

Chair Report: Craig Dennis

*Chair Dennis introduced the need to appoint a Staff Congress Parliamentarian. After a brief discussion, Representative LaFontaine agreed to continue serving in this role.

*Chair Dennis announced Representative Harr will be the new Staff Congress representative for professional development opportunities. Representative Harr will work with Human Resources to determine professional development activities for staff during the upcoming year. When asked, Representative Harr indicated he will give a report after he has met with HR and has more information.

*Chair Dennis indicated more detailed information would be given in the “Announcements” at the end of the session, but the first all-day professional development event will be on Tuesday, August 12th.

Vice-Chair Report: Scott Niles

*Vice-Chair Niles reported he had completed Portal training with Representative Wheeler and other IT members this morning and now feels more confident and will be more self-sufficient when working on the Staff Congress Portal site.

*Vice-Chair Niles received a list from Representative Pace on Standing Committee membership and the meeting status of each Standing Committee. Vice-Chair Niles will post this information to the Staff Congress Portal site before the next meeting.

*Chair Dennis offered his thanks to Representative Wheeler for all the work and assistance he has given Staff Congress during the Executive Committee leadership transition.

Upcoming EAGLE Events

SOAR	Friday, August 8th
Limited Hours Recreation and Wellness Center	Monday, August 11th - Friday, August 15th
All-Day Professional Development Event (additional information pages 4–8)	Tuesday, August 12th
Campus-Wide Convocation	Wednesday, August 13th
Freshman Move-In Day (go to http://msucares.volunteerhub.com to register!)	Thursday, August 14th
MSU Induction Ceremony (AAC) All Faculty and Staff dress in MSU Regalia for event attendance!	Thursday, August 14th 6:30 p.m.—@ 7:15 p.m.
First Day of Classes	Monday, August 18th
New student checkpoints will be at Bell Tower, Breckinridge, and corner of ADUC/Combs. Please contact Lora Pace for volunteer opportunities!	Monday, August 18th-Tuesday, August 19th 7:45 a.m.—3:00 p.m.
Labor Day (No classes or office hours)	Monday, September 1st
Next Staff Congress Meeting Riggle Room (ADUC)	Monday, September 8th

August 4, 2014

Staff Congress.....At a Glance





STAFF CONGRESS

COMMITTEE REPORTS

In order to create a stronger bond within the staff, to promote cooperation among the administration, faculty, students, and staff at Morehead State University, we, the staff of this university, do establish a representative body to be known as the Staff Congress.

Logon to the Staff Congress Website

via the **PORTAL**—We can be found under **Employee Services**



Please click here to submit a Staff Concern

Benefits & Compensation: Committee Chair Yvette Kell

*Committee Chair Kell did not have anything to report. Committee Chair Kell is working with Human Resources to discuss issues brought up in the Executive Council session regarding Open Enrollment and the compensation plan.

Credentials & Elections : Committee Chair Lora Pace

*Committee Chair Pace reported nominations were solicited for University Standing Committee membership; however, a full report will not be given until the next Staff Congress meeting. The C&E committee did not have time to meet and discuss nominations prior to today's meeting. Committee Chair Pace indicated she will bring forth a name during "New Business" to replace the seat vacated by Representative McGinnis at the end of July. Another name will be brought forth during the September meeting to replace Representative Crisp who will be retiring at the end of September.

Green Committee

*Chair Dennis addressed representatives regarding the status of the Green Committee. Chair Dennis gave a brief background on the Green Committee. The Green Committee was formed approximately 4-5 years ago as an ad-hoc committee to help the student group, the Environmental Eagles. Work was successfully completed for a couple of years and the committee responsibilities eventually began to fade. Recently, President Andrews has formed a group called "Earthwise Eagles." The Earthwise Eagles are funded by the Office of the President and is a duplication of the Green

Committee, which does not have the funding of the Earthwise Eagles. Several members of Staff Congress are also on the Earthwise Eagles, so Chair Dennis proposed that the Green Committee be dissolved and Staff Congress maintain representation on Earthwise Eagles.

Staff Issues: Committee Chair Palge McDaniel

*Committee Chair McDaniel reported there were three Staff Concerns submitted. The first concern submitted read as follows: "For the past several mornings there have been a number of vehicles in the parking lot behind Howell-McDowell without regular MSU parking permits. If these are students attending summer classes, why are they not being ticketed and told to park in the lot across the by-pass and ride the shuttle? There have also been many vehicles with "special" permits. If they are here to attend special programs, why are they not parking either across the by-pass or possibly in the lot beside Cartmell and asked to ride the shuttle? As we must pay for our parking permits, why are faculty and staff being asked to give up parking spaces? Who makes the decision to give up our paid parking lots?" Committee Chair McDaniel contacted Chief Sparks and he provided the following response to the concern: "With the exception of the reserved spaces, (& even those are only enforced Monday-Friday) parking rules have never been enforced during summer break, Christmas break, on weekends and after 5:00p.m. during the school year. I'm not sure who made that decision but it has been that way long before my arrival here six years ago. To my knowledge this is the first complaint we have received concerning an employee having difficulty finding parking during the break. We obviously can't start citing people this year because of the lack of notice, but if

employees are having trouble finding parking spaces that's a change we can make for the future. Please ask any employees you hear from who are having difficulty finding parking to send me an e-mail so we can look at the severity of the problem." Chair Dennis inquired if the 'no enforcement rule' for summer and Christmas break was in writing anywhere and Committee Chair McDaniel responded she would look and see if she could find it anywhere.
*The second Staff Concern submitted was as follows: "A concern that I have is regarding the reassignment of employees, without the benefit of posting positions. There many employees who would be interested in a position in another office, but without the benefit of a job posting, they are never able to throw their hat in the ring. While it will benefit the institution to consider right-sizing the work force, I believe that hand picking without opening the posting for internal applicants speaks to favoritism. Right-sizing is the way to go; it makes an organization more efficient. Hand-picking employees to fill open positions, without posting said position internally, demoralizes staff and, I believe, adds to the negativity that we have in our organization." Committee Chair McDaniel read the following response from Mr. Phil Gniot, Human Resources Director: "Reassignments are covered under a couple of policies including PG-44 and the Board of Regents bylaws. A justification or explanation is provided for each when they occur and, of course, must be approved by the President. Recently there have been several reassignments; one was due to reorganization and two were due to either prior experience in a similar role or exceptional previous skills/experience. So, reassignments are rare but have their place under policy.

(Continued, Next Page)

**Staff Issues:
Committee Chair Palge McDaniel**

The complainant makes a good point. There has been an ongoing debate on this subject that places the “let’s post and give everybody a chance to express an interest in a position” or “why post if a choice has already been made It’s a waste of time” on opposite sides. Reassignment is an appropriate choice in some cases but where there is doubt, I feel that posting is a better direction to take and OHR will do what we can to recommend an internal posting in these cases.”

*The third Staff Concern wanted to know “Why is HR forcing some employees to switch retirement to KTRS?” Mr. Gniot replied, “The retirement system eligibility is determined by Kentucky Revised Statutes and OHR has no control over this. Basically, if the position requires a four year college degree or higher, the position and the person in it must be in KTRS. If the position requires anything less, then it and the person occupying the position is in KRS. If a change occurs, it is because of a change in the job description and the minimum requirements for that position. There is very little difference in the final result but there is a small difference in the employee's contribution, about one percent, and this too is defined by the legislature. I'm not sure who this individual is but recently one department revised minimum job requirements to require a degree and thereby change from KRS to KTRS. OHR met with this group to discuss the change and the reasons for it. If this person was not able to attend or was from another department, we are always glad to meet and answer any questions. I hope this answers the concern and please let me know if we can do anything further.”

**Staff Regent Report:
Mr. Todd Thacker**

Staff Regent Thacker reported there will be a Board of Regents work session on Thursday, August 21st. Wayne Martin has resigned from the Board of Regents effective last week and Cheryl Lewis has also resigned. Since Board of Regents positions are appointed by Governor Beshear, it will depend on how long he wants to take to fill the positions before replacements are announced. Regent Thacker speculated replacements could be announced in September or October, but it ultimately depends upon how quickly Governor Beshear will respond. Representative Harr asked why Mr. Martin resigned from the BOR. Regent Thacker replied it was because his son accepted the position as Head Men’s Golf Coach at MSU.

**Human Resources Report:
Mr. Phil Gniot, Human Resources Director**

Phil Gniot was unable to attend today’s meeting. Suzanne Hogge, Associate Director Compensation and Benefits, gave a presentation on the new Wellness Portal that launched July 1st. Ms. Hogge discussed the incentives tied to the Wellness Portal which will allow interested employees to earn discounts on annual health insurance premiums based upon their level of participation. The yearly health assessment will not be conducted through our health care provider website, but will be accessed through the Wellness Portal. All employees who wish to complete the health assessment and receive the annual discount must register and create an account on the Wellness Portal. The Wellness Portal can help employees create their own meal plans, store recipes, access recipes, begin and monitor an exercise regimen, track the calories burned through workout activities, track progress with food, fitness, and weight logs. The Wellness Portal may be accessed via your smartphone and is FitBit compatible. Employees may also schedule Biometric Screenings through the Wellness Portal that will be conducted on campus in the Counseling and Health Services Center in Allie Young. Employees who wish to have a Biometric Screening do not have to enter through the main Health Clinic lobby, but can go through the side entrance in the Allie Young Building to room 112 (Charla Burchett’s office). Ms. Burchett will be providing all Biometric Screening services as well as health coaching to those interested. Ms. Hogge stressed the Wellness Portal is a personal site for the employee and no one can access any information you have on your personal site. Biometric screening results can be uploaded to your site only if permission is given to Ms. Burchett. Human Resources made the switch to an online Portal site to offer next generation technology to users and to eliminate the manual process of Wellness Point tracking that existed. Human Resources will allow manual tracking of Well Points through the end of the year and will update individual Wellness Points to the person’s Wellness Portal as they are received. Ms. Hogge encouraged anyone who is still tracking via the manual form to turn in their form at the end of each month for a more accurate Wellness Point total on their Wellness Portal. Ms. Hogge stressed several times all Health Services offered are compliant with the Health Insurance Portability and Accountability Act (HIPAA) and if any personal health data is ever leaked, employees are protected by law. All persons working in Health Services undergo training and have to be certified when handling Personal Health Information. Ms. Hogge stated that an additional change for those employees who wish to participate in the health insurance discount for being tobacco free would be the administration of a cotinine test to the employee (and their spouse if they are on the employee’s health insurance plan) in place of signing and submitting a Tobacco Declaration form. The cotinine test will be administered at the Health Clinic on campus, is non-invasive, and employees will have results in minutes. The employee (or spouse) will simply spit in a cup and Charla Burchett will swab the contents of the cup. If nicotine is present, the swab will change colors. This test can even detect second-hand smoke exposure. The decision was made to go to the cotinine test because the administration determined there needed to be more validation on some aspects of the Wellness Program where incentives were being offered. Most of the Wellness Point system is on the honor system. There will be a mass email communication distributed mid-August to employees regarding deadlines for completion of health assessments, cotinine testing, and biometric screenings. Once employees (and applicable spouses) have registered and created their user account, they can access a 62 page user guide from the portal dashboard by scrolling down and clicking on ‘User Guide’ located at the bottom of the webpage.

Cabinet Report: Ms. Beth Patrick

VP Patrick was unable to attend the meeting and no report was submitted.

OLD BUSINESS: Chair Dennis presented Immediate Past Chair Harr with the “Past Chair’s Award” and thanked him for his service.

NEW BUSINESS:

MOTION: To appoint Benji Bryant to fill the At-Large position vacated by Representative McGinnis.

PROPOSED: Representative Pace, Credentials and Elections Committee Chair

SECONDED: None Needed

CALLED FOR VOTE: MOTION PASSED

3rd Annual All-Campus, All-Day Professional Development
Tuesday - August 12, 2014
(All Sessions in ADUC Unless Noted)

8:30- 9:30 AM	“All-Campus Safety Forum for Faculty & Staff” with Brenda Wilburn, Shannon Smith-Stephens, Matt Sparks and Eddie Frazier Welcome from Provost – Dr. Steven Ralston / Introduced by Dr. Robert Royar – Chair of Faculty Senate <i>Cragger Room - Complementary Coffee Available at 8:00 a.m.</i>				
TRACKS	Instructional & Classroom Support	Retention & Advising	Quality Enhancement Plan	Skills & Special Topics	Special Topics & Initiatives
9:40 – 10:50 AM	Experiential Learning: From Classroom to Careers – L. Cooper & M. Esposito <i>(Riggle Room)</i>	FERPA, Transfer & Web Advisor for Faculty Advisors – D. Ross & B. Bennington (301 ADUC)	QEP Information Session <i>(session repeats)</i> – R. Royar, L. Albert & D. Seelig (302 ADUC)	Personal Finance: Money Smarts for You & Your Students – O. Chapman, J. Little, & J. Ratliff (312 ADUC)	Substance Abuse Awareness – L. Whitley (Eagle Meeting)
11 AM – 12:10 PM	Library Resources for Better Teaching and Learning: T. Kmetz <i>(Riggle Room)</i>	Course Substitutions and Colleague for Professional Advisors – J. Bryant & D. Ross (301 ADUC)	QEP Information Session <i>(session repeats)</i> – R. Royar, D. Seelig & C. Gibbs (302 ADUC)	Word 2010: Mail Merge – S. Johnson (201 Library Classroom, Camden-Carroll Library)	QPR (question, persuade, refer) for Suicide Prevention: Ask a Question, Save a Life – T. Holaday (312 ADUC)
12:10 – 1 PM					
LUNCH – Cragger Room					
1 PM – 2:10 PM	Copyright & Online Teaching – K. Aleman <i>(Riggle Room)</i>	MAP-Works®: “Making Achievement Possible” – M. Barber (301 ADUC)	QEP Information Session <i>(session repeats)</i> – R. Royar, C. Gibbs & C. Conroy (302 ADUC)	Update on Campus Master Plan – R. Linio (312 ADUC)	The Goal is Fairness: Improving the Tenure Review Process CHER - Gerald Demoss Conference Rooms – <i>With lunch at Noon</i>
2:20 – 3:40PM	Creating a Gateway to Engagement with Flipped Instruction – K. Lynam, J. Justice, R. Rogers-Blackwell & J. Little <i>(Riggle Room)</i>	Basic Tips for Successful Advising – M. Barber & E. Perkins (301 ADUC)	QEP Information Session <i>(session repeats)</i> – R. Royar, C. Conroy & T. Hare (302 ADUC)	Contracting for Services – L. Purcell (312 ADUC)	(Pre-registration required & limited to 28 participants) (Target audience is Tenured Faculty serving on Tenure Review Committees, Department Chairs, and Deans)
3:40 – 4:30 PM					

**3RD ANNUAL
ALL-CAMPUS, ALL-DAY PROFESSIONAL DEVELOPMENT
TUESDAY – AUGUST 12, 2014**

All Sessions in ADUC unless Noted

Plenary

All-Campus Safety Forum for Faculty & Staff

8:30 – 9:30 AM

Eddie Frazier, Matt Sparks, Brenda Wilburn and Shannon Smith-Stephens

Crager Room

This session provides vital information for everyone on campus—faculty, staff and students. Being alert to dangers and working for a safe environment is everyone's responsibility. Topics covered in this session include:

- Emergency notifications and procedures.
- Inclement weather plans.
- Brief overview of MSU's disaster preparedness and business continuity plans.
- How to respond to an active shooter and other threats on campus.
- Identifying students or co-workers in distress and resources available to help those individuals.

Track #1 – Instructional Design Classroom Support

Experiential Learning: From Classroom to Careers

9:40 – 10:50 AM

Louise Cooper and Mike Esposito

Riggie Room

Experiential education is a high-impact learning practice that improves students' cognitive abilities as well as their employability after graduation. The Center for Regional Engagement (CRE) and the Office of Career Services, two separate offices, have resources to assist faculty who incorporate experiential education in their curriculum. From on-line showcases of internships and volunteer opportunities, to connections with employers and non-profit agencies, the CRE and Career Services are key areas of support for faculty.

Library Resources for Better Teaching and Learning

11:00 AM – 12:10 PM

Tom Kmetz

Riggie Room

Visit this session geared for faculty to learn more about how the Camden-Carroll Library can enhance your courses and instruction. Learn about the resources we have to help with teaching and research (both yours and your students!), and get some tips and tricks on how to create better research assignments to maximize student learning and research.

Copyright & Online Teaching

1:00 – 2:10 PM

Karla Aleman

Riggie Room

Join this session to explore the dynamics of U.S. Copyright Law in online and hybrid classrooms. We'll cover the ins and outs of digitizing text and videos, methods of linking to and embedding digital-born content, and tips to avoid infringing on the copyrights of others. This session may be of interest to faculty and instructional staff who teach both technology-enhanced face-to-face courses and completely online courses.

Creating a Gateway to Engagement with Flipped Instruction

2:20 – 3:40 PM

Krys Lynam, Jeannie Justice, Rachel Rogers-Blackwell and Jennifer Little

Riggie Room

Join us to discover how to maximize class time for deeper student engagement through the basic strategies of Flipped Instruction—relationships, content and curiosity. This panel session will give you an introduction to Flipped Instruction, how it connects to the pedagogy, the culture of MSU's student population, and the resources that are available to you on campus to make it all happen!

Track #2 – Retention & Advising

FERPA, Transfer & Web Advisor *(For faculty advisors only)*

9:40 – 10:50 AM

Brad Bennington and Debbie Ross

301 ADUC

In this session, faculty advisors will learn about FERPA rules and regulations, and time permitting, will discuss potential scenarios they may encounter. In addition, Brad will discuss any transfer-related issues such as evaluating transfer work and Debbie will provide an overview of WebAdvisor from the perspective of faculty advisors.

Course Substitutions and Colleague *(For professional advisors only)*

11:00 AM – 12:10 PM

Joey Bryant and Debbie Ross

301 ADUC

This session is specifically designed for professional advisors. Joey will discuss the new electronic course substitution process including both the individual steps and the larger process. In addition, Debbie will give an overview of the Ellucian Colleague screens encountered by professional advisors each and every day as they work with our students.

Map-Works: “Making Achievement Possible”

1:00 – 2:10 PM

Michelle Barber

301 ADUC

The MAP-Works platform empowers faculty and staff to positively impact retention by identifying risk factors early in the student’s educational career. Student information can be used to mobilize interventions and help keep students connected to MSU by cultivating a holistic approach to student success.

Basic Tips for Successful Advising

2:20 – 3:40 PM

Michelle Barber and Emma Perkins

301 ADUC

This session will cover the basic strategies advisors can utilize to ensure they are effectively communicating and interacting with advisees. The advisor/advisee partnership is crucial to the overall academic success of the student. This interaction extends beyond course scheduling and knowledge of program requirements as advisors assist students with all aspects of the academic experience.

Track #3 – Quality Enhancement Plan (QEP)

QEP Information Session *(session repeats four times with different presenters)*

302 ADUC

Robert Royar – QEP Director, Larry Albert and Dayna Seelig

9:40 – 10:50 AM

Robert Royar, Dayna Seelig and Cyndi Gibbs

11:00 AM – 12:10 PM

Robert Royar, Cyndi Gibbs and Christina Conroy

1:00 – 2:10 PM

Robert Royar, Christina Conroy and Timothy Hare

2:20 – 3:40 PM

Interested faculty and instructors will learn about MSU’s Quality Enhancement Plan (QEP) and how it will be implemented in First Year Seminar (FYS). Participants will: (1) learn about the MSU Critical Thinking model that will be employed in teaching FYS students; (2) be introduced to the repository of activities and invited to participate in its expansion; and (3) engage in at least one of the activities being used to teach the model. There will be plenty of time for discussion.

Track #4 – Skills & Special Topics

Personal Finance: Money Smarts for You and Your Students	9:40 – 10:50 AM
<i>Opheelia Chapman, Jennifer Little and Janet Ratliff</i>	312 ADUC

Find out what financial information is critical to know for improving one’s financial situation. Perhaps you are making a major decision about money or maybe you are helping a student navigate the world of loans and credit. . .*Is there an app for that?* We will highlight Library and Web resources, personal finance apps, and answer questions about where to go to learn more. This presentation is designed for staff, administrators and faculty.

Word 2010 – Mail Merge

11:00 AM – 12:10 PM

Starlet Johnson

201 Library Classroom - Camden-Carroll Library

Typing the same letter or email over and over again to numerous people? Simplify and quicken this task with Word 2010's Mail Merge function. Learn the fundamentals to create hundreds of letters and emails in just minutes.

Update on Campus Master Plan

1:00 – 2:10 PM

Rick Linio

312 ADUC

Wow! What happened to Faculty House and the Brass Eagle Apartments over the summer? Oh no! Why is the water being turned off in my building? Yikes! Are they really going to close down the boulevard to parking? Learn the answers to these questions and much more when Rick Linio, Assistant Vice President for Facilities Management, discusses MSU's Campus Master Plan.

Contracting for Services

2:20 – 3:40 PM

Ladonna Purcell

312 ADUC

This session will provide an in depth look at the correct procedures for contracting for services. Participants will learn what services are appropriate for each contract (Personal Service, Speaker/Entertainer and Subcontracts), how to properly complete the forms, how far in advance contracts should be completed, when sealed bids are required, and how to request payments. Anyone responsible for contracting for services using restricted or unrestricted funds including Project Directors, Department Heads and ADSs should attend.

Track #5 – Special Topics & Initiatives

Substance Abuse Awareness

9:40 – 10:50 AM

Lea Whitley

Eagle Meeting

This session is for all faculty and staff who interact with students. The workshop goal is to provide participants with the tools to identify students who may be under the influence both in and outside of the classroom. The seven major drug categories will be briefly described including examples of each and their effects. Videos and photos will be used to illustrate the effects of various drugs. Drug paraphernalia confiscated on campus will also be displayed.

QPR (Question, Persuade, Refer) for Suicide Prevention: Ask a Question, Save a Life

11:00 AM – 12:10 PM

Tara Holaday

312 ADUC

QPR stands for Question, Persuade, Refer – Three simple steps that anyone can learn to help save a life from suicide.

Just as people trained in CPR help save thousands of lives each year, people who attend QPR training learn how to recognize the signs of a suicide crisis, replace fear with positive action, and locate available resources and support. *Who should receive QPR training?* (1) Members of the campus community who work with students as part of their regular day; and (2) Anyone interested in learning how to help people when they are in distress.

The Goal is Fairness: Improving the Tenure Review Process	1:00 – 4:30 PM
(For Deans, Department Chairs and Tenured Faculty Members)	CHER – Gerald Demoss Conference Room

Legal counsel from Sturgill, Turner, Barker & Moloney with Jane Fitzpatrick, Bob Franzini, Scott McBride and Lesia Lennex

Lunch at CHER Building at Noon to 1:00 p.m. – Pre-registration required, Limited to 28 participants

Lecture, discussion and case studies will be used to cover: (1) Consequences of failing to follow tenure procedures; (2) Need for clarity in tenure standards; (3) Dealing with unanticipated information during the review process; and (4) Need for candor in the evaluation of tenure-track faculty. This workshop will also cover the legal liability that can be incurred when evaluating tenure-track faculty. Tenured faculty, department chairs, and deans will learn how to protect themselves from these legal claims while ensuring fairness within the tenure process.

"All-Campus Safety Forum for Faculty & Staff"

Tuesday, August 12 at 8:30 – 9:30 AM

Cragger Room ADUC

Complementary Coffee Available at 8:00 AM

No Reservations Required

This session provides vital information for everyone on campus—faculty, staff and students. Being alert to dangers and working for a safe environment is everyone's responsibility. Topics covered in this session include:

- Emergency notifications and procedures
- Inclement weather plans
- Brief overview of MSU's disaster preparedness and business continuity plans
- How to respond to an active shooter and other threats on campus
- Identifying students or co-workers in distress and resources available to help those individuals

Presenters include:

- **James "Eddie" Frazier** – Director Risk & Compliance, Environmental Health & Safety
- **Matt Sparks** – Chief of Police, MSU Police Department
- **Brenda Wilburn** – Director of Counseling & Health Services, Counseling & Health Services
- **Shannon Smith-Stephens** – Advanced Practice Registered Nurse, Counseling & Health Services

