moore	<b>Seconded:</b> Rep. Besant
<b>Called for Vote:</b>	Passed	

<p><b>Chair's Report</b></p>	<p>The Secretaries Test Simulation will be today at 3 p.m. A group from Staff Congress will attend the simulation and report back at the next meeting.</p> <p>There doesn't seem to be very much information about health insurance yet. Roger Barker reported that Human Resources has mandated that the provider give projections by the end of today. Human Resources will email all University Employee Benefits Committee members about scheduling a meeting for Thursday at 2 p.m. Human Resources will have their recommendation after the meeting and one or two preliminary recommendations will be given to the cabinet Thursday afternoon. The cabinet will make the final decision. The enrollment period starts the last week in October. The deadline date for the rate to be established is mid-October. As a total plan we are running in the black after the second quarter.</p> <p>There is now an email address for Staff Congress, it is <a href="mailto:staffcongress@moreheadstate.edu">staffcongress@moreheadstate.edu</a>. The address will be publicized in an upcoming issue of the Human Resources newsletter and we will send out a couple of pieces of promotion. It is not meant to replace constituents contacting members, but is a place for someone to send a quick email.</p> <p>Reading Day will continue through the spring semester. It will be reevaluated at that time. A summary of comments from members of Staff Congress were sent on to Provost Moore. A copy of these comments was handed out.</p> <p>The Standing Appointments Subcommittee is not an official committee of Staff Congress at this time. Probably at the next monthly meeting, we will start the process to make it an official committee in the bylaws.</p> <p>Rep. Fraley has resigned from Staff Congress. She is retiring from the university at the end of this month so this will be her last meeting. We wish her well and hate to lose her as a member of Staff Congress. We will look into appointing a replacement for her.</p> <p>If anyone is interested in serving on the Professional Development Committee, express your interest after the meeting. Staff Congress will appoint a couple of members to this committee. Be thinking about ideas for Staff Development before the next regularly scheduled meeting.</p>
<p><b>Vice-Chair's Report</b></p>	<p>ADUC is no longer going to be available as a location for our meetings. The November and December meetings will be in 302 Breckinridge and the January through July meetings will be in 309 Breckinridge.</p>
<p><b>Secretary's Report</b></p>	<p>We spent \$72.67 out of the supply account for the month of September. There is \$2,996.81 remaining. A link has been added to the main Staff Congress page for the new email address.</p>

**Committee Reports**

<p><b>Credentials and Elections</b></p>	<p>Rep. LaFontaine reported that she now has all the files from Rep. Hopper. The committee will be having a meeting shortly to discuss procedures to fill the remainder of the term left vacant by the retirement of Rep. Fraley.</p>
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<p><b>Standing Appointments Subcommittee</b></p>	<p>Rep. Stewart reported there have been several appointments to committees; they are as follows:</p> <p>*Affirmative Action Committee - No one from the Executive Managerial category expressed an interest, so Chair Pace and Rep. Stewart asked Bill Hudson if he would be interested, and he volunteered to serve. *Employee Benefits Committee - Jeff Edgens *Job Reclassification Review Committee - did not need an appointment *Library Committee - April Nutter *Planning Committee - Rosemary Hinton *Scholarship Committee - Jackie Scott *Service Committee - need to make an appointment *Student Disciplinary Committee - Jeff Spradling has resigned his position at MSU leaving a vacancy on this committee; Debbie Abell has been appointed. *Student Life Committee - Christopher Hensley *Student Media Committee - Six names have been submitted to the president; we haven't heard back from him yet. *Technology &amp; Resource Committee - need to make an appointment *Wellness Committee - Sandra Adkins and Scott Johnson</p> <p>Rep. Stewart noted that she tries to look at the makeup of the committees and balance them with male/female members. Also EEO categories have to be considered. She tries to appoint people that have volunteered via the survey. It is important to get more people involved.</p> <p>Chair Pace reminded us that we do not need to vote on these appointments because in the August meeting we gave the committee the right to make the appointments.</p>
<p><b>Fiscal Affairs</b></p>	<p>Rep. B. Sammons reported that she had not had a chance to get the committee together, but is planning to start work on the evaluation process for upper level administrators. There is an Evaluation Committee for the Senate being chaired by Terry Irons. They are looking at the procedure and starting the process of recommending some things. They meet every other Thursday. On October 24, they want the Fiscal Affairs Committee to meet with them at 4:30 in the afternoon. Hopefully, everyone on the committee can arrange their schedule to attend this meeting.</p>
<p><b>Personnel Policies and Benefits</b></p>	<p>Rep. Besant reported that neither the Personnel Policies &amp; Benefits Committee nor the University Employee Benefits Committee has met since our last meeting.</p> <p>Rep. Besant asked Roger Barker if he understood correctly that the cabinet will meet this Thursday, if the University Employee Benefits Committee will also meet, and if there would be comparative information about what state government and other universities are doing about health insurance. Mr. Barker said that it is the University Employee Benefits Committee that meets this Thursday. He doesn't know when the cabinet will meet. Any information that Human Resources has about health insurance comparisons will be made available.</p>

**Old Business**

None

**New Business**

Rep. Stewart voiced a complaint about our open enrollment period being different from state government and county school systems. Roger Barker emailed upper level administrators about this issue. Human Resources doesn't determine when we have open enrollment. We can't have it until they

get re-insurers numbers. One time Human Resources tried to move open enrollment back a week to coincide with state government; then they moved theirs up a week. We have a three year contract with CA. When that contract is up, Mr. Barker believes that Human Resources can make the presentation of data part of the next contract and tell them up front that we want the information by August 10; then we could have open enrollment in September if the administration wants too. That could not begin contractually until 2004. The issue is not being ignored. Chair Pace asked the Personnel Policies and Benefits Committee to look at this issue.

**Discussion**

None

**Regent Report**

The Board of Regents met a week from last Friday at the West Liberty facility. They settled some housekeeping chores and discussed the satellite location, the Martindale property lease-purchase, and approved personnel actions.

The lack of state funding is affecting us. We don't see it directly because we're still getting paid and we still have an operating budget. Because we do not have a state budget, we cannot sell bonds. The bond rating of the state may be dropped which will cost us in interest. There will probably not be a state budget until January at the earliest. There are rumors of a major budget cut. No one can say for certain how much it will be. Officially nothing has been announced. We badly need a state budget.

Rep. D. Sammons asked if there was going to be an increase in housing fees for next semester. Some students have been inquiring. Regent Caudill said that nothing has been brought before the board. Chair Pace heard that there would not be an increase in housing fees for next semester because that would not be fair since students had previously been given the rates for both semesters.

There is a projected significant increase in tuition for next fall or the year after that.

**Announcements**

There will be a special called health insurance meeting on October 14 at 1 p.m. in the Riggle Room.

The next regular meeting will be November 11 in 302 Breckinridge.

Regent Caudill announced that work will probably begin on the ADUC project in the next week to ten days. The first phase will be street realignment. The contractor is D.W. Wilburn. There should be very little disruption until they get ready to redirect traffic. The street will be open for homecoming.

Rep. Tobin gave an open invitation for Staff Congress to meet at the West Liberty facility if they ever want. She appreciates the expressions of concern for her health and is thankful to be back.

<b>Motion:</b>	To adjourn	
	<b>Proposed:</b> Rep. Stewart	<b>Seconded:</b> Rep. LaFontaine
<b>Called for Vote:</b>	Passed	

Minutes submitted by: Rhonda Crisp, Secretary

**MOREHEAD STATE UNIVERSITY  
 STAFF CONGRESS MINUTES-SPECIAL HEALTH INSURANCE MEETING  
 OCTOBER 28, 2002**

**MEMBERS:**

Darlene Allen	Lisa Caskey	*Mike Hopper	Tina McWain	Belva Sammons	Stephanie Stewart
Sharon Beller	Joy Cecil	*David Jessie	Pam Moore	Dallas Sammons	Willis Taylor
Brad Bennington	Gaylena Cline	Linda Kegley	*Carole Morella	Rhonda Sloan	Jonell Tobin
Larry Besant	Rhonda Crisp	M. LaFontaine	Lora Pace	Tim Smith	Barbara Ward
T. Bumgardner	Lana Fraley	Rhonda Mackin	Darlene Ramey	Doug Snedegar	Rick Williams

\*Denotes member was absent

<b>Guests:</b>	Roger Barker-Director of Human Resources, Gene Caudill-Staff Regent & Director of Physical Plant, Todd Thacker, David Martinat, Robert Catron, Hattie Bear, Frankie Stamper, Joyce Dulin, Lisa Adkins, Edward Beam
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Chair Pace called the meeting to order at 1:07 p.m. A quorum was present.

Chair Pace informed the Congress that this meeting was called for the sole purpose of talking about health insurance information for the coming year. We will not discuss anything about dental insurance; as we understand it's all going to stay the same. We are really just going to talk about money today. The benefits are going to stay the same.

There were several guests at the meeting and they were welcomed by Chair Pace. Roger Barker will be making some presentations. The President and Porter Dailey were invited to attend, but they were both out of town today.

Health Insurance is a hot topic and we have a lot of issues. Chair Pace asked that members be recognized before speaking. There will be limitations on time; we would like for the meeting to only last an hour and a half.

The Employee Benefits Committee met last Wednesday and received the numbers for the first time. The Personnel Policies and Benefits Committee met last Thursday and will have a recommendation and motion later on in the meeting. Also, the Employee Benefits Committee will meet or take an email vote to make a final recommendation to the cabinet.

Roger Barker displayed a spreadsheet that showed \$5,654,118 is the total amount that needs to be collected in 2003 for the plans to break even. This year, the three plans are priced separately and should support themselves. Each plan should break even if everything holds true to projections. Everything is based on the premise that each plan must support itself. Prices are industry standards. The percentage is the amount the employee is going to be asked to support. The university will make every effort possible to fund health insurance at a 75%-25% split with employees. At some point in time, single base plans are going to have to start paying. If the single base plan people did not have to pay anything, then the two person and family plans would have to go up to make the tier break even. No later than Tuesday, November 5, Human Resources will make their official recommendation. Staff Congress needs to have their recommendation by that date. If a person is in the cafeteria plan, employees out-of-pocket costs are not the full amount shown on the spreadsheets. There were several questions or issues raised, they are as follows:

- How did the university determine their contribution rates?
- Why did the university lower their contribution for the base plan?
- Was there a conscious decision to charge for the single base plan?
- How many people according to EEO category participate in each plan?

- Why should single plan people pay \$31 per month when MSU husband and wife teams will pay nothing?
- This information is hard to take back to our constituents when we were told at a previous meeting that there were no major changes anticipated with health insurance.
- University contributions are not consistent for all employees.
- The university should have considered a graduated payment for lower income employees.
- Staff Congress needed information concerning MSU husband and wife teams to make an informed decision, but that information was not provided.

<b>Motion:</b>	To recalculate the base plan rate proposals by increasing the proposed employee contributions for married and family plans (up to 2002 rates) and reducing the proposed base plan single employee contribution as much as possible	
	<b>Proposed:</b> Personnel Policies & Benefits Committee	<b>Seconded:</b> None Needed Since from Committee
<b>Discussion:</b>	<p>Rep. Besant said the committee accepted the 75%-25% split philosophy for future years and accepted single plan people paying something other than zero. They didn't accept them paying \$31 though and want to reduce the rate as much as possible. They also accepted that each plan covered its own cost. Committee calculations showed that if you took the \$5 that the two person plan would save and the \$41 that the family plan would save that would generate enough money to reduce the amount to approximately \$21 for the single policy. There was no information available in reference to income brackets of employees so that could not be used in making a decision.</p> <p>Staff Regent Caudill asked if the committee had backed away from employees getting the base plan for free. Rep. Besant said the committee looked closely at employees having to pay; they were guided by the fact that the president said last year that this would be the last time the university would be able to do zero for the single base plan. Staff Regent Caudill said that the president did not say that. He said it may well be the last time, not absolutely the last time. He thinks that it will definitely be unlikely that the single base plan will remain at zero if Staff Congress votes to support a different option. He thinks we should make the case to keep the single base plan free. Roger Barker said there is no such thing as free. The university would have to increase their percentage, but if they didn't do that then the burden would be shifted to the two-person and family plan. That is the only two things that could happen.</p> <p>Rep. B. Sammons would like for the committee to look at the issue again and try to come up with a way for the single base plan to be at zero cost to the employee.</p> <p>Rep. Kegley said that her constituents are saying that there is nothing that says they have to keep the policy. If they have to pay, they will opt out and not have insurance at all. If they get sick they will make payments to the hospital.</p> <p>Rep. Stewart thinks we need to try to compromise. It would be easier for employees to pay \$10 or \$15 instead of \$31. There is no money in the budget. We should not ask for all or nothing.</p>	
<b>Question Called:</b>	<b>Proposed:</b> Rep. B. Sammons	<b>Seconded:</b> Rep. Stewart
<b>Called for Hand-Count Vote:</b>	Motion defeated	



<b>Motion:</b>	To take this information back to the Personnel Policies and Benefits Committee and allow them to come up with another plan so the employee will not have to pay for the single base plan	
	<b>Proposed:</b> Rep. B. Sammons	<b>Seconded:</b> Rep. LaFontaine
	Rep. B. Sammons withdrew her motion in favor of making a new motion. Rep. LaFontaine agreed.	

<b>Motion:</b>	To go with the plan on the screen for the 2003 year (cost for the single base plan would be zero, two-person plan would increase \$31 per month and family plan would increase \$71 per month)	
	<b>Proposed:</b> Rep. B. Sammons	<b>Seconded:</b> None
<b>Discussion:</b>	Rep. Crisp said she understood the burden of paying \$31 per month for the single base plan people, but it would be hard for the people with the family plan to pay \$71 extra also. The committee recommendation seemed fairer for everyone.  Rep. Moore thinks that if more people are covered on a plan they should have to pay more.	
	Motion Dead	

<b>Motion:</b>	To accept the original plan from the Human Resources Employee Benefits Committee	
	<b>Proposed:</b> Rep. Bennington	<b>Seconded:</b> Rep. McWain
<b>Discussion:</b>	Guest Ed Beam asked if the HMO and Premium plans are a choice, why does the university contribute more money to those and less to the base plan.  Roger Barker said the keyword is choice. It's only a choice if it is financially feasible. Choice is good for all of us. People with the HMO pay considerably more out of their pocket. People value having a choice.	
<b>Question Called:</b>	<b>Proposed:</b> Rep. Besant	<b>Seconded:</b> Rep. Stewart
<b>Called for Hand-Count Vote:</b>	Motion passed 12-6	

### Announcements

The next meeting will be November 11 in 116 Breckinridge.

<b>Motion:</b>	To adjourn	
	<b>Proposed:</b> Rep. Stewart	<b>Seconded:</b> Rep. Williams

Minutes submitted by: Rhonda Crisp, Secretary

MSU ARCHIVES  
9/11/19

**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
NOVEMBER 11, 2002**

**MEMBERS:**

Darlene Allen	Lisa Caskey	*David Jessie	*Pam Moore	Dallas Sammons	Willis Taylor
Sharon Beller	Joy Cecil	Linda Kegley	*Carole Morella	Rhonda Sloan	Jonell Tobin
Brad Bennington	Gaylena Cline	M. LaFontaine	Lora Pace	Tim Smith	Barbara Ward
Larry Besant	Rhonda Crisp	Rhonda Mackin	Darlene Ramey	Doug Snedegar	Maurice White
T. Bumgardner	Mike Hopper	Tina McWain	Belva Sammons	Stephanie Stewart	*Rick Williams

\*Denotes member was absent

<b>Guests:</b>	Roger Barker-Director of Human Resources, Gene Caudill-Staff Regent & Director of Physical Plant
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Chair Pace called the meeting to order at 1:04 p.m. A quorum was present.

Guests were welcomed.

<b>Motion:</b>	To approve the October 7, 2002 minutes as submitted	
	<b>Proposed:</b> Rep. Cecil	<b>Seconded:</b> Rep. Tobin
<b>Called for Vote:</b>	Passed	

<b>Motion:</b>	To approve the October 28, 2002 (Special Health Insurance Meeting) minutes as submitted	
	<b>Proposed:</b> Rep. LaFontaine	<b>Seconded:</b> Rep. Stewart
<b>Called for Vote:</b>	Passed	

<b>Chair's Report</b>	<p>We are in the active open enrollment period for Health Insurance. We would like to have numbers from Human Resources after open enrollment about how many people opted out of health insurance or changed their coverage. The Personnel Policies and Benefits Committee will look at the information and start early in the Spring looking at health insurance issues for next year.</p> <p>Later in the meeting, we will discuss having our December meeting at the West Liberty Center.</p> <p>We need volunteers for the Salary Adjustment Committee. Roger Barker said there will be a plan developed by budget time next year. The Salary Adjustment Committee deals with benchmark salaries.</p>
<b>Vice-Chair's Report</b>	Vice-Chair Jessie was not at the meeting so Chair Pace gave the report. The December meeting will be in Breckinridge 302.

<b>Secretary's Report</b>	We spent \$640.99 out of the supply account for the month of October. We had to buy a new recorder to record the minutes since we can no longer use the microphone system in the Riggle Room. The new recorder performed very well at the Special Health Insurance Meeting, but everyone needs to speak out to make sure everything is clear on the tape.
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### Committee Reports

<b>Credentials and Elections</b>	Rep. LaFontaine reported that the Credentials and Elections Committee met Friday, November 1. They replaced retired member Lana Fraley with Maurice White. He accepted the appointment and is in attendance today.
<b>Standing Appointments Subcommittee</b>	Rep. Stewart reported that she had heard back from the President's office and there have been several appointments to committees; they are as follows:  *Student Media Committee - Don Bowman and Mary Jerde *Technology Resources Committee - Kathy Mattingly and Dallas Sammons *Service Committee - Michael Hail, David Wright, and Jackie McCleese *Student Life Committee - Bill McCord *Affirmative Action Committee - Rhonda Mackin and tentatively Bill Hudson (We have not heard back from the President's office regarding Bill Hudson.)
<b>Fiscal Affairs</b>	Rep. B. Sammons reported that the Fiscal Affairs Committee was scheduled to meet with the Faculty Senate Committee chaired by Terry Irons about beginning the review of the upper level administrators evaluations, but to her knowledge none of her committee could be there.  Roger Barker reported that he is creating a paper trail for the committee beginning with the first Board of Regents action and the iterations it has gone through since then. Their intent is to develop a new set of questions and change the base of it basically. The next meeting of the committee will be next Thursday.
<b>Personnel Policies and Benefits</b>	Rep. Besant reported that before the special called Health Insurance Meeting of Staff Congress, the Personnel Policies and Benefits Committee met to discuss health insurance. The Chair of Staff Congress as well as other Staff Congress members of the University Employee Benefits Committee attended the meeting. The committee had a full representation of that group and the committee itself. The committee came up with a recommendation as shown in the minutes of the Special Meeting of Staff Congress. After discussion from the floor of Staff Congress, the recommendation was defeated and a substitute recommendation developed.  The committee will be having another meeting hopefully this week to discuss two pending personnel policy changes to PG 1 and PG 3.  Rep. Besant asked Roger Barker if there were minutes of the University Employee Benefits Committee meetings. Mr. Barker said they do keep minutes.

### Old Business

Rep. Crisp reported that she and Rep. Moore attended the typing test (SAM) simulation. According to information received at the meeting the SAM testing would cost approximately \$2000 per year. With all the budget concerns at the university, they didn't feel the university should spend \$2000 for secretarial

candidates to take the typing test. She and Rep. Moore received five emails from other secretaries on campus that attended the meeting and they took their suggestions into consideration when coming up with a recommendation to Staff Congress.

<p><b>Motion:</b></p>	<p>To not go with SAM testing due to budget concerns (it would cost the university approximately \$2000 per year), but to stay with Paradigm Timed Writings with the following changes:</p> <ul style="list-style-type: none"> <li>• No pass/fail - Human Resources could report to the hiring department the number of words typed and if the candidate could set-up a basic letter/memo. The hiring department would decide if the typing rate was sufficient for the position. (Let the hiring department decide qualifications for their position, not Human Resources.)</li> <li>• Departments would have the option of doing further testing during the interview if they need specialized skills. Human Resources would not be responsible for further testing.</li> <li>• Allow corrections. (The typing test program does not allow corrections at this time. Hiring departments should not care how many errors there are with WORD software. The important thing is catching errors and correcting them.)</li> <li>• Departments should use the probationary period as intended and release employees that do not perform at the level they indicated they could during the interview.</li> </ul>
	<p><b>Proposed:</b> Rep. Crisp &amp; Rep. Moore      <b>Seconded:</b> Rep. Stewart</p>
<p><b>Discussion:</b></p>	<ul style="list-style-type: none"> <li>• If you move to decentralize decision-making will the university be opened up to problems? Will the university be liable for complaints of discrimination?</li> <li>• The test would not be decentralized. Human Resources would still administer the test.</li> <li>• If there is other testing in the departments, it needs to be controlled to prevent bias or discrimination. All candidates should be tested exactly the same.</li> <li>• Human Resources should not be responsible for coming up with specialized testing.</li> <li>• The typing test would be another piece of data used in the hiring process. There would be no passing or failing. It would be a report to the department.</li> <li>• Human Resources would pass the information along to the hiring department and let them decide if it is good enough.</li> <li>• Job Descriptions would have to be changed.</li> </ul>
<p><b>Question Called:</b></p>	<p><b>Proposed:</b> Rep. Stewart      <b>Seconded:</b> Rep. LaFontaine</p>
<p><b>Called for Vote:</b></p>	<p>Passed</p>

**New Business**

In reference to PG 48, Rep. Mackin has had calls from secretaries asking why they can't accumulate vacation time from day one of hire after their probationary period has been completed. Rep. B. Sammons reminded us that this issue has not been passed by the Board of Regents yet. It has went through Staff Congress, but has not went to the Board.

**Discussion**

Chair Pace said she has had a lot of calls and emails in reference to the PG 48 issue. There are a group of people on campus that feel if this policy goes into effect, it needs to be retroactive. Rep. Caskey called Human Resources and they said that in 1990 vacation days were accrued during the probationary

period, but it was cut out.

Issues raised:

- How far back is retroactive?
- The people that stay at 30 days of vacation have nowhere to add on days.
- 539 employees would be affected. This amounts to over 3000 days.
- This is money to the university and would amount to about \$300,000.

The issue was sent back to the Personnel Policies and Benefits Committee for further review.

Chair Pace brought up last month's offer from Rep. Tobin to have a Staff Congress meeting at the West Liberty Center. If everyone is interested, we might have the December meeting there. Congress will provide transportation and lunch if we get to go. We would need to leave between 12:15 and 12:30 p.m. Everyone should check with their supervisor and let Chair Pace know by Wednesday, November 20, if they cannot attend. If it cannot be worked out, we will meet on December 2 in Breckinridge 302 as originally planned.

Chair Pace reported that the Standing Appointments Sub-Committee is not an actual Standing Committee of Staff Congress at this time. It is not in the bylaws. She would like to do some housecleaning and make an amendment to the bylaws to make it a regular committee. The first reading will be at the December meeting.

**Regent Report**

Staff Regent Caudill reported there will be a Board workshop this Friday. The reorganization of Administration and Fiscal Affairs is on the agenda due to the pending retirement of Porter Dailey. The regular Board meeting is on December 13.

**Announcements**

Rep. Besant asked the members of the Personnel Policies and Benefits Committee to remain behind for a few minutes to schedule a meeting.

November 20 is the deadline to let Chair Pace know if you cannot go to West Liberty for the December meeting.

The Pioneer Football League championship game will be at Morehead State University.

<b>Motion:</b>	To adjourn	
	<b>Proposed:</b> Rep. Stewart	<b>Seconded:</b> Rep. Caskey
<b>Called for Vote:</b>	Passed	

Minutes submitted by: Rhonda Crisp, Secretary

**MOREHEAD STATE UNIVERSITY  
 STAFF CONGRESS MINUTES  
 DECEMBER 2, 2002**

**MEMBERS:**

Darlene Allen	Lisa Caskey	David Jessie	Pam Moore	Dallas Sammons	*Willis Taylor
Sharon Beller	*Joy Cecil	*Linda Kegley	Carole Morella	Rhonda Sloan	Jonell Tobin
*Brad Bennington	Gaylena Cline	M. LaFontaine	Lora Pace	Tim Smith	Barbara Ward
*Larry Besant	Rhonda Crisp	Rhonda Mackin	Darlene Ramey	Doug Snedegar	Maurice White
T. Bumgardner	Mike Hopper	Tina McWain	Belva Sammons	Stephanie Stewart	*Rick Williams

\*Denotes member was absent

<b>Guests:</b>	Roger Barker-Director of Human Resources, Madalene Butler-Bus Driver
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Chair Pace called the meeting to order at 1:38 p.m. A quorum was present.

A very special thank you was given to Rep. Tobin and Rep. Smith for the preparation and hosting of the meeting.

<b>Motion:</b>	To approve the November 11, 2002 minutes as submitted	
	<b>Proposed:</b> Rep. Stewart	<b>Seconded:</b> Rep. LaFontaine
<b>Called for Vote:</b>	Passed	

<b>Chair's Report</b>	We will try to keep the meeting going so we can be back in Morehead around 3 p.m. The Executive Council will meet before the Christmas break.
<b>Vice-Chair's Report</b>	The January 6 meeting will be in Breckinridge 302.
<b>Secretary's Report</b>	The month of November, \$60.67 was spent out of the supply account. There is a remaining supply balance of \$2,295.15.

**Committee Reports**

<b>Credentials and Elections</b>	No report
<b>Standing Appointments Subcommittee</b>	Rep. Stewart reported that the committee needs to reappoint someone to the Technology Resources Committee to replace Dallas Sammons. She has been appointed to the Student Life Committee by Vice-President Weathers. The committee hasn't heard back from the President's office about Bill Hudson's appointment to the Affirmative Action Committee.
<b>Fiscal Affairs</b>	Rep. B. Sammons reported that the committee still needs to meet with Terry Irons' committee.

<b>Personnel Policies and Benefits</b>	Rep. Besant was out sick. Rep. Mackin reported that the committee met and voted on PG 1 and PG 3. They voted to accept the policy changes as presented to them. The two policies will be discussed and voted on in 'New Business'.
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**Old Business** - None**New Business**

<b>Motion:</b>	To establish the Standing Appointments Sub-committee as a stand alone committee of Staff Congress with the same considerations, rules and regulations as the other three committees now existing before Staff Congress	
	<b>Proposed:</b> Rep. Stewart	<b>Seconded:</b> Rep. Ramey
<b>Question Called:</b>	Rep. LaFontaine	
<b>Called for Vote:</b>	Passed	

<b>Motion:</b>	To accept the changes to PG 1-'Regular and Nonregular University Employment' and PG 3-'Types of Appointments' as presented to the committee	
	<b>Proposed:</b> Personnel Policies & Benefits Committee	<b>Seconded:</b> None needed
<b>Discussion:</b>	<p>Roger Barker explained that PG 1 was changed to eliminate Standing II part-time positions; that category will no longer be used. The changes clarify that current employees in that category are grandfathered in. The rest of the changes are devoted to eliminating the Standing II category.</p> <p>PG 3 is being revised to eliminate some employment categories. There will now be four employment categories: Full-time Standing (old Standing I), Full-time Fixed (old Fixed-term I), Part-time, Temporary (full-time, but up to nine months). The changes clarify what benefits go along with each category. This does not affect current employees.</p>	
<b>Question Called:</b>	Rep. Cline	
<b>Called for Vote:</b>	Passed	

**Discussion**

Rep. B. Sammons asked guest Madalene Butler who can ride the bus from the 'E' lot to the main campus. She has had staff members tell her that the bus drivers refused to let them ride. Ms. Butler said those buses are for commuters. To her knowledge, anyone that must park at the 'E' lot is allowed to ride the commuter buses, including faculty/staff. Students who live on-campus are discouraged from riding the bus from one class building to another. Chair Pace will send a note from Staff Congress to Gene Caudill regarding staff being allowed to ride the bus if they have to park at the 'E' lot.

Roger Barker said the two PG policies discussed today will not go to the Board until March 11, 2003. The policies discussed in September will go to the Board at the December 6 meeting.

Rep. Stewart reminded everyone that today is the final day for open enrollment. Roger Barker will be supplying data to Staff Congress from the enrollment period. Hopefully, we will have the information in January.

Rep. McWain asked about the possibility of students and faculty/staff having a fall break. The students

are burned out by mid-terms and it would be nice to have a long weekend around that time. Chair Pace asked the Personnel Policies & Benefits Committee to look into this issue.

Rep. Moore asked if Human Resources had decided anything about the typing test issue. Roger Barker said they are not going with SAM. He will get back with us hopefully in January about this issue. The policy needs to be updated to show that if departments do further testing it must be done equitably.

Rep. Moore said there are three tiers in the health insurance, but there are only two deductibles: single and family. She would like to see three deductibles: single, two-person, and family. Chair Pace asked the Personnel Policies & Benefits Committee to look at this issue for next year.

**Regent Report** - No report

**Announcements**

The next meeting will be January 6 in Breckinridge 302 at 1 p.m.

The tree lighting is December 3. There will be activities in Button Auditorium for children of students and faculty/staff.

The University Chorus Christmas Concert is Tuesday, December 3 at 8 p.m. Thursday, December 5 at 3 p.m. there is a Christmas Sing-Along in the Duncan Recital Hall.

Flu shots are still available.

There will be a short tour of the West Liberty Center following the meeting.

<b>Motion:</b>	To adjourn	
	<b>Proposed:</b> Vice-Chair Jessie	<b>Seconded:</b> Rep. LaFontaine
<b>Called for Vote:</b>	Passed	

Minutes submitted by: Rhonda Crisp, Secretary