

Chair Report: Craig Dennis

***Chair Dennis** reported the President’s Leadership Council met in January and the main focus of the meeting was the Academic Affairs Self-Study. The Self-Study report will be released either Wednesday or Friday of this week. The released documents are on a Team Site within the Portal and are accessible to all faculty and staff. The Provost plans to have two open forums to discuss the Self-Study either in February or have one forum in February and one in March. After the Self-Study has been released, the Provost is allowing a month for responses (February). During March and April the Provost will be available for meetings with Deans/Department Chairs. At the end of April, a revised report will be sent to faculty and staff for review and the final report will be released to the President in early May. As Beth Patrick has expressed previously, the main drive of the Self-Study will be to eliminate \$1.5 million from the Academic Affairs budget that was not cut when the previous Provost, Dr. Karla Hughes, held the position. Jeffrey Liles also gave a presentation on enrollment for the spring semester. Liles stated spring 2015 enrollment is down from spring 2014 enrollment and the 2014 fall retention rate is down slightly from the 2013 fall retention rate. Also discussed during the PLC meeting was the scanning of transcripts during SOAR. It was unclear if the transcripts to be scanned during SOAR would be high school transcripts or transfer transcripts.

Vice-Chair Report: Scott Niles

***Vice-Chair Niles** was unable to attend the meeting and Chair Dennis gave the report Vice-Chair Niles submitted. Chair Dennis reported the Portal site will be updated to include the recent Staff Issues as well as a Staff Salute for Rep. Esposito and Rep. Pace for the student coat drive. Standing committee meeting findings will be shared in the newsletter regarding frequency of meetings. Vice-Chair Niles also stated he was working with Rep. Pace and Rep. Purnell to develop election materials.

February 2, 2015

STAFF SALUTE!

Lora Pace and Mike Esposito

Staff Congress would like to salute Lora Pace, Director of First Year Programs and Mike Esposito, Career Advisor, for their work in planning and conducting a successful Coat Drive for MSU students this past December!

UPCOMING EAGLE EVENTS

Blue & Gold Day



Every Friday

Monday, February 16: Harold Nally assumes Director of HR position

**Monday, February 2— Saturday, February 28
RECYCLEMANIA**

Various Locations Across Campus

**Monday, March 2
Next Staff Congress Meeting**



1:00 p.m.

Riggle Room (ADUC)

**Thursday, April 2— Wednesday, April 3
SOAR**

**Wednesday, April 22
Community Earth Day Fair**

**City Park
(10:00 a.m.—6:00 p.m.)**





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



[Click here for the latest Professional Development offerings](#)

[Please click here to submit a Staff Concern](#)

[Click here to submit a Staff Salute](#)

Benefits & Compensation: Committee Chair Amy Moore

Committee Chair Amy Moore had no report.

Credentials & Elections : Committee Chair Lora Pace

Committee Chair Pace reported the Credentials and Elections Committee met last week and she will bring the election timeline developed for review during New Business.

Staff Issues: Committee Chair Paige McDaniel

Committee Chair McDaniel was unable to attend the meeting and Rep. McBride gave the report for the Staff Issues Committee. There was one Staff Concern submitted regarding the parking lot behind Howell-McDowell and it read as follows:

"We received a email about the parking places behind Howell McDowell building that some of the parking spaces were going to be blocked off on Friday January 9th. Today is the 26th and nothing has been in that lot? Why couldn't this started in the summer months? This has caused chaos trying to find parking on campus. Is this necessary to take up 32 parking places?"

The initial response came from Captain Mike Trent (MSUPD):

"Paige, we blocked this at the request of facilities for the upcoming construction in that immediate vicinity. This was for the overall safety of everyone. It's my understanding that some of the portion of the blocked off area is for equipment staging and other related activities that go along with the project.

I will have to refer to Rick as to the timing of the project. I can say that every conceivable consideration is usually gone over by Rick and his people. They are very mindful of the impact of the entire community in regards to these types of projects. Project planning often revolves around the seasons. Depending on the over all length of the project and in particular the phases or stages must be planned by season temps. For example this project may require significant concrete to be poured towards the end of the project and if they wait to start in the summer it may be sub-freezing temps in winter when it's time to start pouring concrete. That may not be the best time to do this. I do not know for sure if this the case with this project. Rick can better respond to this particular project than myself.

I would like to add that maybe permit holders should try the E lots behind COMA and the Library."

Committee Chair McDaniel contacted Rick Linio (AVP Facilities Management) who supplied the following response:

"The West Campus Electrical Switchgear project has a six month construction schedule culminating in May is a four day electrical disruption. The project was originally scheduled to begin January 12 but due to delays with material delivery, surveying the site for

utility lines routes, etc. push the project start date in parking area back a few weeks. However, the contractor is working on campus and anticipates the materials will be onsite as well as construction in the parking area starting next week. Once the project is completed only nine parking spaces will be permanently displaced due to the location of the electrical switchgear and enclosure.

Lastly, to reiterate Mike comments below; our planning process takes into account all aspects to minimize any inconvenience to the campus community. Unfortunately, with capital projects we will have inconveniences throughout campus however; the overall end result considerably outweighs the inconvenience - especially with this project - providing a reliable electrical infrastructure. We appreciate everyone's patience and despite the inconveniences however; it's an exciting time on campus with all the new projects starting in next few weeks that will change -vastly improving the MSU campus landscape.

If you have any questions please let me know."

Chair Dennis encouraged all representatives to remind constituents to look on the Staff Congress Portal for past concerns and answers, as they are posted and updated regularly. Since Staff Issues are submitted anonymously, the staff member who submitted the issue may go there to see if their issue has been responded to or resolved.



Staff Regent Report: Mr. Todd Thacker

Staff Regent Thacker was unable to attend the meeting but informed Chair Dennis the BOR had a work meeting scheduled for February 26. Staff Regent Thacker will update Staff Congress in March regarding the work session in February.

Human Resources Report

Human Resources did not have a representative present at the meeting and no report was submitted.

Cabinet Report: Ms. Beth Patrick

VP Patrick was unable to attend the meeting. No report was submitted.



NEW BUSINESS: Rep. Pace indicated the Credentials and Elections Committee met last week about the online election process coming up in April. In the past, Staff Congress had set up stations in Allie Young so Facilities Management staff could vote electronically. After asking representatives from that area, it was determined there was no longer a need to set up stations in Allie Young as there are two computer stations set up in the Rice Building which could be utilized by staff to vote. March 9: All nomination forms will be sent out to staff members and nominations will be submitted online. March 31: Deadline for all nomination forms at 4:00 p.m. April 6: A sample ballot will be sent out to staff members. April 13: Staff Regent Forum (if more than one candidate). April 20-April 21: Online voting. April 22: Election results posted to Portal site by 4:00 – 4:30 p.m. Because of the buyout, the number of empty seats on Staff Congress will be slightly off schedule. During the process of reviewing which seats would be open for election it was discovered Rep. Purnell had changed EEO categories. After contacting Rep. Purnell, it was discovered she did not know her EEO category had changed. Normally, with a switch of EEO category, a representative would automatically lose their seat on Staff Congress, but since there are most likely other changes in EEO categories, this will be taken care of with the election in April. Rep. Purnell will be free to run in her new EEO category. As the election process continues, all representatives will have their EEO category verified to ensure they are representing their assigned EEO category. The committee will send out a list of representatives who will be up for re-election. Also, the membership list on the Staff Congress Portal site has the terms and expiration dates of each representative listed.

Rep. Esposito updated Staff Congress on the student coat drive: Around 50 coats have been donated and 5 students have stopped by the Career Center. The students are desperately in need of hats and gloves. If anyone has these items to donate, please drop them off at the Career Center. All donations are tax deductible and are greatly appreciated.

Chair Dennis urged all representatives to encourage staff members to read the Self-Study when it is available. If staff members have concerns regarding the Self-Study, they should submit the concerns via the anonymous form on the Portal as soon as possible.

UPCOMING PROFESSIONAL DEVELOPMENT

The Office of Human Resources in partnership with Staff Congress is once again able to offer UK Professional Development Days. These opportunities are at no cost to you! Please take advantage of these workshops to continue to grow and develop professionally.

Personal Decision Making (8:30 – noon)

Most of us make hundreds of decisions every day. Many of us are also unhappy with the decisions that we make. We wonder if we have thought things through or we are disappointed that the outcomes are not what we hoped for. In this workshop we will provide a simple decision making procedure that will enable us to make decisions that are workable, timely and cost effective. By the end of this session, participants will be able to:

- Correctly identify the real problem.
- Identify unhealthy agreement tendencies.
- Recognize risks inherent in routine decisions.
- Eliminate personal bias.
- Identify which problems can be solved personally.
- Consider all the relevant evidence regarding a problem.
- Investigate root causes of problems.
- Consider good alternatives.
- Choose the best alternative given constraints.

Presenter: Debra Graham

Thursday, March 12, 2015, 8:30 a.m. – 12:00 p.m.

Riggle Room, ADUC

Personality Differences (1 – 4:30 p.m.)

As long as you live you will have at least some unwelcome and unproductive friction with others. Scientists have discovered that 75% of the population is significantly different than you. In this workshop we will explore what the differences mean and how to turn stress and irritations into understanding and productivity. At the end of the session, the participants will be able to:

- Identify their personal communication/personality style.
- Describe their personal style strengths and weakness.
- Explain backup behaviors and their consequences on others.
- Identify the personal communication styles of others.
- Flex to different communication styles.
- Understand the underlying motivations that can initiate "difficult" behavior.
- Discover ways to deal with challenging behaviors of others.
- Manage the specific problem behaviors of coworkers according to their personalities.

Presenter: Debra Graham

Thursday, March 12, 2015, 1:00 – 4:30 p.m.

Riggle Room, ADUC

UPCOMING PROFESSIONAL DEVELOPMENT, continued

Generations in the Workplace

duration - 3.5 hours

Generations in the Workplace is a half-day workshop that describes the characteristics, values, and motivations of the four generations in the workplace. This workshop will identify how each generation defines success and will investigate the differences that impact communication and relationships in the work environment. During this workshop we will:

- Define the four generations and their workplace characteristics
- Identify the common drivers and value systems of each generation and how those drivers and values affect motivation and behavior in the workplace
- Illustrate generation-based workplace conflicts
- Describe how each generation defines success and understand how the differences affect communication and relationships in the workplace

Presenter: Marietta Watts

Wednesday, April 29, 2015, 8:30 a.m. – 12:00 p.m.

312 ADUC

Resolving Workplace Conflict

duration - 4 hours

This course focuses on resolving various workplace situations where disagreements or conflicts arise between team mates.

Upon completion, participants will be able to:

- Recognize the Conflict Cycle.
- Identify common patterns and issues in the workplace that could lead to conflict.
- Describe the difference between "good" and "bad" conflict.
- Develop ways to reduce/avoid conflict.
- Develop a Conflict Resolution action plan.

Presenter: Marietta Watts

Wednesday, April 29, 2015, 1:00 – 4:30 p.m.

312 ADUC