

**MOREHEAD STATE UNIVERSITY**

**STAFF CONGRESS MINUTES**

**January 4, 2010**

**MEMBERS:**

Jeff Adkins	Lisa Holland	Margaret LaFontaine	Tina McWain	Jessica Roe
Becki Alfrey	Shannon Harr	Rhonda Mackin	Brooke Mills	William Salazar
Ed Beam	Jami Hornbuckle	Jill McBride	Amy Moore	Mark Stidam*
Rhonda Crisp	Joe Hunsucker	Paige McDaniel	Scott Niles	Todd Thacker
Craig Dennis	Phillip James	Rebecca McGinnis	April Nutter	Barbara Willoughby
	Kevin Koett	Scott McGlone*	Joel Pace	

**\*Denotes member was absent.**

<b>Guests:</b>	Dr. Royal Berglee, Faculty Senate Chair Bob Cooper, Energy Conservation Manager Phil Gniot, Director of Human Resources Mike Walters, Vice President for Administration & Fiscal Affairs Terry White, Staff Regent
----------------	--

Chair Pace called the meeting to order and also welcomed today's guests.

<b>Motion:</b>	To approve the minutes from the December 7, 2009 meeting.
	<b>Proposed:</b> J. Adkins <b>Seconded:</b> J. Hornbuckle
<b>Called for Vote:</b>	Motion passed.
<b>Chair's Report</b>	J. Pace reported that the fall semester ended well with fall graduation. Everyone had a long break and he stated that there are a lot of upcoming items for SC this semester. Various committees have been active and will have more to present at future meetings. Convocation is this Wednesday, January 6, 2010. J. Pace stated that he was in a committee meeting with R. Berglee regarding honorary degrees and more information will be available to SC at future meetings. J. Pace stated that the Green Committee has been making steady progress and should prove to be a very meaningful and beneficial committee on campus.
<b>Vice-Chair's Report</b>	R. McGinnis reported that she has updated the website with current minutes and agendas. Also, the results of the Staff Issues SNAP Survey have also been posted on the SC website. Comments have been added as

	submitted via the online survey with no changes.
<b>Secretary's Report</b>	J. McBride reported that the current supply budget was \$2309.11.

### Committee Reports

<b>Elections &amp; Credentials</b>	K. Koett stated that there was nothing to report and that the committee will be meeting before the February SC meeting to discuss the upcoming SC elections. Information on the elections will be brought to the next meeting.
------------------------------------	--

<b>Staff Issues</b>	S. Harr reported that this committee will be meeting this Thursday, January 07, 2010 to discuss ways to move forward in addressing the results of the recent SNAP survey. Those recommendations will be reported at the next SC meeting.
---------------------	--

<b>Personnel Policies and Benefits</b>	A. Moore stated that there was no report at this time.
--	--

J. Pace asked T. Thacker to give an update on the Green Committee. T. Thacker reported that the committee met before the holiday break and came up with three priorities to work toward: Media – A. Nutter, chair; Events – A. Rathbun, chair; and Energy Conservation – B. Cooper, chair. Green Committee members were asked which sub-committee they wanted to serve on. Many members on this committee are on Staff Congress. B. Cooper will report on the committee's direction.

Bob Cooper, MSU Energy Manager - Green Initiatives & Sustainability Committee – Presentation on what has been done and where the committee is coming from.

#### **Main Goals:**

- Reduce energy use and lower expenditures
- Promote green initiatives and sustainability practices campus-wide
- Partner with the community on environmental projects

#### **Sub-Committee Plans:**

- Events Committee – plan student-related events (similar to eco-olympics- Duke University) and dorm to dorm competitions – with prizes available.
- Media Committee – will develop informational relationship with students, faculty, staff, and the community that will motivate participation.

- Energy Conservation Committee – will provide support data for a baseline on energy use and promote efforts to reduce overall energy expenditures.

**What MSU is currently doing:**

- Electric fleet vehicles
- Campus-wide lighting retrofit done a few years ago.
- Improved HVAC and Energy Management System (EMS) controls in several buildings. New control panels put in to control air handlers. (27 buildings have panels)
- Dorm sub-metering project underway. Kilowatt meter in each dorm to see how much energy is being used.
- New student recreation center will be LEED Silver Certified – (meets LEED standards)
- Investing in the benefit of energy use data displayed for residence hall occupants (Siemens Energy Dashboard)

The three sub-committees are just getting off the ground.

J Pace commented that one of the benefits of the Green Committee is educating the committee members on what MSU has already accomplished. We are actually a little ahead of the curve as compared to other universities in our area. What some of them are doing now has been done at MSU for several years. This committee is trying to pull information together from all areas of campus and get the right players at the table. A member of Kentucky Utilities will be joining the committee and there will be other student reps joining as well. This committee is being run in partnership with faculty senate with several faculty involved. A new faculty member has background in energy and sustainability – he has been asked to participate in the committee. J. Pace thanked the members of the committee for their efforts on this initiative.

**Regent's Report:** T. White reported that the BOR had not met since the last SC meeting . Next work session is February 18<sup>th</sup> at 9:00 am and the next quarterly meeting will be March 11<sup>th</sup> at 9:00 am.

**Human Resources Report:** P. Gniot stated that new Humana cards are out and members who ordered American Administrators debit cards should have received their new cards. Those who have not received new cards should contact HR. Many members commented that they had not received new Humana cards. P. Gniot will check on the status of cards and report back to SC.

A. Moore asked if there were any plans to come out with more information on the Sick Leave Bank. P. Gniot reported that there will be a mass email going out in the next several days and another reminder email will go out around Jan. 20<sup>th</sup>.

P. James asked why HRA money is not rolling over from Process Works until 1/15/10. P. Gniot stated that American Administrators wanted the additional time to allow for information to be

transferred to their system and to be checked before funds are available. All existing amounts need to be verified before employees can request funds.

**Old Business:** None.

**New Business:** M. Walters expressed appreciation for the work the Green Committee is doing.

Faculty Senate Update – R. Berglee stated that faculty have a lot of issues still on-going. General Education reform, effects of the re-organization, and how all this relates to the University as a whole. The faculty are always looking at ways to improve the university and are interested in the university’s success. He is appreciative of the Green Committee and stated that it is nice that this committee is engaging all areas of the university, faculty, staff and students.

**Announcements**

Next meeting is February 1, 2010

Convocation – 1/6/2010 – 10:00 a.m. Please attend if possible.

A. Nutter - Community Recycling Center will re-open by January 15<sup>th</sup>. It has taken time to get things cleaned up and replaced after the fire which occurred right before the holiday break.

Basketball – Men and Women play tonight.

Teri Roberts sent out email about the Tunnel of Oppression. She needs Empty boxes, cans, etc. to create a mock store.

R- McGinnis- J. Pace will be 40 tomorrow.

<b>Motion:</b>	To adjourn.	
	<b>Proposed:</b> S. Niles	<b>Seconded:</b> J. Adkins
<b>Called for Vote:</b>	Passed. Meeting adjourned at 1:36 p.m.	

Minutes submitted by: Jill McBride, Secretary

**MOREHEAD STATE UNIVERSITY**

**STAFF CONGRESS MINUTES**

**FEBRUARY 1, 2010**

**MEMBERS:**

Jeff Adkins	Shannon Harr	Margaret LaFontaine	Tina McWain	Jessica Roe
Becki Alfrey	Jami Hornbuckle	Rhonda Mackin	Brooke Mills	William Salazar*
Ed Beam	Joe Hunsucker	Jill McBride	Amy Moore	Mark Stidam*
Rhonda Crisp	Phillip James	Paige McDaniel	Scott Niles	Todd Thacker
Craig Dennis	Kevin Koett	Rebecca McGinnis	April Nutter	Barbara Willoughby
		Scott McGlone	Joel Pace	

**\*Denotes member was absent.**

<b>Guests:</b>	Dr. Royal Berglee, Faculty Senate Chair Phil Gniot, Director of Human Resources Mike Walters, Vice President for Administration & Fiscal Affairs Terry White, Staff Regent
----------------	---

Chair Pace called the meeting to order and also welcomed today's guests.

<b>Motion:</b>	To approve the minutes from the January 4, 2010 meeting.
	<b>Proposed:</b> P. James <b>Seconded:</b> S. Harr
<b>Called for Vote:</b>	Motion passed.
<b>Chair's Report</b>	<p>Reported on the number of things that SC members are involved with and for the past year, Chair Pace has served on the Honorary Degree Committee, which is made of the Faculty Senate Chair, SC Chair, Provost, VP for University Advancement, Registrar, two retired faculty members. This committee met 2 weeks ago and made a motion to expand the membership in the committee to include two faculty members and two staff members. FS will include their chair-elect on the Honorary Degree Committee, and Chair Pace appointed Joel Hunsucker as the other staff representative on this committee as a 2 year designee.</p> <p>The Registrar has announced her retirement and one of the retired faculty members has passed away, so there may be some changes in the membership on this Committee. Cathy Thomas was invited to today's meeting to speak about General Education changes, but has not yet arrived.</p> <p>Committees have done good work this past month and as the semester progresses, this will continue. J. Pace thanked the committees for their</p>

	work.
<b>Vice-Chair's Report</b>	R. McGinnis has updated the website with current minutes and agendas. Lauren Buck and Lisa Caskey (Holland) have been removed from the website as they are no longer SC members and Scott Niles has been added to the member list.
<b>Secretary's Report</b>	J. McBride reported that the current supply budget was \$2,265.11

### Committee Reports

<b>Personnel Policies and Benefits</b>	A. Moore stated that there was no report.
<b>Election &amp; Credentials</b>	<p>K. Koett stated that the committee has looked at representation on campus and the following are the current demographics:</p> <p>Executive/Managerial: 70 people – 9% of staff  Professional/ Non-faculty: 363 people – 46% of staff  Secretary/Clerical: 162 people – 21% of staff  Service/ Maintenance: 118 people – 15% of staff  Skilled Craft: 59 people – 7 % of staff  Tech/ Para-professional: 18 people – 2% of staff</p> <p>According to the SC bylaws, there is a requirement to have at least 2 people per category, but this represents a problem when the Tech/Para-professional only has 18 people total. This issue will be addressed next month as this committee begins to look at changes to SC representation.</p> <p>Looking at the Spring 2010 model for elections, available positions will include 2 Executive/Managerial positions, 7 Professional/Non-faculty positions, 4 Secretary/Clerical positions, 3 Service Maintenance positions, 2 Skilled Craft, and 2 Tech/ Para-professional, and 10 At-large positions.</p> <p>People coming off of SC and would need to pursue re-election if they so choose are:</p> <p><b>Executive/Managerial:</b>  K. Koett  J. Hornbuckle</p> <p><b>Professional/Non-faculty:</b>  P. James  W. Salazar</p> <p><b>Secretary/Clerical:</b>  B. Alfrey  R. Crisp  Vacant position</p> <p><b>Service/Maint.:</b></p>

	<p>All 3 positions</p> <p><b>At Large:</b>  J. Hunsucker  S. Niles  A. Nutter  J. Pace  J. Roe</p> <p>There are 15 total positions for the Spring 2010 SC elections. Packets will be sent out later in the semester and the committee has decided to use the paper ballot process at determined locations on several selected days in April. Dates will be selected shortly.</p> <p>J. Pace stated that several new SC appointments are only valid for one academic year, so those recently appointed will need to seek re-election if they so choose.</p>
--	--

<p><b>Staff Issues</b></p>	<p>S. Harr reported that this committee met last week and included representatives from Human Resources. One item that showed up on Staff Issues survey was that staff would like to see a brief synopsis of what SC is doing, and Jami and Jill will be putting this up on the SC website after this meeting.</p> <p>The committee is moving forward with adding some teeth to the current staff mentoring program. P. Gniot came to the meeting and is working with the committee to move forward on this. J. Pace will be meeting with Mike Walters about this item on Friday. Other items include tying professional development to career ladders and possibly including PD in the future performance evaluation process.</p>
----------------------------	--

J. Pace mentioned the current survey on a campus-wide smoking ban. It is about all tobacco use on campus and not just cigarette use. J. Pace asked if anyone on SC is serving on the committee addressing tobacco use on campus. C. Dennis indicated that he is serving. C. Dennis stated that this is a sticky issue in our region since this is such a cash crop for students and their families. The survey is the next logical step in looking at a solution for smoking in and just outside campus buildings. The survey addresses total tobacco use, not just smoking.

**Regent's Report:** T. White stated that the BOR has not met, but will have a work session February 18, 2010.

**Human Resources Report:** P. Gniot addressed the Sick Leave Bank. One email announcement went out over the weekend, a little later than planned. As a result, those who want to enroll today are being permitted to do so.

P. Gniot stated that HR will be re-doing the performance evaluations scheduled for next year. The Cabinet will be the committee for this change, but input from other groups including Staff Congress will be extremely beneficial. J. Pace indicated that the Staff Issues committee will be working to interface with HR on this change.

T. Thacker asked P. Gniot how long the enrollment period was for the Sick Leave Bank. P. Gniot said that it started when announcements were made during Open Enrollment and it was then extended through January, 2010.

J. Pace asked if the current Sick Leave Bank is fully funded with an adequate number of participants. P. Gniot reported that there were 4000 hours contributed. He will give a full report at the next meeting as to how many employees signed up to participate in the program.

C. Dennis asked when faculty and staff were notified about the change to the sick leave pool. P. Gniot stated that the process started over a year ago. A. Moore stated that the original draft of the program was accepted before May 2009 and it was finalized before the summer. Additionally, Open Enrollment meetings included information on the new Sick Leave Bank and there was a formal letter sent to all employees back in December.

J. Pace asked P. Gniot to report next month on the number of employees who failed to sign up for health insurance and were placed in the HDHP by default.

T. Thacker stated that the Green Committee met for the 4<sup>th</sup> time and has divided up into sub-committees. April Nutter is the chair of the Public Awareness Committee. Other members include Shannon Harr, Craig Dennis, Becky Alfrey, April Haight, William Salazar, and Jessica Ashcraft. Ann Rathbun is the chair of the Events Committee. Other members include students Ezra Back & Matt Sharp, Rebecca McGinnis, and Tina McWain. Bob Cooper is the chair of the Energy Conservation Committee. Other members include J. Marshall, Connie-Spencer Ackerman, David Jessie, and Hans Chapman. T. Thacker asks that any suggestions be submitted to the respective sub-committee chairs and that the next meeting will be February 26<sup>th</sup> at 2:00 pm in the Riggle Room. Ann will be working on events for Earth Day and April is working on ways to promote being green. The Green Committee is needing fund for the work being done by and is asking both Staff Congress and Faculty Senate for \$500 each in support of the Green Committee's efforts. Since this request came out of committee there is no need for a second. J. Pace called for a vote to approve a granting of \$500 in start-up funds for the Green Committee. The motion carried with a unanimous vote. R. Berglee stated that he will bring this request to the Faculty Senate in an effort to match the Staff Congress donation. K. Koett indicated that SGA should also be asked for a contribution to the Green Committee. J. Pace indicated that SGA will be asked to contribute. He also indicated that several students are working with the Green Committee and T. Thacker asked to refer any additional students to serve as members. R. McGinnis commented that one of the students on the committee is using this as his internship.

**Old Business:** None

**New Business:** Moved into discussion about on the proposals for the election process since it was coming from committee and no vote is needed. The same representative model is being utilized this election with a paper ballot process, held in April with multiple days. A vote was taken and all were in favor of proceeding with the election process as approved by the committee. The motion carries.

K. Koett – QEP update: In utilizing the survey process and the feedback from the campus community, the focus area has been narrowed down to Critical Thinking & Communication. Multiple white papers are being written, which are due in March. This will serve to narrow the focus even further as the QEP process progresses further.

K. Koett- SACS update: 1<sup>st</sup> draft of the SACS report is due February 12. It will be first shared with University Administration and eventually the entire university community.



K. Koett – Senate Bill 101: Staff members currently serve on Student Disciplinary Committees but do not have the ability to cast a vote. Students and faculty are allowed to vote but by KRS law, staff are not afforded this right. This bill is trying to allow staff members a voice on these committees.

**Announcements:**

- M. Walters commented on the current and future budget issues but he does not have much information about what the next budget might be. He anticipates an 8-8.5% budget cut for next year but will keep SC posted as information becomes available.
- Dr. Berglee – The faculty are concerned about budget as well. Faculty Senate is also worried about House Bill 160, which is working to align community colleges with 4 year colleges within the state. R. Berglee indicates that the way the bill looks currently, the community colleges will be responsible for changing their courses so that they match up to those at 4 year state schools. Faculty Senate is also working on the changes in General Education. Faculty are waiting to see how everything comes out and how it will affect the various classes as the changes are implemented. Faculty Senate is also working on re-evaluating their constitution so that it will more accurately reflect the new representation that has resulted with the University re-organization. The goal is to re-organize the FS faculty along the lines of how the departments are newly organized so that the faculty are properly represented.
- J. Pace thanked R. Berglee for his support and his attendance at Staff Congress meetings.
- PD Days are being reviewed for the spring semester with a tentative identified as May 13<sup>th</sup>. Technology will be a strong focus of these upcoming sessions. Promotion on the Regional Campuses will be strong. J. Pace asked for suggestions on session topics and presenters.
- M. Walters – Requests of the University Needs List from the MSU Foundation are due by February 15. PD programs may be able to be funded via this avenue.
- March 1, 2010 – Next Staff Congress Meeting
- February 27 – 1<sup>st</sup> Spring Open House
- Men’s Basketball home games on Thursday, February 4<sup>th</sup> & Saturday, February 8<sup>th</sup> (ESPNu game- white out).

<b>Motion:</b>	To adjourn.	
	<b>Proposed:</b> M. LaFontaine	<b>Seconded:</b> J. Adkins
<b>Called for Vote:</b>	Passed. Meeting adjourned at 1:54 p.m.	

Minutes submitted by: Jill McBride, Secretary

Monday, June 27, 2011 ~

**Staff Congress**

MSU Home >> Staff Congress >> March 1, 2010 Minutes

**MOREHEAD STATE UNIVERSITY**

**STAFF CONGRESS MINUTES**

**March 1, 2010**

**MEMBERS:**

Jeff Adkins	Shannon Harr	Margaret LaFontaine	Tina McWain*	Jessica Roe
Becki Alfrey	Jami Hornbuckle*	Rhonda Mackin*	Brooke Mills	William Salazar
Ed Beam	Joe Hunsucker	Jill McBride	Amy Moore	Mark Stidam*
Rhonda Crisp	Phillip James	Paige McDaniel	Scott Niles	Todd Thacker
Craig Dennis	Kevin Koett	Rebecca McGinnis	April Nutter	Barbara Willoughby
		Scott McGlone*	Joel Pace	

**\*Denotes member was absent.**

<b>Guests:</b>	Dr. Royal Berglee, Faculty Senate Chair Phil Gniot, Director of Human Resources Mike Walters, Vice President for Administration & Fiscal Affairs Terry White, Staff Regent Beth Patrick, Vice President for Planning, Budgets & Technology
----------------	--

Chair Pace called the meeting to order and also welcomed today's guests. He then suspended the meeting to allow Beth Patrick to give SC an update on revising the University's strategic plan.

B. Patrick stated that Aspire is the University's strategic plan and was first approved by the BOR in 2006. The current version will expire in June 2010. She presented to SC the presentation that she gave at the President's Council last week. B. Patrick first gave a brief overview of the beginnings of MSU's strategic plan and the reasons behind the creation and implementation of the plan for those in SC who might not be as familiar with the plan. She indicated that the revision process started in September 2009. The revision group created an event called it Café Aspire. 100 staff, faculty, and administrators participated and discussed current plan and goals, where we were when the plan was created, and where we are now and the progress that has been made. This group also talked about things that have worked and things that have not worked. Many people, including faculty, staff and administrators, had the opportunity to talk about all the areas of the current plan. Notes were taken and then IRCA pulled the information together into an organized format, looking at WEAVE, unit planning software, goal by goal as a point of reference. 6 Focus groups were created, one for each goal, and all info was give to each group. The groups were then asked to bring back revisions to their specified goal for the 2010-2014 period. This was done and then the first official ASPIRE document was posted online for review. Now specific university leadership groups will be asked to provide feedback. After this feedback is obtained, a last round of revisions will be made. A final draft will then be created and brought to the BOR. Feedback will be solicited until June 2010. B. Patrick encouraged SC members and their constituents to take the survey and provide the needed feedback. The survey is not currently online but was sent out to all faculty and staff via email. A reminder will be going out in the next few weeks to those who have not yet completed the survey.

B. Patrick also commented briefly on the budget, but nothing will be known for certain until a budget passes both the House and the Senate.

C. Pace thanked B. Patrick and resumed the meeting.

<b>Motion:</b>	To approve the minutes from the February 1, 2010 meeting.	
	<b>Proposed:</b> T. Thacker	<b>Seconded:</b> B. Alfrey
<b>Called for Vote:</b>	Motion passed.	
<b>Chair's Report</b>	J. Pace stated that it has been an event-filled month. He mentioned that he did meet with the President's Council when they were conducting an overview of strategic plan draft. S. Harr & J. Pace met with Mike Walters, going over some issues from the Staff Issues Committee. M. Walters also met with the Executive Council to share information on the Baldrige Evaluation of Administrators, which he will share later in the meeting.	
<b>Vice-Chair's Report</b>	R. McGinnis has updated the website with current minutes and agendas.	

<b>Secretary's Report</b>	J. McBride reported that the current supply budget was \$2,056.11, with an additional \$500 to be transferred to the Green Committee.
---------------------------	---

**Committee Reports**

<b>Personnel Policies and Benefits</b>	<p>A. A. Moore reported that the Committee met this last month and has asked HR to devise some type of status notification plan for those employees who are participating in the Sick Leave Bank.</p> <p>B.</p> <p>P. Gniot informed the Committee that an RPF will be going out soon for healthcare. The Committee also asked that a review of the points structure for the Wellness Program be conducted to be sure that this program is adequately serving those employees currently participating. The Committee feels that the current threshold for participation may be too high and may need to be reviewed for next year.</p>
<b>Election &amp; Credentials</b>	<p>K. Koett reported that packets will be going out soon for soliciting those who may be interested in running for available SC positions. A proposal will be brought forward in New Business. J. Pace asked what the dates were for SC elections, and K. Koett reported that dates had not been officially set.</p>

<b>Staff Issues</b>	<p>S. Harr reported that the Staff Issues Committee will be meeting on Friday with P. Gniot to discuss implementing the new Staff Performance Evaluations.</p> <p>S. Harr also commented on the idea of putting bulleted information from meetings on the SC website, stating that there was a recommendation that this be put on the portal, which may be available by the end of March.</p>
---------------------	---

**Regent's Report:** T. White reported that the BOR held a workshop on 2/18/10. He indicated that this was mostly an informative session, with ASPIRE issues and budget updates discussed. T. White also stated that Dr. Hughes gave an on academic review. Following the workshop, students were able to eat lunch with BOR members in the cafeteria; there will be a BOR Retreat on 3/3/10 and the next scheduled meeting is 3/11/10.

**Human Resources Report:** P. Gniot addressed the Sick Leave Bank and Healthcare Selection numbers. Status on sick leave bank report: 364 employees elected to participate (about 1/3 of total employees) with 728 days contributed. 88.3 days have been awarded thus far, which is an average of 44 days per month. 12 month projected usage will leave a 199 day balance at the end of the year to build for future use. P. Gniot anticipates that the use will vary and the program will be self-funding.

Health plan – 2010 HDCP – biggest gainer with 189 employees choosing this plan; CDHP – 665 employees chose this plan; POS – 74 employees chose this plan for a total of 928 employees selecting some form of healthcare. Compared to 2009 – those who waived coverage remained constant. HDCP only had 18 employees; CDHP had 794 employees; POS had 117 employees last year. Those who were defaulted into the HDCP were 66, but many of those who were defaulted did so as a conscious choice.

Employee Performance Evaluation – P. Gniot stated that there is a project plan in play and he will bring this to the Staff Issues Committee meeting on Friday, 3/5/10. Structure for the plan will include an implementation team to give guidance and input. The Cabinet will have the prime responsibility, and Staff Congress will be asked collect information from employees via the Staff Issues Committee. There will also be representation from the Deans & Chairs, who serve as appraisers. The goal is to work to have the new Employee Performance Evaluation in place by next year but the primary responsibility is to design the form first.

J. Pace commented on providing input as to placement of Floating Holidays. B. Alfrey stated that she sent out 164 queries, with 53 responses returned. She will send results to J. Pace. C. Dennis commented that these floating holidays must occur when the students are not in school. SC will play a role in providing input as to where employees prefer the days be placed next year.

**Green Committee:**

T. Thacker stated that the Green Committee met Friday. He stated that they are looking at ideas for Earth Day, dependent on funding. The Committee is scheduled to meet again on 3/26/10. T. Thacker asked members to give him names of students who might be interested in participating on this committee.

M. Walters reported that the Cabinet is working on ASPIRE update and budget issues, as well as the performance appraisal revision. He stated that there is a desire to make the form easier and more meaningful for the reviewer and the reviewee as well as to provide opportunities for dialogue that may not currently be utilized.

M. Walters also reported that the Executive committee discussed the "Are We Making Progress" Administration survey, stating that they will conduct the survey again this year. He stated that he hoped to have good participation in the survey process.

R. Berglee – Faculty Senate report. He stated that, after some lively discussion and a tabling of the request, FS has voted to approve the \$500 contribution to Green Committee. The main cause for concern in approving the contribution stemmed from a question of what the funds would be used for. The majority of faculty felt that if it could help our environment for students, faculty, and staff, then it was positive and should be funded.

**Old Business:** None

**New Business:** K. Koett brought a proposal coming from Credentials and Elections Committee to change the SC representation model. The Committee is proposing to create a hybrid model with representation by EOC and also an area location.

Discussion: This would be a change in the bylaws and would require 3 readings. K. Koett stated that basically, the At-Large category will be reduced by 7 members, and would be reallocated to area location opportunities. At-large will come from area representation. Call for question – P. James, second – W. Salazar. If approved, this model will go into effect for the Spring 2011 elections. Approval requires a 2/3 vote. This is the first reading. There will be 2 additional readings required.

**Announcements:**

Ø SC Executive Committee talking about PD day – May 13 (tentative) with focus on technology:

- Portal Project
- Facebook
- Data back/storage
- Web tools
- Internet
- Outlook/ Excel
- Series 25
- Personal devices
- Personal Growth (healthy living)

Ø Campus Power Outage – 3/12/10 – west end of campus at 6:00 p.m. Back on Sunday, 3/14/10.

Ø University switched Credit Card companies – If you need new card, call P. McDaniel

Ø Career Fair – 3/2/10

Ø OVC Tournament – Tuesday, 3/2/10

<b>Motion:</b>	To adjourn.	
	<b>Proposed:</b> J. Adkins	<b>Seconded:</b> T. Thacker
<b>Called for Vote:</b>	Passed. Meeting adjourned at 2:16 p.m.	

Minutes submitted by: Jill McBride, Secretary

Monday, June 27, 2011 ~

**Staff Congress**

MSU Home >> Staff Congress >> Minutes 4.5.10

**MOREHEAD STATE UNIVERSITY**

**STAFF CONGRESS MINUTES**

**April 5, 2010**

**MEMBERS:**

Jeff Adkins	Shannon Harr*	Margaret LaFontaine	Tina McWain	Jessica Roe*
Becki Alfrey	Jami Hornbuckle	Rhonda Mackin	Brooke Mills	William Salazar
Ed Beam	Joe Hunsucker	Jill McBride*	Amy Moore	Mark Stidam*
Rhonda Crisp	Phillip James	Paige McDaniel	Scott Niles	Todd Thacker
Craig Dennis	Kevin Koett	Rebecca McGinnis	April Nutter	Barbara Willoughby
		Scott McGlone*	Joel Pace	

**\*Denotes member was absent.**

<p>Guests:</p>	<p>Phil Gniot, Director of Human Resources</p> <p>Mike Walters, Vice President for Administration &amp; Fiscal Affairs</p>
----------------	--

<p>Motion:</p>	
----------------	--

	To approve the minutes from the March 1, 2010 meeting.	
	Proposed: T. Thacker	Seconded: P. James
Called for Vote:	Motion passed.	
Chair's Report	J. Pace stated that it has been an interesting month. We have many things approaching such as elections and Professional Development Day scheduled for May 13. He will be calling for volunteers. PD Day is a joint venture between Staff Congress and Human Resources. HR will be doing the assessments. Information Technology will be assisting as well since the focus is on technology. Please share the date with your constituents.	
Vice-Chair's Report	R. McGinnis has updated the website with current minutes and agendas.	
Secretary's Report	R. McGinnis reported J. McBride e-mailed her that the current supply budget was \$2,056.11, with an additional \$500 to be transferred to the Green Committee.	

**Committee Reports**

Personnel Policies and Benefits	No Report.
Election & Credentials	<p>K. Koett wanted to remind everyone that we will have elections this month. Information will be sent out tomorrow soliciting nominations. Nominations will be due April 16. The ballot will be posted on April 19 with elections on April 27 and 28.</p> <p>The following individuals will need to run again for Staff Congress: K. Koett, J. Hornbuckle, P. James, W. Salazar, B. Alfrey, R. Crisp, S. McGlone, J. Hunsucker, S. Niles, A. Nutter, J. Pace, J. Roe. There is one secretarial, two</p>



	<p>service/maintenance and one tech/paraprofessional positions that need to be filled. There are sixteen positions up for election.</p>
--	---

<p>Staff Issues</p>	<p>S. Harr reported that the Staff Issues Committee is working with Human Resources on the new Staff Performance Evaluations. They met on March 15 and will meet again on April 19 to review an on-line evaluation software.</p> <p>S. Harr also reported that the President’s Leadership team sent an email to Staff Congress, Faculty Senate and other leadership groups to review and comment on the ASPIRE document. The SI Committee has done that and S. Harr will respond by Friday.</p>
---------------------	---

**Regent's Report:** No Report.

**Human Resources Report:** P. Gniot stated he had met with the Staff Issues Committee about the staff performance evaluation system. They gave him insight and guidelines. They have scheduled on-line appraisals webinar for April 15. There has been another benefit added through Allstate.

A. Moore wanted to know if HR would be sending a confirmation to employees who are enrolled in the Sick Leave Bank. P. Gniot stated they have sent one message, but would send another mass message to everyone.

**Green Committee:** T. Thacker stated that Dr. Ann Rathburn, Tina McWain and he met with President Andrews to discuss doing some things and asked for a budget. A. Nutter stated that April 22 is Earth Day. This will be the first visible thing for the Green Committee. Together with the Environment Science Club, they have planned several different events. There will be information booths setup in front of ADUC from 10 am to 2 pm. A movie titled "Black Diamond" will be shown in the Riggle Room and a panel discussion will follow. The day will conclude with a lawn concert at Laughlin.

T. Thacker stated that all meters have been placed on the residence halls. C. Dennis wanted to know how the meters would be read. T. Thacker explained the meters would be not compared building to building, but year to year usage. Each building will be completing against itself. T. Thacker also stated that the Energy Committee would be meeting with all building supervisors later this month to assess the operational hours of the building in order to save energy.

J. Pace commented that B. Alfrey has been collecting minutes for the Green Committee. T. Thacker stated that B. Alfrey is also collecting minutes for the Staff Issues Committee as well. J. Pace would appreciate everyone’s support for the Earth Day events. K. Koett stated that he spoke to SGA President Kyle Yarawsky about supporting this committee with funding and getting more student involvement.

**President's Cabinet:** M. Walters reported that this has been a very unusual budget year and the budget is the focus. He doesn't foresee the General Assembly passing a budget bill by April 15. The Governor will probably call a special session to adopt a budget. The other option would be a budget is not adopted by July 1 and state agencies would shut down. M. Walters also stated Dr. Andrews will be conducting two budget forums on April 6 at 3 pm and April 7 at 8 am. He would encourage everyone to attend one of the sessions.

M. Walters also reported that the "Are We Making Progress" Administration survey will start in two weeks.

R. Crisp wanted to know about the increases in KTRS/KERS. M. Walters reported that the increase in KTRS is .25% and for KERS is 6.16%. The increase is due to health care coverage. Employers will match the increase.

C.Dennis wanted to know how the national health care bill will impact employees/MSU. M. Walters stated that we are gathering information and have webinars planned.

**Old Business:** K. Koett brought a proposal coming from Credentials and Elections Committee to change the SC representation model. The Committee is proposing to create a hybrid model with representation by EOC and also an area location. This is the second reading. The proposed model will be distributed to each member.

Discussion: T. Thacker was concerned about employees in certain areas not getting enough support. J. Pace stated that we currently have EEO categories that are not filled. K. Koett stated this model will force people to look at who will represent SC the best. M. LaFontaine stated that we are the only state school that elects members by EEO categories.

J. Pace stated he has received a number of questions/complaints from various staff members who felt they were unaware of changes in policies. He also stated that we don't always share information with constituents. A. Nutter commented on how you define constituents and with the new model it will give you more opportunity to share with others in your building. Call for end of discussion - A. Nutter, second - W. Salazar.

**New Business:**

Motion:	To no longer print agenda and minutes for each meeting.	
	Proposed: T. Thacker	Seconded: K. Koett
Called for Vote:	Passed. Meeting adjourned at 2:07 p.m.	

**Announcements:**

- ∅ Next Meeting is May 3.
- ∅ Plan on attending the Budget Forums.
- ∅ Volunteer for PD Day
- ∅ Earth Day is April 22.
- ∅ University Gala is April 24.
- ∅ Student Scholarship banquet is April 21.
- ∅ Golf scramble is April 23.

Motion:	To adjourn.	
	Proposed: K. Koett	Seconded: M. LaFontaine
Called for Vote:	Passed. Meeting adjourned at 2:07 p.m.	

Minutes submitted by: Rebecca McGinnis, Vice Chair

Monday, June 27, 2011 ~

**Staff Congress**

MSU Home >> Staff Congress >> May 10, 2010 Minutes

**MOREHEAD STATE UNIVERSITY**

**STAFF CONGRESS MINUTES**

**May 10, 2010**

**MEMBERS:**

Jeff Adkins*	Shannon Harr	Margaret LaFontaine	Tina McWain	Jessica Roe*
Becki Alfrey	Jami Hornbuckle*	Rhonda Mackin	Brooke Mills	William Salazar
Ed Beam*	Joe Hunsucker	Jill McBride*	Amy Moore	Mark Stidam*
Rhonda Crisp	Phillip James	Paige McDaniel	Scott Niles*	Todd Thacker
Craig Dennis	Kevin Koett	Rebecca McGinnis	April Nutter	Barbara Willoughby
		Scott McGlone*	Joel Pace	

**\*Denotes member was absent.**

<b>Guests:</b>	Dr. Royal Berglee, Faculty Senate Chair Phil Gniot, Director of Human Resources	
<b>Motion:</b>	To approve the minutes from the April 5, 2010 meeting.	
	<b>Proposed:</b> T. Thacker	<b>Seconded:</b> P. James

<b>Called for Vote:</b>	Motion passed. P. Gniot will verify the retirement percentages.
<b>Chair's Report</b>	J. Pace stated that we have a few things going on here. J. McBride is traveling today at the College Day Program in West Liberty. He appreciates everyone rescheduling due to the flood. The SC office in Allie Young Hall was flooded. It is currently in the process of drying out and getting cleaned. The Day of Professional Development Day has been rescheduled for June 3. The topics have been identified starting with an opening session with the day focusing on technology. Those topics include a session on Series25, School Dude, Portal and Wellness. There will be a hands-on training on Excel scheduled in a computer lab. This event is in cooperation with Human Resources and Information Technology. Your support, promotion and attendance are greatly appreciated.
<b>Vice-Chair's Report</b>	R. McGinnis has updated the website with current minutes and agendas.
<b>Secretary's Report</b>	No report.

**Committee Reports**

<b>Benefits and Compensation</b>	A. Moore reported their committee has a recommendation to be discussed in new business. Employee Benefits met a few weeks ago and discussed domestic partner benefits and the health care RFP. There are several EBC members that will be on the RFP review committee.
<b>Election &amp; Credentials</b>	K. Koett wanted to remind everyone that we will need to vote on the representation model today in old business. Their committee has a proposal on elections for this year to be discussed in new business. We had nine candidates.

--	--

<b>Staff Issues</b>	No report.
---------------------	------------

<b>Green Committee</b>	<p>T. Thacker commended the events and PR subcommittees for their hard work on the Earth Day event. They did a fantastic job. The energy subcommittee met with the building supervisors over the past month to advise them we are going to more aggressive in conserving energy through electric as well as heating/cooling.</p> <p>J. Pace wanted to recognize the committee members as well as T. Thacker's leadership. They have done great things this past year.</p>
------------------------	---

**Regent's Report:** T. White reported the BOR would have a work session on May 20 at 9 am and a meeting on June 10 at 9 am.

**Human Resources Report:** P. Gniot stated the Staff Appreciation picnic went well and the weather was great. He wondered if anyone had any comments/suggestions about the event. R. McGinnis suggested we consider a different date due to the setup conflict with Commencement. T. White was concerned that we had a band playing during the time when students were taking their final exams. K. Koett stated there is a University Policy against amplification of music during finals.

**Tobacco Issues Workgroup:** C. Dennis reported the President had asked VP Walters and VP Weathers in the fall of last year to look at a tobacco free campus. A workgroup was formed. A survey was administered to all faculty, staff and students. It appears that the campus will probably go tobacco free in 2011. There will be a transitional period between now and 2011. Several options will be provided for individuals to stop using tobacco products. Harry Gunn has received numerous complaints about areas around Rader, ADUC/Enrollment Services and Combs/Lappin. C. Dennis thinks that SC can offer suggestions during the transitional period. T. Thacker asked if any member of the workgroup was a tobacco user. C. Dennis responded he wasn't sure, but thought that one student did smoke. A. Nutter commented that since we are an institute of Higher Education, we should consider an awareness campaign. A. Moore commented this is a bigger issue and we hope that people will conform. C. Dennis stated it will hard to enforce, but hope that people will comply. M. LaFontaine wanted to know if there was any grant funding available to help with smoking cessation program. C. Dennis wasn't sure, but he would ask.

**Faculty Senate:** Dr. R. Berglee stated Faculty Senate concluded as of their meeting last Thursday. There was a second reading of a resolution on Domestic Partner Benefits. They did not decide on a definition that will be left to Human Resources and Legal Counsel. They did approve the resolution. They did approve their new constitution and forwarded it to the President's Office. Once the President's Office has approved, it will be sent on to the Board of Regents.

Dr. R. Berglee also stated FS was concerned about the number of adjunct faculty are currently teaching since the budget will no longer support them and general education reform. Dr. Bev McCormick will be the new Faculty Senate Chair.

J. Pace stated there is a resolution from Faculty Senate in regard to University Standing Committees. Currently, USC is housed under FS. Some of the committees that do not have any representation will be either reduced, eliminated or will move under Research and Sponsored Programs. The job reclassification review committee will be placed under VP Walters. The Honors, International Education Advisory and Technology Resource committees were all absorbed.

W. Salazar wanted to know where the Domestic Partner Benefits will go for review. Dr. R. Berglee stated it will go to the administration through the Provost's Office and then to the President's Office. It will not come back to the Faculty Senate. M. LaFontaine asked what other institutions currently have this benefit. Those institutions include: UK, UL, WKU, NKU and Berea.

**President's Cabinet:**

J. Pace stated VP Walters is out of town. Therefore, there will be no report.

**Old Business:** K. Koett brought a proposal coming from Credentials and Elections Committee to change the SC representation model. The Committee is proposing to create a hybrid model with representation by EOC and also an area location. This is the third reading.

Discussion: None. Call for end of discussion – T. Thacker, second – W. Salazar.

<b>Motion:</b>	To approve the recommendation of a new representation model.
<b>Called for Vote:</b>	Passed.

**New Business:** K. Koett brought forth a proposal on behalf of Credentials & Elections Committee that we accept the nine candidates through a vote of affirmation not through an election since there are sixteen vacancies. Those individuals who reapplied are as follows: J. Hunsucker, S. Niles, J. Pace, K. Koett, W. Salazar, B. Alfrey, and R. Crisp. P. James and S. McGlone did not reapply. K. Griggs and M. Nutter were new candidates. All candidates will meet with the committee to determine the term limits. All vacant positions will be filled using SC protocol on elections. This will leave two at-large, one executive managerial, two service/maintenance, one secretarial/clerical and one technical/paraprofessional.

Discussion: T. Thacker asked if this is possible due to the By-Laws. M. LaFontaine researched it and there was nothing stating that we couldn't do it. K. Koett commented that as long as there are no conflicts with the number of positions available. T. Thacker wanted to know how the term limit would be decided. K. Koett reminded everyone of the situation last year between the two service/maintenance candidates where they decided amongst themselves on the term limits. The committee is recommending the same this year with this group. The positions to be filled will be on a one year limit. K. Koett stated that to run an election the cost is around \$500. W. Salazar wanted to know if we need to make a change to the By-Laws. K. Koett stated they were changed

two years ago. C. Dennis and T. Thacker were concern we were not following the democratic process. K. Koett and J. Pace explained there is no way a candidate nominated would not be elected. S. Harr was concerned we did not receive more candidates.

Call for questions - P. James, second - A. Nutter

<b>Motion:</b>	To accept the election results by affirmation.
<b>Called for Vote :</b>	Passed. Two opposed.

A. Moore brought forth a recommendation on behalf of Benefits and Compensation Committee in support of domestic partner benefits. J. Pace stated that everyone would receive a copy of the recommendation.

Discussion: K. Koett is concerned there is no cost benefit analysis to be completed since there is no policy that states only a certain percentage of faculty and staff can be married. T. Thacker is concerned about the increase in costs. P. Gniot has asked Humana to give a potential cost estimate. C. Dennis wanted to know if offering this benefit would be a deal breaker or maker. A. Nutter stated that we would probably only be adding a small number of people, this would be a benefit in serving more people and it's the right thing to do. W. Salazar reminded everyone that the Board of Regents approved a diversity resolution.

Call for questions - W. Salazar, second - A. Nutter

<b>Motion:</b>	To approve to accept the Faculty Senate resolution support Domestic Partner Benefits.	
	<b>Proposed:</b> T. Thacker	<b>Seconded:</b> A. Nutter
<b>Vote by Roll Call:</b>	Passed with 14 'Yes' to 4 'No'	



A copy of the roll call vote will be attached to the minutes.

T. McWain would like for employees to be able to volunteer in a disaster situation and not have to use their vacation or sick time. J. Pace stated that this Dr. J. Marshall had pursued this program and SC passed a resolution in support. Dr. J. Marshall worked with the Administration and it was decided to not pursue at this time. K. Koett stated that VP Walters and VP Weathers are working on a proposal where employees could take one day to serve others during work time. A. Moore stated that this topic was brought back to Employee Benefits two months ago.

**Announcements:**

- Ø Next Meeting is June 7.
- Ø Plan on attending the Day of Professional Development on June 3.
- Ø Volunteer for PD Day
- Ø Commencement was May 8. K. Koett wanted to send appreciation to the Facilities staff for their incredible job for both ceremonies. Dr. R. Berglee wanted to send appreciation on behalf of the Faculty.
- Ø Various construction projects across the campus.
- Ø Identity Theft Informational/Luncheon is June 9.

<b>Motion:</b>	To adjourn.	
	<b>Proposed:</b> W. Salazar	<b>Seconded:</b> P. James
<b>Called for Vote:</b>	Passed. Meeting adjourned at 2:41 p.m.	

Minutes submitted by: Rebecca McGinnis, Vice Chair

**MOREHEAD STATE UNIVERSITY**

**STAFF CONGRESS MINUTES**

**June 7, 2010**

**MEMBERS:**

Jeff Adkins	Shannon Harr	Margaret LaFontaine	Tina McWain	Jessica Roe*
Becki Alfrey	Jami Hornbuckle*	Rhonda Mackin	Brooke Mills	William Salazar
Ed Beam	Joe Hunsucker	Jill McBride	Amy Moore	Mark Stidam*
Rhonda Crisp	Phillip James	Paige McDaniel*	Scott Niles	Todd Thacker
Craig Dennis	Kevin Koett*	Rebecca McGinnis	April Nutter	Barbara Willoughby
		Scott McGlone*	Joel Pace	

**\*Denotes member was absent.**

<b>Guests:</b>	Phil Gniot, Director of Human Resources Terry White, Staff Regent
----------------	--

Chair Pace called the meeting to order and also welcomed today's guests. He also welcomed the new members in attendance that will take office next month and asked them to introduce themselves and tell what department they are from. New members include Matt Nutter, Marti King, and Kelly Griggs.

<b>Motion:</b>	To approve the minutes from the May 2010 meeting. P. Gniot commented that KERS percentage had not yet been confirmed. He will bring to the July meeting.
	<b>Proposed:</b> T. Thacker <b>Seconded:</b> A. Moore
<b>Called for Vote:</b>	Motion passed with tabled KERS percentages until next month.
<b>Chair's Report</b>	J. Pace commented on Professional Development Day, which occurred last week. This was a partnering between SC, IT, and HR. The schedule included topics that were identified by a survey done last fall. Gary Holeman worked with J. Pace & P. Gniot to identify speakers. The event was well attended, with 175 duplicated enrollment. Many people attended multiple sessions. HR will have report on surveys conducted at each session. Several sessions were lightly attended. Some sessions were very highly attended with 50+ attendees. There has been a request to do this program again sometime this summer. SC has not planned to do a summer session, but HR may address this need. J. Pace thanked the members, the Executive Committee, and April Nutter for their participation in both PD sessions, fall & spring. This is a wonderful partnership opportunity and is recognized by the President.

	<p>Next month is elections for Chair, Vice-Chair, and Secretary. Today completes J. Pace's and R. McGinnis' second term as chair and vice chair respectively as they are not eligible to continue to run in their current positions.</p> <p>The parliamentarian will run the elections next meeting and committee assignments will be done as well. New members will also be sworn in.</p> <p>J. Pace recognized outgoing members P. James, A. Nutter, and J. Hornbuckle and thanked them for their service to Staff Congress.</p>
<b>Vice-Chair's Report</b>	R. McGinnis has updated the website with current minutes and agendas and flyer for PD was added. There is also a tips document on Excel available to download.
<b>Secretary's Report</b>	J. McBride reported that the current supply budget was \$790.97. There was a question on the money left at the end of the year and a recommendation will be brought forward in new business.

### Committee Reports

<b>Personnel Policies and Benefits</b>	A. Moore stated that there was no report from this committee.
<b>Election &amp; Credentials</b>	K. Koett is out today. M. LaFontaine stated again that elections for the Executive Board will take place at next month's meeting. Bylaws have been approved and will be uploaded to the website.
<b>Staff Issues</b>	S. Harr stated that there was no report from this committee.

**Green Committee Report:** T. Thacker stated that the balance of Green Committee funds (approx. \$3400) will be rolled over. There is a meeting scheduled for Thursday of this week to talk about the sustainability conference that several committee members attended a month ago at UK.

J. Pace stated that the Green Committee is currently an ad hoc committee and will expire with today's meeting. He recommends that this committee be continued and appreciates the work of this important group.

**Regent's Report:** T. White reported that the BOR had a work session on May 20, 2010 but he was unable to attend. He also stated that a regular meeting is scheduled for June 10, 2010 with a full agenda including approval of the Operating Budget, Personnel roster as well as several PARs. There will also be a discussion on the Presidential evaluation and personal service contracts.

**Human Resources Report:** P. Gniot reported that the RFP for healthcare is up tomorrow, June 7, 2010. He asked for the Employee Benefits Committee to participate in the evaluations. More details will be available at next month's meeting.

J. Pace wanted SC to be aware of an email will be coming out later this week and will involve some energy conservation strategies. This will include increasing the building temperatures this summer to 76 degrees with a relaxed dress code of khakis and polo shirts. There was some discussion about buildings that have easily monitored climate controls and the older building that are not easily monitored. J. Pace suggested that SC members refer additional questions from their constituents to either the Staff Issues Committee or the Green Committee.

**Old Business:** J. Pace stated that the new representative model will be put in the bylaws moving forward. Also, last month there was a resolution on partner benefits and that has been forwarded on to Mike Walters. P. Gniot stated that they have talked with Humana to give a cost estimate and they said that if domestic partners (as defined by UK) and dependants are included the impact would be about \$120,000 per year. He also wants SC to consider that as the national health care bill continues, does that change at all what SC wants to do with respect to domestic partners? A. Nutter stated that it would not change her opinion, as it is only fair that domestic partners have access to the excellent health care that MSU offers. Adding domestic partners would increase premiums by 1%.

P. Gniot stated that Humana said that only 17 companies in Kentucky have domestic partner benefits. He felt it seemed that the Humana premium was on the high end. He will summarize what the RFP shows on this topic.

**New Business:** S. Harr made a motion that any funds remaining in the SC account not be returned and either roll over the funds to the next fiscal year or give it to the Green Committee. P. James made a friendly recommendation that the request be more specific as to what the money will be used for.

T. Thacker made a motion to allow the Executive Officers to decide where the remaining funds go or how they are used. There was some discussion about upgrading recording equipment, marketing to promote Staff Congress, or purchase of an additional computer for the SC office.

S. Harr accepted the amendment that the Ex. Committee makes recommendations on how the remaining funds are spent. J. Pace called for a vote. All members were in favor. The motion passed..

**Announcements:**

- Next meeting is July 12, 2010
- Summer school begins today, June 7, 2010
- BOR meets this week
- SOAR this week
- University closed on July 5 for the July 4<sup>th</sup> holiday
- Fall employee calendar not set, but a version has been submitted to the Cabinet. The floating holidays will be put immediately preceding the Christmas Holiday.
- Identify Theft workshop on June 9, 2010

- Athletics Golf Scramble this Saturday
- Summer camps started this week

<b>Motion:</b>	To adjourn. ,	
	<b>Proposed:</b> T. Thacker	<b>Seconded:</b> W. Salazar
<b>Called for Vote:</b>	Passed. Meeting adjourned at 2:04 p.m.	

Minutes submitted by: Jill McBride, Secretary

**MOREHEAD STATE UNIVERSITY**

**STAFF CONGRESS MINUTES**

**July 12, 2010**

**MEMBERS:**

Jeff Adkins*	Kelly Griggs	Margaret LaFontaine	Tina McWain	Joel Pace
Becki Alfrey	Shannon Harr	Rhonda Mackin	Brook Mills	William Salazar*
Ed Beam	Joe Hunsucker	Jill McBride	Amy Moore*	Mark Stidam*
Rhonda Crisp	Marti King*	Paige McDaniel	Scott Niles	Todd Thacker
Craig Dennis	Kevin Koett	Rebecca McGinnis	Matthew Nutter	Barbara Willoughby

**\*Denotes member was absent.**

<b>Guests:</b>	Terry White, Staff Regent
----------------	---------------------------

Chair Pace called the meeting to order and also welcomed today's guests, of which there were none. He also recognized the new members in attendance, Kelly Griggs and Matthew Nutter.

<b>Motion:</b>	To approve the minutes from the June meeting
	<b>Proposed:</b> T. Thacker <b>Seconded:</b> K. Koett
<b>Called for Vote:</b>	All in favor. Motion approved.
<b>Chair's Report</b>	<p>Prior to the Chair's report, J. Pace commented that the newly released Green Committee video was well done and gave a good representation of what is being done to encourage faculty, staff, and students to be more earth conscious on MSU's campus.</p> <p>For the benefit of the new members in attendance, J. Pace read the obligations that representatives on Staff Congress have, as are stated in the bylaws.</p> <p>J. Pace reported that the Staff Congress term ended last month, with elections to elect new chair, vice chair, and secretary to take place today. J. Pace stated that he appreciates all the support and work that has been done for this past year, especially from the Executive Council, and in particular the Vice Chair, Rebecca McGinnis, and Secretary, Jill McBride. He also thanked committee heads, stating that they were all charged with many tasks and had the opportunity to do things that had not originally been anticipated. J. Pace commented that Mike Walters had been a great asset to the chair, P. James</p>

	<p>provided insight as he served on the Executive Council, P. Gniot provided beneficial information, T. Thacker provided leadership by chairing Green Committee, and M. LaFontaine provided beneficial direction while serving as emergency parliamentarian.</p> <p>Accomplishments this past two years include:</p> <ul style="list-style-type: none"> <li>• Green Committee</li> <li>• Professional Development Days</li> <li>• Improved communication with Faculty Senate – operating with united voice</li> <li>• Working with Mike Walters, acquired designated office space.</li> <li>• Changed committee structure</li> <li>• Start this year with implementing precinct voting</li> </ul> <p>J. Pace thanked the members for putting their trust in him and working collectively with him Not everything was accomplished; had an election this spring with no contested positions. There is still much work to do. Do our constituents support us and want to be engaged by and participate in Staff Congress? That is something that needs to be addressed as we move forward.</p>	
<b>Vice-Chair's Report</b>	<p>R. McGinnis thanked the SC members for the opportunity to serve as vice chair. R. McGinnis reported that she has updated the website. She still needs to add information on new members before the next meeting.</p>	
<b>Secretary's Report</b>	<p>J. McBride reported that the current supply budget for the new fiscal year was \$2941. Additionally, current travel balance is \$235. Discussion on last year's ending budget will be brought forward in old business.</p>	

### Committee Reports

<b>Personnel Policies and Benefits</b>	No report.
<b>Election &amp; Credentials</b>	No report.
<b>Staff Issues</b>	No report.

**Green Committee Report:** T. Thacker reported on the Green Committee video, which was viewed at this time by staff congress members.

**Regent's Report:** T. White reported that the BOR will meet August 5<sup>th</sup> and will swear in new members. August 18 will be regular board meeting and will tied in with Convocation and a luncheon immediately following in Button auditorium. August 27<sup>th</sup> will be a work session with a ribbon cutting for new CHER building on that same day.

**Human Resources Report:** P. Gniot was not in attendance so there was no report.

**Old Business:** J. Pace stated that there was a motion passed at the June meeting to spend all of the money left in the FY 2010 Staff Congress budget. The Executive Council looked at this strategically, looking at partnering with President's Office to replace the recording devices in the Riggle Room, which was unsuccessful. The Council also looked at purchasing a digital recorder, but that was unsuccessful. Technology was identified, such as a computer, but deadlines were missed because the last day to make large purchases was the day after the June meeting (June 8, 2010). Money was able to be rolled to the Green Committee and door prizes, hand-outs and give-a-ways to be used at a variety of SC events like Professional Development day. \$612 was returned to the university.

C. Dennis asked if there was anything that the SC office needs. There was a need for a computer, but all furniture has been moved out of the SC office for Communications & Marketing use. At this point, the office is only being used to house archives. J. Pace will look at putting in round tables and several chairs to allow for committee meetings.

**New Business:** J. Pace turned the meeting over to the Parliamentarian, M. LaFontaine, in order to conduct elections for Chair, Vice-Chair and Secretary, as is stated in the Bylaws, Article III, Section 3.

Nominations for Chair: T. Thacker nominated R. McGinnis. R. McGinnis accepted the nomination. A motion to close was made by S. Harr and seconded by T. Thacker. M. LaFontaine called for a vote by acclamation. All members were in favor except one. R. McGinnis was elected Chair by acclamation.

Nominations for Vice-chair: T. Thacker nominated C. Dennis. C. Dennis accepted the nomination. E. Beam nominated J. Hunsucker. J. Hunsucker declined the nomination. Motion to close nominations was made by S. Niles and seconded by T Thacker. M. LaFontaine called for a vote by acclamation. All members were in favor except one. C. Dennis was elected Vice-chair by acclamation.

Nominations for Secretary: T. Thacker nominated J. McBride. J. McBride accepted the nomination. B. Alfrey made a motion to close nominations. T. McWain seconded the motion. M. LaFontaine called for a vote by acclamation. All members were in favor. J. McBride is elected Secretary by acclamation.

Selection of Committees: Because of low attendance, a motion to self- select for committee assignments was tabled by T. Thacker and seconded by S. Harr. Committee assignment selection was tabled until next month's meeting.

**Announcements:**

- Next meeting is August 2, 2010
- Next meeting 8/2/10



- Transition Center reception July 14
- SOAR – July 20
- August meeting is picture meeting.
- Friday August 20 – Freshmen move-in day.
- Block off blvd. Saturday August 7<sup>th</sup>. Big piece of equipment onto Clay-pool young.
- Street and parking spot painting starting next week.

<b>Motion:</b>	To adjourn.	
	<b>Proposed:</b> T. Thacker	<b>Seconded:</b> B. Willoughby
<b>Called for Vote:</b>	Passed. Meeting adjourned at 1:45 p.m.	

Minutes submitted by: Jill McBride, Secretary

**MOREHEAD STATE UNIVERSITY**

**STAFF CONGRESS MINUTES**

**August 2, 2010**

**MEMBERS:**

Jeff Adkins*	Kelly Griggs	Margaret LaFontaine	Tina McWain	Joel Pace
Becki Alfrey	Shannon Harr	Rhonda Mackin*	Brooke Mills	William Salazar
Ed Beam	Joe Hunsucker	Jill McBride	Amy Moore	Todd Thacker
Rhonda Crisp	Marti King*	Paige McDaniel	Scott Niles	Barbara Willoughby
Craig Dennis	Kevin Koett*	Rebecca McGinnis	Matthew Nutter	

**\*Denotes member was absent.**

<b>Guests:</b>	No guests were present
----------------	------------------------

Chair McGinnis called the meeting to order at 1:10 p.m. and then suspended the meeting so that a group picture could be taken. The meeting was called back into order at 1:17 p.m. and R. McGinnis thanked Tim Holbrook for taking the group photos.

<b>Motion:</b>	To approve the minutes from the July 2010 meeting.
	<b>Proposed:</b> J. Pace <b>Seconded:</b> T. Thacker
<b>Called for Vote:</b>	Motion passed.
<b>Chair's Report</b>	<p>R. McGinnis asked J. Pace to come forward and receive a recognition plaque for his 2 years of service as Staff Congress Chair, 2008-2010.</p> <p>R. McGinnis commented that school starts in a few weeks. She hopes that SC will continue to do good things in the months to come. She has transitioned the website over to C. Dennis.</p> <p>R. McGinnis reported that P. Gniot asked her to report to SC that the RFP for health insurance was completed and the decision was made to go with a new carrier. The announcement of the new carrier will be forthcoming once everything is approved.</p> <p>No major changes are expected by going to a new carrier.</p> <p>R. McGinnis asked if anyone had seen the article in the Lexington Herald Leader. The article reported that EKV was identified as the best institution in the state to work for as far as the benefits their employees receive. She asked</p>

	<p>P. Gniot about the survey and he stated that employees needed to sign up to participate in the survey and MSU employees were not asked to sign up to participate. The next survey that comes out will be available for MSU employees to participate in.</p> <p>On August 3, the Journey of Hope Team will be arriving on campus. This team is a group of fraternity students biking across the country raising money for children with disabilities. R. McGinnis encouraged SC members to welcome these students to our campus.</p> <p>Faculty/Staff Picnic date has not been set yet. A different date will be sent out as soon as it is decided.</p> <p>David Patrick is doing a video for the Space Science Center and needs volunteers for footage, so R. McGinnis encouraged SC members to participate. The shoot will take place Wednesday, August 4 at 10:00 am. He needs 8-10 participants.</p>
<b>Vice-Chair's Report</b>	C. Dennis reported that he has been working on the website. If SC members have any ideas, please send them to him.
<b>Secretary's Report</b>	J. McBride reported that there was a balance of \$2845.80 supplies.

### Committee Reports

<b>Personnel Policies and Benefits</b>	No report since committee structure has not yet been determined for this year.
<b>Election &amp; Credentials</b>	No report since committee structure has not yet been determined for this year.
<b>Staff Issues</b>	No report since committee structure has not yet been determined for this year.

**Regent's Report:** No report. T. White was not in attendance.

**Human Resources Report:** No report. P. Gniot was not in attendance.

**Cabinet Report:** No report. M. Walters was not in attendance.

**Old Business:** R. McGinnis stated that last month the committee membership was tabled so this will take place today. Self-selection will be the process used. R. McGinnis asked members to read through the committee descriptions on the website and decide which committee they would like to serve on. Each committee needs roughly 7-8 members on each of the three committees, Staff Issues, Elections & Credentials, and Personnel Policies & Benefits.

R. McGinnis asked members to move to the designated area for the group you self-select. She asked the members to meet with their new committee and select a chair and vice chair. C. Dennis asked each of last year's chairs to talk about what their committees do and where they are going.

M. LaFontaine reported on what the Elections & Credentials Committee has done this past year. S. Harr reported on what the Staff Issues Committee had done this past year and A. Moore reported what the Personnel Policies & Benefits had done this past year.

After self-selection, the new committee membership for the members that were present is as follows:

**Elections & Credentials:** T. McWain, S. Niles, M. LaFontaine (vice-chair) B. Willoughby, J. McBride, K. Koett (chair-per R. McGinnis)

**Personnel Policies & Benefits:** A. Moore (chair), R. Crisp (vice-chair) K. Griggs, J. Pace, C. Dennis

**Staff Issues:** S. Harr, (chair), J. Hunsucker, M. Nutter, B. Mills, T. Thacker (vice), B. Alfrey, M. Nutter, P. McDaniel.

Other members not present will be place on a committee by the Executive Council.

C. Dennis asked A. Moore about any potential increase in premiums when adding domestic partners to the health care plan. A. Moore indicated that they will know more once the RFP is finalized.

S. Harr mentioned that in regards to performance appraisals, P. Gniot will be presenting the Staff Issues ideas to the Cabinet. Software was looked at by the committee, but prices that were quoted by the vendor were very high.

M. LaFontaine asked for clarification on the new vendor. A. Moore indicated that the new RFP was for health insurance only. Dental and Life will remain the same.

**New Business:** T. Thacker made motion to make a recommendation to the President that the Green Committee become a standing committee. S. Harr seconded the motion. Motion carried.

T. McWain brought up questions about PG -44, asking for HR to review this policy as it relates to current employees applying for new positions at the University. SC moved into discussion on this topic.

After discussion, J. Pace recommended looking at hires this past year and see how many were hired at entry, mid-point, and above. J. Pace made a motion. T. McWain seconded the motion. All members were in favor. R. McGinnis will bring this item to P. Gniot for a report.

J. Pace made a motion to work cooperatively with HR to create a hiring training process. M. LaFontaine seconded. Discussion – A. Moore stated that as a hiring committee chair, you are given a comprehensive packet of what to do, the dos and don'ts of what to do. It is clearly stated what the procedures are for offering a position. S. Harr offered a friendly amendment to offer an optional training in this area. C. Dennis made a motion to table until next month so that the current processes can be reviewed. M. LaFontaine seconded the motion. All members were in favor.

C. Dennis asked T. Thacker about tobacco policy on campus. T. Thacker stated that he has been asked to designate some smoking areas on campus and look into purchasing "huts" where people can smoke, but he has not heard anything else in two months. C. Dennis stated that there will be a phase-in process with designated areas available, smoking cessation classes will be made available and then the policy becomes effective in 2011.

**Announcements:**

- Family weekend is 9/11
- Next meeting will be September 13
- Convocation is August 18 – lunch provided after session
- Freshmen move in day – 8/20/10. M. LaFontaine stated that 65 people have signed up to assist so far. Responses need to be in by Wednesday in order to get a t-shirt of your size choice. She reminded everyone that traffic will be very bad that day.
- Laughlin recreation will be shut down until 8/23/10
- Wetherby Gym is almost online
- Fall classes begin 8/23
- S. Harr mentioned that mid-year budget cuts might be on the horizon

<b>Motion:</b>	To adjourn.	
	<b>Proposed:</b> T. Thacker	<b>Seconded:</b> J. Pace
<b>Called for Vote:</b>	Passed. Meeting adjourned at 2:09 p.m.	

Minutes submitted by: Jill McBride, Secretary

## Credit for Prior Learning UAR

During the past three years Morehead State University has participated in the Kentucky Adult Learner Initiative (KALI) sponsored by the Lumina Foundation and the Kentucky Council on Postsecondary Education. Adult learners, faculty and staff completed the Adult Learner Focused Institution Analysis (ALFI) as part of KALI. Students, faculty, and staff identified the need to develop a process for adults to demonstrate learning competencies achieved through life experiences. A recommendation was to establish a prior learning assessment system using portfolios, demonstration, performance, or simulation to demonstrated prior learning.

Based on this analysis, a work group was appointed to develop a prior learning assessment system. The group consisted of: Bob Franzini, Janet Kenney, Lucy Mays, Chris Miller, John Modaff, Keith Moore, Shondrah Nash, Joel Pace, Roslyn Perry, Mike Phillips, Deborah Ross, Joyce Stubbs, and Dan Connell. Others outside this working group were consulted as needed. The work group developed a draft UAR and policies and procedures for a portfolio assessment program. A consultant from the Council for Adult and Experiential Learning (CAEL) visited campus and provided feedback on the both the UAR and policies and procedures.

The purpose of the UAR is to establish policies and procedures for accepting credit for prior learning. The UAR provides for a course for course equivalency model which will allow adult students to demonstrate college-level learning that they have obtained through work, hobbies, professional development, civic activities, travel military service or other venues. Courses will be limited to those courses currently in the Morehead State University catalog. Credit earned through the Prior Learning Assessment Program can be applied toward General Education, degree program requirements, or elective requirements. There is a maximum of thirty credit hours that can be applied toward a baccalaureate degree and a maximum of fifteen hours for an associate degree. All decisions about awarding credit will be made by the faculty. Students will pay a sliding scale portfolio assessment fee for the assessment. The fees are for services provided and not related to whether credit is awarded or not awarded. The fee for portfolio assessment is equivalent to 25% of the in-state tuition for the course the student is challenging. Faculty evaluators will be paid 67% of the fee for assessing the portfolio.

The policies and procedures were based on the standards for assessing prior learning as established by the Council for Adult and Experiential Learning (CAEL). Credit is not awarded based on the student having life experiences, but is based on the ability of the student to reflect, articulate or demonstrate college level learning from these experiences to faculty evaluators. Students wishing to have prior learning experiences evaluated for possible college credit will be initially interviewed the Director of Adult and Early College Programs in the Center for Adult Education and College Access. If it is determined that the student has life experiences that are relevant to a degree from the University, the director will contact the appropriate department chair to identify a faculty assessor who may work with the student. The University common format for the portfolio consists of student information, a student

resume, a narrative that outlines student experiences and describes how these learning experiences equate to the student learning outcomes and objectives for the course, and documentation. Department may require additional evidence including performance, simulation, demonstration, or a product). The faculty assessor is solely responsible for determining whether the experience is equivalent to college-level learning for the course. The faculty assessors can award credit, not award credit, or request additional information or documentation. A student may appeal a decision through the University Academic Appeals process. If credit is awarded it will be posted on the transcript with "K" credit and annotation that the credit was earned through Prior Learning Assessment. Professional development for faculty assessors will be offered and the program will be regularly monitored and evaluated.

Pending final approval of the UAR and policies the Prior Learning Assessment Program will begin in April 2011. Feedback will be received from the University community during January and February and final review by the Deans Council and Cabinet in March.

#### **Timeline for Prior Learning Assessment Program**

Steps	University Community	Dates
Secure President's, Provost's, and Associate Vice Presidents' Academic Affairs Endorsement of PLA	President Provost Associate Vice Presidents	Fall 2009
Conduct faculty and staff PLA awareness workshop through CAEL	Assistant VP AECA Faculty Staff	Dec. 2009
Secure support of deans and department chairs	Associate VPAA Assistant VP AECA Deans Department Chairs	Spring 2010
Establish PLA work group	Associate VP, AA Outreach Assistant VP AECA Deans Department Chairs	Spring 2010
Submit draft UAR & PLA policies and procedures recommendations to Associate VPAA Provost	PLA work group	Fall 2010
Draft UAR & policies reviewed by CAEL	Provost Associate VPAA, Assist. VP AECA	December 2010
University Community Feedback	Cabinet, Deans, Department Chairs, Faculty & Staff	January – March 2011
Implement PLA program	Provost Associate VPAA	April 2011

**MOREHEAD STATE UNIVERSITY**

**STAFF CONGRESS MINUTES**

**September 13, 2010**

**MEMBERS:**

Jeff Adkins*	Kelly Griggs	Margaret LaFontaine	Rebecca McGinnis	Matthew Nutter*
Becki Alfrey	Shannon Harr	Rhonda Mackin	Tina McWain	Joel Pace
Ed Beam*	Joe Hunsucker	Jill McBride	Brooke Mills	Todd Thacker*
Rhonda Crisp	Kevin Koett	Paige McDaniel	Amy Moore	Barbara Willoughby
Craig Dennis			Scott Niles	

**\*Denotes member was absent.**

<b>Guests:</b>	No guests were present. R. McGinnis is did an email to P. Gniot, M. Walters, B. McCormick and L. Adkins inviting them to the Staff Congress meeting and informing them of the remaining year's meeting dates, times and location.
----------------	---

Chair McGinnis called the meeting to order at 1:06 p.m. and there was a quorum present.

<b>Motion:</b>	To approve the minutes from the August 2010 meeting.
	<b>Proposed:</b> K. Koett <b>Seconded:</b> B. Alfrey
<b>Called for Vote:</b>	Motion passed.
<b>Chair's Report</b>	<p>R. McGinnis reported that there had been a successful start to semester, and she thanked those who volunteered for Freshman Move-in Day, and also thanked K. Koett and M. LaFontaine for their coordination efforts. R. McGinnis stated that she had many positive comments from parents on how organized the process was.</p> <p>R. McGinnis also reported that the family picnic had 300 in attendance. She stated that the turnout was lower than the usual 600 or so attendees. She attributed the lower attendance to having the event on a weeknight and not on the weekend. She stated that they might look at doing next year's picnic at a football game or other athletic event.</p> <p>R. McGinnis reported that the Executive Committee will begin meeting every 2 weeks after each SC meeting. Hot Topics from the meeting will be emailed to members and then members can comment to Ex. Committee. This communication will allow SC members to know what is being planned and discussed by the Ex. Committee. Hot topics will be included in the agenda for subsequent meetings.</p>



<b>Vice-Chair's Report</b>	<p>C. Dennis reported that he has updated the website. He asked SC members to double check their name and contact information for accuracy. He also asked members to check the committee membership listing to be sure they are listed on the correct committee.</p> <p>C. Dennis asked K. Koett to send him the new precinct format to him so that it can be posted on the website. C. Dennis reported that he is working to include information on the SC website such as what we are working on currently, goals that we are working toward, etc.</p> <p>S. Harr asked who is receiving the email inquiry from the "Submit an Issue" link on the SC webpage. The email needs to go to S. Harr, the chair of the Staff Issues Committee. C. Dennis will make that change. There was some question about anonymous submission. C. Dennis will check on this.</p> <p>K. Koett cautioned members on submissions that are anonymous. Anyone can report something but if they don't leave their name, then follow-up is not possible.</p>
<b>Secretary's Report</b>	J. McBride reported that there was a balance of \$2845.80 supplies.

#### Committee Reports

<b>Benefits &amp; Compensation</b>	Committee has not met since the last meeting. Employee Benefits will be meeting this week.
<b>Credentials &amp; Elections</b>	<p>K. Koett reported that SC has 7 positions that are open. The committee needs to get together to make recommendations for filling these positions. (2 At large, 1 Executive/ Managerial, 2 Service/ Maint., 1 Secretary/ Clerical, and 1 Technical/ Paraprofessional). Appointments made would be through June 30, 2011.</p> <p>R. McGinnis asked K. Koett to send her a listing of current staff employees and their EEO category.</p> <p>K. Koett reminded SC that this next year, elections will be under the next precinct voting structure.</p>
<b>Staff Issues</b>	S. Harr stated that there is no report.
<b>Green Committee:</b>	T. Thacker was not present, but J. Pace reported that the committee is meeting this week and will be focusing on new goals. T. McWain reported that the committee is planning on having a float in the Homecoming Parade and looking at available grant money for research.

**Regent's Report:** No report. T. White was not in attendance.

**Human Resources Report:** No report. P. Gniot was not in attendance.

**Cabinet Report:** No report. M. Walters was not in attendance.

**Old Business:** R. McGinnis reported that there are two topics under Old Business: Domestic Partner Benefits & Tobacco- Free Campus.

**Domestic Partner Benefits:**

R. McGinnis had hoped the P. Gniot would be present to speak about this topic, but he was unable to attend today's meeting. A. Moore stated that she had spoken with P. Gniot last week and it looks like there will be no increase in premiums to offer domestic partner benefits and therefore will most likely be implemented next year, although there is still work that needs to be done to clearly define domestic partner benefits. Anthem Blue Cross/ Blue Shield has stated that there would be no increase as a result of including domestic partners. There still needs to be some clarification with respect to dependent children, etc.

**Tobacco-Free Campus:**

C. Dennis received an email response from the Vice President of Student Life in regards to this policy and her response was that this issue was still being discussed at the Cabinet level. There should be an update available by the next SC meeting. The committee has not met in almost a year.

**Other Old Business:**

A. Moore reported that the Benefits & Compensation Committee was recently asked to look into the hiring practices of internal vs. external candidates. A. Moore asked P. Gniot about this issue, and he planned to address it at today's meeting, but since he was not in attendance, A. Moore asked that it be tabled again and P. Gniot would address it at the next SC meeting.

K. Koett reported that M. Weathers stated that the Cabinet is using the information from the Tobacco Committee to make their decision on this policy.

**New Business:**

**Goals:**

R. McGinnis reported that the Ex. Committee identified 3 goals for SC for this next year. They include:

- 1). Grow SC – fill vacant positions
- 2). Engage more staff in SC
- 3). Continue the Green Committee

R. McGinnis asked if the members had any more ideas. K. Koett stated that he would like SC to become an equal voice with Faculty Senate on Standing Committees. He is concerned that Faculty Senate is in full control of Standing Committees. SC needs a stronger voice. Even if an issue is seen as academic, staff input is still important.

C. Dennis stated that having the Faculty Senate president here at SC and making them feel welcome, and continue to work with SC will be positive.

K. Koett stated that he is concerned that if FS decides to no longer have staff representation on a standing committee, then it would happen without input from staff. Staff needs equal representation.

**Staff Congress Office:**

R. McGinnis stated that SC still has office space in the basement of Allie Young. Ex. Committee decided to take the office and make it more of a meeting room. She stated that they will obtain tables and chairs from surplus so committees could meet there if they chose to. Also, if a staff person had an issue they wanted to share with the Staff Issues Chair, they could be more discreet by meeting in the SC office. R. McGinnis stated that SC does not want to lose this space but it will be used mostly for storage.

**Professional Development Day:**

R. McGinnis reported that Ex. Committee looked at having a PD event in late November or early December. She asked J. Pace if any ideas were identified last year as possible topics for this year's event. He stated that none had been identified but that he had been approached about doing a PD day focusing on enrollment and retention.

R. McGinnis asked J. Pace what the PD surveys showed from last year as possible repeat topics. J. Pace said that there was quite a demand for a session on the Web Portal.

K. Koett stated that as a result of the current budget constraints, travel money is being reduced so it might be a good idea that SC look at what staff get out of attending a conference, and then choose topics to supplement what was missed by not being able to attend a conference this year, whether it's supervision, time management, or dealing with change. He also recommended coming up with some general themes.

C. Dennis asked if the survey that will be going out about Standing University Committees should include an opportunity for staff to give input on PD topics. J. Pace mentioned that this might be an opportunity for SC to have a session and tell about what we have accomplished, and what we are looking at doing in the future.

**University Standing Committees:**

R. McGinnis stated that several committees need representation. Current vacant position terms expired on 8/15/2010. SC will do a survey and ask for volunteers. Target based on the EEO categories.

S. Harr made a motion that SC membership gives the Ex. Committee lee-way on what goes on the survey and make the appointments. K. Koett seconded the motion. Discussion: S. Harr has talked with Institutional Research about doing a survey, to see if some items can be pulled from last year's survey. S. Harr stated that he is awaiting word back. R. McGinnis suggested that we will take the previous survey and tweak it, and submit it to entire staff. J. Pace – call. All in favor. Motion passes.

**Other New Business:**

K. Griggs recommended that a date for PD day be set at this meeting. Typically, the PD days had been on Thursdays. C. Dennis asked SC members to think about dates and topics and email Executive Committee with their suggestions/ recommendations and a date will be decided at the next SC meeting. R. McGinnis asked that SC members look at their calendar and come up with a day in late November to early December. C. Dennis recommended that we look at week after Thanksgiving.

K. Koett proposed that SC address the issue of the awarding of the Staff Service Awards. He is concerned that the Staff Service award was given to someone in Academic Affairs and even more concerned that the article in the newspaper reported that faculty received awards, with no mention of staff at all. K. Koett stressed that this is not about Dr. DeMoss not being worthy of receiving this award, but

simply the was that it was reported. S. Harr stated that the process begins with a call for nominations, and he sees a problem with that. R. McGinnis stated that those who are nominated have to submit a 3-ring binder full of information on the staff-person's accomplishments and this can be an intimidating task for a staff member.

J. Pace stated that there is bigger problem than this specific award. The University has a number of awards with different criteria: Founder's Day award, Honorary Doctorate, Alumni Hall of Fame, the Service Awards. Many are over-lapping. He asked whether or not this was the correct award for Dr. DeMoss or was there another award that he would have been better suited. All of the awards need to be re-evaluated and determine how they should be used.

M. LaFontaine recommended that there be one committee to oversee all of the University awards to eliminate duplication or conflict. J. Pace stated that there is an Ad Hoc committee that selects the Honorary Doctorate. That committee consists of the SC Chair, the Faculty Senate Chair, a retired faculty member, a representative from the Alumni Association, Vice President of Advancement, Provost, Registrar, and at the last meeting, there was the addition of one more representative from both SC and Faculty Senate. J. Pace proposed a friendly amendment to look at all university awards under a single umbrella. J. Pace stated that this had been an on-going problem because certain staff with dual roles. K. Koett made a motion that SC uses the fact that a Dean with faculty ranking was awarded a staff service award as a catalyst to look at the how university awards are presented. J. Pace – seconded. Discussion. K. Koett asked if this recommendation would go directly to the President or should it be sent to the Cabinet. J. Pace recommended that it be sent to M. Walters to discuss with the President or full Cabinet.

Call for vote – S. Harr. All SC members were in favor. Motion passed.

**Announcements:**

- Next Meeting – October 4, 2010
- BOR Meeting is September 15, 2010 at MSU at Mt. Sterling
- Career Fair – October 5. Student who dress professionally have chance to win 8G iPod touch. Crager Room -10:00 am-1:00 pm
- Open House – October 2 & November 13, 2010
- Wetherby Gym floor being refinished October 22-27, 2010
- Gary Allen Concert – September 26 2010
- Fall Break October 14-15, 2010

<b>Motion:</b>	To adjourn.	
	<b>Proposed:</b> K. Koett	<b>Seconded:</b> M. LaFontaine
<b>Called for Vote:</b>	Passed. Meeting adjourned at 2:02 p.m.	

Minutes submitted by: Jill McBride, Secretary

**MOREHEAD STATE UNIVERSITY**

**STAFF CONGRESS MINUTES**

**October 11, 2010**

**MEMBERS:**

Jeff Adkins	Kelly Griggs*	Margaret LaFontaine	Rebecca McGinnis	Matthew Nutter
Becki Alfrey	Shannon Harr	Rhonda Mackin*	Tina McWain*	Joel Pace
Ed Beam	Joe Hunsucker	Jill McBride	Brooke Mills	Todd Thacker
Rhonda Crisp	Kevin Koett*	Paige McDaniel	Amy Moore	Barbara Willoughby
Craig Dennis			Scott Niles	

**\*Denotes member was absent.**

<b>Guests:</b>	P. Gniot, Director of Human Resources, and M. Walters, Vice President, Administrative Services.
----------------	---

Chair McGinnis called the meeting to order at 1:02 p.m. and there was a quorum present.

<b>Motion:</b>	To approve the minutes from the September 2010 meeting.
	<b>Proposed:</b> A. Moore <b>Seconded:</b> M. LaFontaine
<b>Called for Vote:</b>	Motion passed.
<b>Chair's Report</b>	R. McGinnis apologized for having to reschedule last week's meeting due to a power outage in ADUC. She reported that the Executive Council has created and implemented a staff survey, set goals, and set a date for the Day of Professional Development, which will be December 1 <sup>st</sup> . R. McGinnis also stated that after each Executive Council meeting, she will meet with M. Walters to discuss what Staff Congress is doing. Finally, she reported that the President's Council will meet next week and she will bring a summary report to the next SC meeting.
<b>Vice-Chair's Report</b>	C. Dennis reported that he has updated the website, and everyone's title and contact information should be correct, with the exception of Becki Alfrey, which he will change.
<b>Secretary's Report</b>	J. McBride reported that there was a balance of \$2845.80 supplies.

**Committee Reports**

<b>Credentials &amp; Elections</b>	K. Koett was not present at the meeting. R. McGinnis reported that K. Koett is to continue to work on filling the 7 vacant SC positions.
------------------------------------	--

<b>Staff Issues</b>	S. Harr reported that the staff survey went out week before last. Response rate of 125 staff members. As a result we were able to fill vacancies on University Standing Committees which will be discussed in new business. Several staff issues were seen in the comments. Staff Issues committee will meet to discuss one or more of those issues mentioned. J. McBride will send out survey results to the SC members.
<b>Green Committee:</b>	<p>T. Thacker reported that the University did a new performance contract. The first meeting will be next week. An outside group will come in and evaluate the processes and then provide input in how to make the university more energy efficient. M. Walters stated that the last performance contract was in 2003, which was a \$1.8 million lighting project. Money is borrowed to make a capital investment, and the premise is that the energy savings will pay off the borrowed amount within a reasonable amount of time. With the 2003 project, the money was recouped within the recommended time period. The current project will be in the \$6 to \$8 million range.</p> <p>J. Pace also reported that the committee met this past month and is looking at doing a recycling project. R. McGinnis stated that A. Rathbun said that the committee is going to have a Homecoming float in the parade. SC members may get a call for volunteers, and the committee will be partnering with the Community Recycling Center for this project. T. Thacker reported that all the resident halls have meters now and facilities is developing a dashboard that can be put on MSU TV.</p> <p>R. McGinnis reported that T. Thacker has asked T. McWain to assume the role as vice chair and he will step down, but will continue to serve on the committee. This will go into effect immediately.</p>

**Regent's Report:** No report. T. White was not in attendance. R. McGinnis reported that the Board met in September at the Regional Campus in Mt. Sterling.

**Human Resources Report:** P. Gniot reported on the upcoming healthcare changes for the next year. He stated that he will be discussing the strategies and objectives that were set. He also conveyed appreciation to benefits committee and stated that they were involved actively and provided many good ideas.

**Strategy** (has been in place for the last 3 years):

Provide the best competitive healthcare for the lowest premium cost.

**Objectives:**

- Shop around for healthcare
- Improve benefits with cost at a minimum
- Drive toward 75/25 premium split
- Wellness remains a key factor – active incentive
- Involve spouses in wellness for 2011 – additional active incentive
- Improve Dental plans to better align with wellness – direct link between health of mouth and general health.
- Continue to manage HRA

P. Gniot stated that the decision was made to change carriers from Humana to Anthem based upon what was seen when shopping healthcare. He stated that while there are three carriers that have networks large enough to take care of everyone at MSU, Anthem has the biggest network.

**Reasons for change:**

- Plans will remain the same to ease transition – same 3 plans will be available.
- Enhancements have been added to improve overall plan design
- Passive, preventative, and well points will serve to reduce employee premium
- \$100 off premium for health assessment, \$100 off premium non-tobacco use, and \$100, \$150, & \$200 for earned well points.
- Spouses have been included (\$100 off premium for the health assessment)

When evaluating the previous claims, the wellness target for 2011 will be weight management.

Sponsored Dependent coverage will be added in response to Faculty Senate and Staff Congress recommendations. The definition of sponsored dependent is an adult who shares primary residence with the covered MSU employee and has lived with the MSU employee for at least 12 months prior to the first day of coverage, which will be January 1, 2011, is at least the age of majority, is not a relative and is not employed by the MSU employee. Dependent children are included and must be a child of a sponsored dependent and share the primary residence of the covered employee, be under the age or 26, be natural born or adopted, and is not a relative of the covered MSU employee. M. Walters noted that the change to age 26 is a federal change. There will be no additional cost for adding Sponsored Dependent coverage or any of the other national sponsored healthcare incentives.

2011 rates shift to 75%/25% w/o HRA

2011 rates shift to 78%/22% with HRA (better than last year).

**Plan names: 2011**

Blue Access \$500 (current POS) – single (monthly increase of \$12), 2 person (monthly increase of \$28, family (monthly increase of \$40)

Blue Access \$1500 (current CDHP) – single (monthly increase of \$2), 2 person (monthly increase of \$10), family (monthly increase of \$15)

Blue Access \$2500 (current HCP) – single (monthly increase of \$1), 2 person (monthly increase of \$3), family (monthly increase of \$9)

P. Gniot stated that the increases are very reasonable, given what they looked at with other providers. The national increase is anticipated to be 10-11%.

**HRA (Health Reimbursement Account)** – Changed accrual from monthly to semi-annual to respond to employee concerns yet this will still control loss. (January 1, 2011 the employee will receive half of the HRA for the year, and on July 1, they will receive the other half). HRA balance maximum to be changed from \$12000 to \$6000. The allotment amounts will remain the same as last year.

**Dental Plans** – stay self-insured with Delta Dental.

- Keep current 2 plans (PPO & Premier – still a better deal)

- Enhance the premier plan to include periodontal coverage @ 50%
- Increase annual maximum from \$1500 to \$2000.
- Increase Orthodontic max from \$1500 to \$2000

**Dental rates stay the same.**

**Other Core Benefits:**

Life Insurance will remain the same – no increase

3<sup>rd</sup> party administrator for HRA and FSA will remain the same  
(American Administrators – changed name to Tri-Star Administrators)

ORP (Optional Retirement Plan) – Adding Fidelity Investments as a 4<sup>th</sup> vendor.

**Next Steps – OPEN ENROLLMENT: Oct 25 – November 29<sup>th</sup>.**

Benefits Fair – Nov. 3

Increase Enrollment meetings from 8 to 14

**Positive enrollment for Anthem**

Default is HCDP but single only – must do enrollment if not wanting this plan.

Must make a selection to waive coverage – otherwise you will be put in single CDHP plan.

FSA – Change: over the counter meds will not be allowed. \$5000 max stays the same.

Information for open enrollment will be going out soon.

J. Hunsucker requested that the HR presentation be available to SC members – P. Gniot to send to R. McGinnis

**Cabinet Report:** M. Walters needed to leave the meeting but R. McGinnis reported that at this time, there are no recommendations for budget reductions. Also discussed by the Cabinet were enrollment initiatives, looking at how scholarship dollars are being spent and where the biggest impact can be made.

**Old Business: Tobacco Free Campus Update** – C. Dennis stated that the university will be going tobacco-free July 1<sup>st</sup> 2011. The University will provide every resource for those who want to quit, including providing free patches, re-imbusement for medications needed to quit.

T. Thacker stated that you won't be able to stop tobacco use on campus. C. Dennis stated that this initiative is largely driven by healthcare costs. Smoking cessations will begin to be offered at the Benefits Fair. SGA is on the verge of passing a resolution to support this initiative in order to get the student support.



**2010-2011 Staff Congress Goals:**

- 1). Increase collaboration between faculty & staff
- 2). Engage more staff participation
- 3). To increase and expand professional development opportunities for faculty & staff
- 4). Further support the University's Green Initiatives

R. McGinnis makes a motion to approve the 201-2011 SC goals. J. Adkins made a second. All were in favor. Motion approved.

R. McGinnis reported that the Professional Development Day will be December 1<sup>st</sup> in ADUC. Topics will be finalized later.

**New Business:**

S. Harr brought forward recommendations regarding university Standing Committee appointments.

- Employee Benefits – Richard Fletcher & Peggy Gray
- Scholarships Appeals – Alvin Madden-Grider
- Campus Environment & Affirmative Action– Lucy Williams, Susan Maxey
- Student Media Board – Benji Bryant
- Wellness – Amanda Mason, Keith Quinn
- University Service – Jill Ratliff, Mica Collins, Scotty Purnell
- Student Disciplinary – Bill Redwine
- Student Life – Toni Hobbs
- Planning Committee – Jill McBride
- Library Committee – Jennifer Trent

S. Harr made a motion to approve the appointments as recommended. Call for a vote. All members were in favor. S. Harr will give appointments to Janet Skidmore to update the website. R. McGinnis will send letter to inform appointees.

**Announcements:**

- Next meeting is November 1, 2010
- Homecoming weekend is October 28<sup>th</sup> – 31<sup>st</sup>
- Fall break is October 14 & 15
- Football game on October 16.

<b>Motion:</b>	To adjourn.	
	<b>Proposed:</b> T. Thacker	<b>Seconded:</b> B. Alfrey
<b>Called for Vote:</b>	Passed. Meeting adjourned at 2:08 p.m.	

Minutes submitted by: Jill McBride, Secretary

# MOREHEAD STATE UNIVERSITY

## STAFF CONGRESS MINUTES

November 1, 2010

### MEMBERS:

Jeff Adkins*	Kelly Griggs	Margaret LaFontaine	Rebecca McGinnis	Matthew Nutter
Becki Alfrey	Shannon Harr	Rhonda Mackin	Tina McWain*	Joel Pace
Ed Beam*	Joe Hunsucker	Jill McBride	Brooke Mills	Todd Thacker
Rhonda Crisp*	Kevin Koett	Paige McDaniel*	Amy Moore	Barbara Willoughby
Craig Dennis			Scott Niles	

\*Denotes member was absent.

<b>Guests:</b>	M. Walters, Vice President, Administration & Fiscal Services and Terry White, Staff Regent.
----------------	---

Chair McGinnis called the meeting to order at 1:08 p.m. and there was a quorum present.

<b>Motion:</b>	To approve the minutes from the October 2010 meeting.
	<b>Proposed:</b> T. Thacker <b>Seconded:</b> J. Pace
<b>Called for Vote:</b>	Motion passed.
<b>Chair's Report</b>	R. McGinnis reported that the Executive Council met and talked about PD Day, Open Enrollment, membership, and things referred to in President's Leadership Council.
<b>Vice-Chair's Report</b>	C. Dennis reported that he has updated the website, but that the switch over has been difficult.
<b>Secretary's Report</b>	J. McBride reported that there was a balance of \$2845.80 supplies.

### Committee Reports

<b>Credentials &amp; Elections</b>	K. Koett reported that he will put on the table in new business 2 people to fill vacancies. He stated that the delays in filling vacant positions were his fault, not committee's fault. He also state that the Committee will meet soon to fill the other vacancies.
------------------------------------	---

<b>Staff Issues</b>	S. Harr reported that the committee met last week and talked about looking into PG-44. In new business, the committee would like to bring forth a resolution on floating holidays. S. Harr also reported that the committee is looking at a Staff mentoring program and will send out correspondence to staff to identify those interested in participating.
---------------------	--

<b>Personnel Policies &amp; Benefits</b>	A. Moore had no report.
<b>Green Committee:</b>	T. Thacker reported that the Energy audit will be completed next month. He also stated that the Green Committee was recognized at HC parade – earned 2 <sup>nd</sup> place float in Community Category. Also, the Green Committee was involved with recycling during HC tailgating. Bags were given out at games to put recycled items in for collection.

**Regent's Report:** T. White reported that the BOR are meeting 11/18 – work session. 11/9 is the next meeting. He also reported that the BOR met in September. He also stated that he attended a Governor's conference on Post secondary education, where they discussed predictions on what next year's budget will look like.

**Human Resources Report:** P. Gniot was not in attendance.

**Cabinet Report:** M. Walters reported that there will be a BOR workshop on 11/18 and they will be looking at budget-related issues. He mentioned that there will be an Open House on 11/12 – Document Center, Allie Young. Staff will be able to sign up for training on new printers and he stated that it is important to be educated on the new printers, which have a scanning capability. There is also work being done on a new 6 year capitol plan. Finally, the Kentucky Center for Traditional Music will be moving from their current location on Main Street, to the Rowan County Library, which was purchased by MSU via a grant from the Lucille Caudill Foundation.

**Old Business:** None.

**New Business:** S. Harr proposed a resolution that employees be able to use floating holidays whenever they choose, but use them before vacation days are used. Discussion: K. Koett, what research for administration has been done on this? Discussion followed with input from M. Walters and T. Thacker.

There was a Call for a vote: Ayes have it. Voting was not unanimous.

R. McGinnis brought up the Professional Development Agenda and proposed topics. J. Pace – asked about theme and possible targeted programming. The Executive Council is looking at the following sessions:

Presentations on:

- DREAMS program
- Roles of staff in recruitment & Retention
- Eagle Ally
- Stamates Recommendations
- Web Portal training
- Budget Navigation
- Staff involvement in Recruitment
- Green Committee Ideas

K. Griggs asked about the possibility of sessions on time management training or stress management

R. McGinnis mentioned Recruitment, Retention & Diversity, which were discussed at the last President's Council meeting. She indicated that the President wants groups to talk about these three topics and give input.

K. Koett brought forward from the Credentials & Elections committee recommendations for Lora Pace, Exc. Managerial, Patty Little, Professional/ Non-Faculty. Discussion: none. J. Pace asked to abstain. Call for a vote. All members approved. K. Koett will notify new members.

**Announcements:**

- Next meeting December 6
- PD Day – December 1<sup>st</sup>
- Walk in SOAR – November 16<sup>th</sup>.
- Advance Registration – 8-15
- Open House – November 13

<b>Motion:</b>	To adjourn.	
	<b>Proposed:</b> M. LaFontaine	<b>Seconded:</b> T. Thacker
<b>Called for Vote:</b>	Passed. Meeting adjourned at 2:00 p.m.	

Minutes submitted by: Jill McBride, Secretary

**MOREHEAD STATE UNIVERSITY**

**STAFF CONGRESS MINUTES**

**December 6, 2010**

**MEMBERS:**

Becki Alfrey	Kelly Griggs	Margaret LaFontaine	Rebecca McGinnis	Scott Niles*
Ed Beam	Shannon Harr	Patty Little*	Tina McWain*	Matthew Nutter
Rhonda Crisp	Joe Hunsucker	Rhonda Mackin	Brooke Mills	Joel Pace
Craig Dennis	Kevin Koett*	Jill McBride	Amy Moore	Lora Pace
		Paige McDaniel		Barbara Willoughby

**\*Denotes member was absent.**

<b>Guests:</b>	P. Gniot, Director of Human Resources, B. Patrick, Chief of Staff & Vice President, Planning & Budgets, M. Walters, Vice President, Administrative Services.
----------------	--

Chair McGinnis called the meeting to order at 1:06 p.m. and there was a quorum present.

After approval of the November 2010 minutes, R. McGinnis suspended the meeting to allow B. Patrick to make a presentation on Strategic Enrollment Planning.

<b>Motion:</b>	To approve the minutes from the November 2010 meeting.
	<b>Proposed:</b> M. LaFontaine <b>Seconded:</b> B. Willoughby
<b>Called for Vote:</b>	Motion passed, with changes
<b>Chair's Report</b>	<p>R. McGinnis reported that the Executive Council met on November 18 and talked about PD Day details, vacancies on SC. R. McGinnis stated that the PD sessions were excellent, with wonderful presenters, but she was disappointed with the attendance, especially with the lack of SC member attendance. R. McGinnis stated the importance of SC members being more involved and that they need to lead by example, going above and beyond the call.</p> <p>President's Leadership Council met on November 11 and December 2. Discussion was focused on Strategic Enrollment Planning presentation that B. Patrick presented today. R. McGinnis encouraged SC members to share the information presented with their colleagues and to stress the importance that we all play in the enrollment plan.</p> <p>SC has been asked to assist with Commencement on December 18. Those who are interested in assisting as greeters or ushers, please contact R. McGinnis directly.</p> <p>Two resignations have occurred since the last SC meeting, with notifications</p>

	being received from T. Thacker and J. Adkins. R. McGinnis has asked the Credentials & Elections Committee to look at filling these positions as well as the other vacancies.
<b>Vice-Chair's Report</b>	C. Dennis reported that he will be uploading B. Patrick's presentation as well as an update from P. Gniot on Open Enrollment.
<b>Secretary's Report</b>	J. McBride reported that there was a balance of \$2482.73 supplies.

### Committee Reports

<b>Credentials &amp; Elections</b>	K. Koett was not in attendance. R. McGinnis welcomed new SC member Lora Pace.
<b>Staff Issues</b>	S. Harr had to leave the meeting, so there was not a report. P. Gniot stated that he plans to meet with the Committee regarding PG 44. R. McGinnis stated that there was a small group that met at PD Day regarding Staff Mentoring and K. Griggs will be doing some research about what other state institutions are doing in this area.
<b>Personnel Policies &amp; Benefits</b>	A. Moore had no report.
<b>Green Committee:</b>	T. McWain was not in attendance. No report.

**Regent's Report:** T. White was not in attendance. No report. R. McGinnis reported that the BOR will be meeting on 12/9 in the Riggle Room.

**Human Resources Report:** P. Gniot stated that employees can still sign up for the Sick Leave Bank through December 17, 2010. He also mentioned the "Best Places to Work in Kentucky", and 400 employees will be selected to participate via email. The purpose is to get an overall view of the climate here at MSU. Once the report is completed, he will share with SC. The results will be used to establish a plan to target areas that need improvement.

Reporting on Open Enrollment, there was a shift from the High Deductable to the CDHP plan and this can probably be attributed to the additional enhancements that were added this year. P. Gniot will have a full report at the next meeting. J. Hunsucker asked how many employees failed to enroll in a plan and went into the default plan. P. Gniot stated that there were 150 who were placed in the default plan. Many were husband and wife teams. Others did want the High Deductable, single plan, so they did nothing and were defaulted into the plan. P. Gniot stated that the new Anthem cards should be coming out before the end of the year.

**Cabinet Report:** M. Walters had to leave the meeting after B. Patrick's presentation so there was no report.

**Old Business:** B. Mills commented on events that occurred at last month's meeting and about the resolution that Staff Issues brought forward regarding the Floating Days. She reminded SC members that they are here to represent their constituents. Personal agendas don't belong in SC and it is the duty of the members to bring forward ideas that their staff are talking about like those obtained via the Staff Issues

Survey. R. McGinnis commented that SC members are here to represent the staff, and to bring issues from their staff to congress and be able to discuss the issues openly, with no repercussions.

L. Pace asked P. Gniot about the employee evaluation process. P. Gniot stated that a new process will not be implemented this year.

**New Business:**

None

**Announcements:**

- Next meeting January 3, 2011
- Convocation is January 12, 2011

<b>Motion:</b>	To adjourn.	
	<b>Proposed:</b> B. Alfrey	<b>Seconded:</b> M. LaFontaine
<b>Called for Vote:</b>	Passed. Meeting adjourned at 2:44 p.m.	

Minutes submitted by: Jill McBride, Secretary