



**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
April 4, 2016**



MEMBERS:

Sheila Barber	Richard Fletcher	Jill McBride*	Lora Pace	Barbara Willoughby*
Jerel Benton*	Joe Hunsucker	Paige McDaniel	Janie Porter	
Mica Collins	Travis Jolley	Amy Moore*	Clarissa Purnell	
Louise Cooper	Margaret LaFontaine	Kerry Murphy	Gwen Sloas	
Craig Dennis	Patty Little	Holly Niehoff	Jessica Thompson*	
Mike Esposito	Sabra Lowe	Scott Niles	Krista Utterback*	

*Denotes member was absent.

Guests:	Harold Nally, Director HR; Mr. Rick Linio, AVP Facilities Management
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Chair Dennis called the meeting to order at 1:02 p.m.

Motion:	To approve the minutes from the March 7, 2016 meeting.	
	Proposed: Rep. Esposito	Seconded: Rep. Jolley
Called for Vote:	Motion passed.	

Chair's Report	<p>Chair Dennis welcomed guests Harold Nally and Rick Linio. Chair Dennis reported the Budget Task Force had their last meeting Saturday. The members were asked to give the President a list of what could be considered to alleviate the budget crisis. The Deans and VPs came up with a list of 70-100 items that were placed in three categories: 1) Valid Strategy; 2) Valid Strategy with Concerns; and 3) Valid Strategy but Avoid if Necessary. Each strategy had a dollar amount tied to it within the category. Once the final budget is known, the President will look at the list and choose items to implement. Hopefully, the items will come from the first category and not the other two categories. As you know, Governor Bevin has asked for an immediate reduction of 4.5% out of our current budget; the Attorney General said he can't do that and has threatened to take Governor Bevin to court. As a university, we can work through a governor, but one of our main issues is enrollment within our service region. The population of our service region is going down. Last fall, we didn't get as many new students, graduate enrollment was down and retention was not what it should have been. A change in the admissions criteria could have had some effect, but the overall population decrease is most concerning for our service region. Joel Pace, who is out in the high schools in our service region, stated schools in our service region are closing entire wings and those districts that have money to</p>
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	<p>build new schools are trying to figure out how to build schools small enough because of decreasing enrollment at the high school level, especially in coal areas. Chair Dennis feels the process being used by the Budget Task Force is the best option. A representative asked Chair Dennis if a list of the options would be published on The Source. Chair Dennis responded he didn't think the list would be published because there are things on the list that may not come to fruition and if the list is published, it would cause undue panic and anxiety among employees. The last legislative day will be April 12. The two issues that were sticking points were the retirement system and funding to higher education. The retirement system issue is pretty much settled, but the remaining issue they cannot come to terms on is the funding to higher education. Supreme Court Law states we have to have a budget by the first day of the new fiscal year (July). We may not know of the finalized budget until June 29 or June 30. A representative commented it would be more fair to employees to give them as much notification in advance as possible (if there are jobs lost). Chair Dennis responded the President has agreed people will get as much notification as possible. There are state labor laws, PGs, and PAcS that must be followed if jobs are lost.</p>
Vice-Chair's Report	<p>Vice-Chair Niles reported the Portal is up-to-date and there were no Staff Salutes submitted. If anyone has a Staff Salute, please forward to Vice-Chair Niles.</p>
Secretary's Report	<p>Secretary Purnell reported the supply balance for November was \$1,915.01.</p>
Guest Speaker: Rick Linio, AVP Facilities Management	<p>Rick Linio, AVP Facilities Management gave a construction progress update to congress. Projects discussed were the Derrickson Agricultural Complex apartment housing units, the new on-campus residential hall, the parking garage/dining commons, the ADUC expansion and renovation, the temporary dining hall accommodations, and the McClure Pool/Volleyball facility. Mr. Linio stated details about facilities projects can be found on their website, FaceBook page, Twitter account, and at Facilities pardonourconstruction in the portal. There are nest cams that allow viewers to watch live footage of the on-going construction to the residence hall.</p>

Committee Reports

Benefits & Compensation	<p>Committee Chair Benton was not able to attend and no report was submitted.</p>
Credentials & Elections	<p>Committee Chair Pace reported there was a good showing with representative nominations to run in the upcoming election in April. Every area will have an election and there were new people nominated to run for positions on congress. Committee Chair Pace is currently in the process of verifying nominations. Once nominations are verified, the committee will look over the names and a mass email will be sent out to staff.</p>

	<p>Representative Esposito has resigned his position on Staff Congress and has accepted a new position at Indiana South Bend.</p>
<p>Sustainability Committee</p>	<p>Representative Niehoff reported a total of 4,000 trees were given away. There will be an Earth Day Pride Cleanup along the Memorial Walk and creek at City Park on April 22 from 1:00 p.m. – 5:00 p.m. There are still approximately 400-500 trees left for distribution at the University Farm.</p>

<p>Staff Issues</p>	<p>Committee Chair McDaniel reported the following concerns were submitted since the last meeting:</p> <p>CONCERN: Why does the President's Leadership Council not have minutes posted from any recent meetings? On the portal, the most recent minutes that have been posted are from 2014.</p> <p>RESPONSE (Sharon Reynolds, Assistant to President): The President's Leadership Council portal page can be found here: https://my.moreheadstate.edu/CampusFeedback/plc/Pages/default.aspx Here you will find meeting agendas since October 8, 2014, with the materials and presentations discussed during these meetings. Additional minutes would merely repeat what is in these materials and presentations, so they are not prepared since this information is readily available. I hope this clears up any concerns. Thank you!</p> <p>CONCERN: Suggest that all Staff Congress members check to make sure they are reaching their constituency - there are more of us not receiving the newsletter since the last election.</p> <p>RESPONSE (Staff Congress Executive Council): Secretary Purnell sent a message to all Representatives about sending out the newsletters to constituents. After the election with the new areas, this will be a much easier process to disseminate the newsletters to staff. Newsletters can also be found on the portal site.</p> <p>CONCERN: This is in response to the concern in the newsletter about the positions in Rick Linio's area. I am almost certain that these were new positions. You can verify by looking at the previous roster and the current one. There were a couple that were reworked from the current, but there were also a few that were created new.</p> <p>RESPONSE (Harold Nally, Director of HR): The positions were existing, Facilities revised the job descriptions when the positions became open to meet their department needs and service the campus community. The Personnel Administrator position is the former facilities administrative specialist position; the accountant position is the former purchasing specialist position, the architect position was the former engineering superintendent position. The Marketing and</p>
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Communication manager was an existing part-time position and was funded by two Building Services positions.

CONCERN: Since employees are being furlowed.....there shouldn't be any stipends, re-classes, new hires, (full-time or part time) coming through, correct? If we are looking for money savings, I don't think that these should be getting approved. Is there someone that will be monitoring these areas??

RESPONSE (Harold Nally, Director of HR): Yes, these actions are securitized and will be judged in the framework of what is deemed essential.

CONCERN: How much did the Rendezvous system cost? Why did we not purchase the module to include attendees? At this point meeting invitations will still have to be scheduled via Outlook and still schedule the room in Rendezvous. This creates double work. How much did it cost for the new clocks that could be set automatically? The time changed on March 13, but the clocks were never set for the new time. These clocks currently are not working.

RESPONSE (Tauyna Jones, Special Events Planning Manager): The cost for the Rendezvous Scheduling System is \$2,025 per month or \$24,300 per year. After the training session on Tuesday, March 30th the issue with sending invitations through Outlook has been resolved. If you need further training please contact Taunya Jones, Special Events Planning Manager of Conference & Event Services at 606-783-2099, ta.jones@moreheadstate.edu.

RESPONSE (Gardner May, Director of Maintenance Services): Good Afternoon Everyone! The new "MSU clocks" are experiencing an IT technical issue rather than an actual maintenance issue. These clocks are programmed to access the Wi-Fi system at 2am and then again at 2pm to automatically update the time. Therefore, making any adjustments needed, if any. The clocks tried to on March 13, (Daylight Savings Time Change), to access the Wi-Fi system but could not access it. Zoltan Ori has found that any facility that has transitioned over to the newly installed upgraded system experienced a "firewall & IP address glitch". Therefore, the new "MSU clocks could not automatically reset due to this issue. However, those facilities still on the "old system" with the new MSU clocks did go ahead and change to the daylight savings time on March 13 without any problems. Zoltan Ori is diligently working with the contractors that are upgrading the system across campus to resolve this issue with the firewall and IP addresses for those facilities that the clocks did not reset. Zoltan has ask that everyone to be patient while our campus system is being upgraded. Please remember that during this system upgrade, you may experience some glitches from time to time and theses glitches do take time to resolve. Please call or email Zoltan, he will be able to answer any IT questions concerning theses clocks; and

the time line for making the necessary adjustments to the system.
Thank you, Gardner

CONCERN: With all the budget cuts and furloughs that are taking place here on campus, I would like an explanation of why there are hundreds of yellow "Walk It Out MSU" signs posted across campus. During this budget crisis it makes on sense to spend money on signs that advertise one event and then will be thrown away. Once again this is just a classic example of the wasteful spending that takes place across campus. I would like to know where the funds come from for these signs and why this budget hasn't been reduced.

RESPONSE (Harold Nally, Director of HR): We recognize the fact the need to frugal with resources, especially during the budget challenges the university currently faces. The planning for "The Walk It Out MSU" and the signs were ordered and paid for before the budget cuts were announced. It is HR's intent to make this annual event. We will collect these signs after this year's event and reuse them for next year. We can remove the date at the bottom of the sign.

CONCERN: All staff were issued employment contract letters specifying the amount of our wages to be paid for this fiscal year. How much weight do our employment contract letters have in light of the furlough?

RESPONSE (Harold Nally, Director of Human Resources): All staff are at will employees. The letter employees receive is information concerning the salary that is to be allotted to that position. These terms and conditions may change during that year.

CONCERN: It has come to my attention that MSU is shelling out \$50,000 in order to host the basketball team's CBI game. Does the university expect to recoup this money from ticket sales? From sponsors? Will the game(s) be televised? If the answer to the above is no, then I would ask our leaders why they feel spending \$50,000 in this budget crisis is a smart move. I would ask them how they think it makes the university look to our constituents, both alumnus and our officials in Frankfort. I would also ask them how they think this will be perceived by faculty and staff - particularly staff who make minimum wage and are facing extreme hardships due to the upcoming furloughs. I would ask them to put themselves in the place of the most vulnerable of our community. Thank you for receiving my concern.

RESPONSE (Brian Hutchinson, Director of Athletics): The cost to host a first or second round game in the CBI is \$40,000. We will pay this money out of future revenues earned by playing in another event sponsored by the tournament organizers. While there are residual costs associated with hosting home athletic events (paying event staff, workstudy wages, catering, etc.) and in playing away (spending more in food than the tournament per diem for example), we are built to assume them with no issues. We are not spending money we haven't earned through direct basketball revenues and

	<p>would not earn if we did not play in this event. We are fortunate that our basketball team is still playing in the post season and developing themselves for next season while trying to win the tournament this season. This is about their development and that of the team. There is a good bit of national attention on this tournament and already advancing into the quarterfinals has been a good thing for our program.</p> <p>Additional Response from Rep. Richard Fletcher: The \$40,000 was made back in ticket sales and ESPNU pays those who appear on ESPNU for every telecast, so MSU will receive money for playing on ESPNU. On championship night, there were 45,000 twitter comments about MSU. Chair Dennis also stated if you were watching the broadcast, the town of Morehead was mentioned, along with our Space Science program and other facts about MSU.</p> <p>NOTE: All submitted Staff Concerns may be seen in their entirety, along with the corresponding response, on the Staff Congress Portal site. Login to the Portal site, go to Employee Services, select Staff Congress, and then choose the Past Staff Concerns button. There will be a listing by month and year of the Staff Concerns from which you may choose to review.</p>
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Regent's Report: Staff Regent Harr was unable to attend, but submitted the following report: At March BOR meeting action was taken on the following (NOTE more specific information is available in the March BOR agenda book) : Approved Honorary doctorate degrees for Joseph Craft, Dr. Ernst and Sarah Volgenau, and Brig. Gen. Stephen Hogan. These folks will be honored at future commencements, not all at once. Approved the following: Naming of training facility in athletics in honor of Dr. Fossett; personnel actions; contract for Banking services; appointment of Auditing firm; tenure with promotion; and sabbatical leaves. Accepted second quarter financial report and amended operating budget. Approved acquisition of Rowan County Board of Education building. Approved disposal of MSU West Liberty building. We were supposed to approve PAC-22 and PAC-26 but the chair requested more review before approval so those documents will be reviewed by a subcommittee of the BOR. Also, the nominating committee reported the following recommendations: Paul Goodpaster remain as Chair, Wayne Martin appointed as Vice-Chair, Sharon Reynolds remain as Secretary, and Beth Patrick remain as Treasurer. Board approved recommendations of nominating committee.

Human Resources Report: Harold Nally wanted to promote the Walk It Out MSU event that we are currently sponsoring against ECU. MSU has reached their participation goal of 250 (260 have actually signed-up) and employees have until this Sunday, April 10th to register for the event on the Wellness Portal. Our goal is 5,000 steps per individual signed up per day for a total of 43.75 million steps. So far, ECU has not met their participation goal. The winner of the event will most likely receive a traveling plaque to display for the year. This will be an annual event. The furloughs will start on April 16th for the April 30th pay period. There have been questions submitted that HR has answered. If anyone has questions, please contact HR or Payroll. We will send out the email regarding reporting furlough days on time entry again.

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

Old Business: Staff Congress elections will be held April 18 – April 19.

New Business: None.

Announcements:

- Wednesday, April 6: Advanced Registration for Summer and Fall 2016
- Sunday, April 10: Alumni Day at Keeneland
- Thursday, April 14: MSU Retirees Annual Meeting (DeMoss Conf. Suite, CHER)
Thursday, April 14: Bowling Club Steak Dinner (Carl Perkins Center, 10:00 a.m. – 7:00 p.m.)
- Monday, April 18 – Tuesday, April 19: Staff Congress Elections
- Tuesday, April 19: PD: Search Committee Advisory Session (307 HM)
- Thursday, April 21; Friday, April 22; Saturday, April 23: SOAR
- Wednesday, April 27: PD—Coaching Your Front Line Staff (8:30 a.m.; 112 RA)
PD—Apollo 13: A Case Study (1:00 p.m., 112 RA)
PD—Overview of Unconscious Bias (3:00 p.m., 112 RA)
- Thursday, April 28 – Friday, April 29: East Kentucky Leadership Conference (Conference Center, Morehead, KY—minimal fee)
- Thursday, April 28: President’s Concert on the Lawn (5:00 – 7:00 p.m.) ADUC Commons
- Friday, April 29: Spring Celebration Golf Outing (All Day, Eagle Trace Golf Course)
- Saturday, April 30: MSU Spring Gala—“MoTown”
- Monday, May 2: Next STAFF CONGRESS meeting (Riggle Room, ADUC) 1:00 p.m.

Motion:	To adjourn	
	Proposed: Rep. Cooper	Seconded: Rep. Jolley
Called for Vote:	Passed	

Minutes submitted by: Clarissa Purnell, Secretary