

Staff Concerns – August 2015

Comment/Concern: Will the staff tuition waiver cover courses that are taken in the new Winter term?

Action: Via e-mail, Provost and VP for Academic Affairs Steven Ralston stated:

Yes, the waiver can cover the winter term. However, the overall total hours available to an employee in a given year will not change. In other words, an employee gets up to 12 credit hours of tuition credit per academic year and those can be taken in any combination of hours during summer, winter, fall or spring terms.

Associate Director for Compensation & Benefits Suzanne Hogge further stated:

Per Council on Postsecondary Education policy, any employee at a state Kentucky institution of higher ed can take 18 credit hours, 6 per term, at any state institution via waiver. Per MSU regulation, an employee can give 12 hours to dependents for MSU classes. These guidelines are covered in two separate UARs.

Human Resources Director Harold Nally stated:

I spoke with the Provost's office and they are aware employees per UAR 327 states that "employees ...may take up to a maximum of six credit hours each academic term (fall, spring, and summer sessions) not to exceed a total of eighteen hours per academic year. Summer term includes all summer sessions combined.

Comment/Concern: I would like to express a concern regarding the cleanliness of the women's locker rooms (specifically the showers) at the Rec Center. I noticed over the summer there was always clumps of hair in the drain and the shower curtains were beginning to become slimy. I thought this was due to lack of student workers or staff to clean the lockers during the summer. Now that the term has begun, the lockers are in worse shape. The second shower curtain in the inner stall has mold on the back of both curtains and the outer shower curtains are dirty. Could someone please ask the crew at the Rec Center to replace the shower curtains and make sure the showers are cleaned daily/weekly?

Action: Via e-mail, Director of Campus Services Jeremiah Gallegos stated:

Thank you for your email. The Building Services Supervisor has met with the cleaning crew and has addressed the issues regarding the cleanliness of the women's locker room. The custodial staff will replace the shower curtains and will make sure in the future that they are changed out and cleaned in a more timely manner. The custodial staff will also pay more attention to detail in the shower room area to make sure hair and debris are removed on a daily basis. Should you have any further custodial issues please let me know. Have a great day.

Comment/Concern: When awarded an advance degree related to your job, what is the increase in compensation? The HR website used to have that information a couple of years ago, but now it has disappeared. Has the policy or compensation changed?

Action: Via e-mail, Director of Human Resources Harold Nally stated:
Thank you for your question. UAR 319.02 addresses salary increases for employees being awarded an advance or new degree. To answer your question concerning any changes to the policy, the last date the UAR reflects (Revision Dates) any changes was on 10/17/2001. UAR 319.02's guidelines address salary increase for the Faculty and Librarians, and then staff separately. I have copied the guidelines from the UAR to address your question regarding compensation.

**Note: All UARs and other regulatory documents are available within the MSU Portal (my.moreheadstate.edu).*

Comment/Concern: In the past month there have been at least FOUR separate occasions where outside "vendors" have let themselves into our offices with a provided master key without any prior notification from MSU. Too many people have access to our offices and classrooms containing technology etc and let themselves in at will- they have free reign to come and go. We must be given notification if people are going to be in our offices or classrooms etc, especially if they do not work for MSU. Often times it is being done after hours therefore if something goes missing or is broken, etc we would never know because we had no idea who was in our space to begin with. This has become a huge issue. We don't think it is too much to ask for an email notification that an outside vendor (whether it is someone that will be bidding on door locks, "dropping line for internet", replacing outlets, etc) will be in our space. Thank you.

**Note: Below is a related concern:*

There have been several occurrences over the last few months of outside contractors visiting Ginger Hall for various reasons (bid on re-keying building, dropping new cable for internet, repairing electrical wiring, etc.). We have had no communication regarding any of these visits. And so far all but one of these visits has occurred without the benefit of MSU Facilities or any other MSU personnel accompanying the visiting contractor. The contractor receives a set of master keys and has free access to all of our spaces without supervision. This is a concern.

Most recently, the group dropping cable for internet has been the most disruptive and DESTRUCTIVE. While it may seem as though the fact most of their work (if not all) is conducted after 4:30pm should not be of any inconvenience to us, it has not been taken into consideration that many of spaces are used after 4:30pm for classes, workshops and other meetings (students, faculty and staff).

In addition, perhaps it is just the particular crew from Pomeroy assigned to our building, but this group - like all but one of the others - enters our areas even when we are present without introducing themselves, providing or wearing identification, or bothering to explain their presence unless stopped and asked. And they have been stopped and asked if assistance may be provided, for I feel it is our responsibility to know who is in the building and why.

A previous visit by a group representing an electrical contractor resulting in a collaboration on when they were going to be in one of our classroom/meeting spaces, and head's up communication to avoid any inconvenience to the faculty, students and off-campus visitors who have reserved the space. A few minutes of polite inquiry and conversation was all it took.

Why can we not receive a brief communication via email providing the same courtesy? The group with Pomeroy came in again to begin their work - and if I had not been in my office to "meet" them the evening they first surveyed our space I would not have known who had been in our space - moved furniture and did not put it back, left behind trash and debris from their work (scrap conduit, dust, etc), knocked over various items from our desks, broke several items, disconnected telephones and computers and did not reconnect, etc.

We did not have one space in our unit that was not affected. And I understand from others that ours was not the only department or unit experiencing such treatment. It appears nearly every floor of Ginger was affected. Although none of my colleagues in other buildings have yet

reported the same treatment, several students have and it appears to be the same crew from Pomeroy.

Yet the overarching concern remains a lack of communication from Facilities (and/or IT) even to our designated Building Manager letting us know such groups will be in our building for whatever reasons. It is not as though they are fellow MSU employees, such as Custodial staff, here on a regular daily basis that we have grown to trust. If I do not know you, I am going to ask. And I believe it to be poor customer service to enter someone's work area while they are in it and not speak to them, introduce yourself, or explain your presence. Much less leave the space in which you've worked in such disarray. This is not a good example of the improved communication referenced President Andrews' Convocation address.

Action:

Via e-mail, Assistant Vice President for Technology Steve Richmond stated:

Thanks for sharing the concerns. The Office of Information Technology sent out an email to approx. 140 identified Ginger Hall stakeholders on May 19th announcing the work and who to contact with concerns. Additionally, a reminder notice was sent to all the Ginger Hall stakeholders last week. (9/3/2015). I'll forward you a copy of those notices separately.

Every effort has been taken to ensure the work performed is non-disruptive. The work hours are developed after careful analysis of the buildings class schedule. An evening schedule generally meets the need in academic buildings. When they encounter a class, they have worked in other areas until the class is dismissed. This model has worked well in Baird, Lappin, and Combs during an academic term.

This is the first time I've heard of their work being destructive. Reports of damage should be reported as requested in the above mentioned email.

Please let me know if it would be beneficial that I attend the next Staff congress meeting to address these issues in person.

Comment/Concern:

We walked to Arby's last week for lunch, on the way back we walked back on 2nd street. There were probably 8 to 10 students smoking under the signs across from Lappin pointing to the smoking area. We crossed the street to get away from them & their smoke. Why isn't someone making the kids use the designated area?

Action:

Via e-mail, Chief of Police Merrell Harrison stated:

Here is the tobacco policy from the University. We patrol all areas of campus and do not particularly target these areas because we have numerous other duties to perform. All MSU employees and students have a duty to report these violations, just as MSU Police do. However, this is not a violation of law or our main focus and it is just a small part of what we do. There is a process for reporting for witnesses of tobacco violations and it is outlined in this policy. I know folks don't like to get confrontational about this but if they perceive it as a real problem, they will have to. If any problems arise during these interactions, have them call MSU Police and we will ensure we get them identified for either HR or the Dean of Students.

I know this is may not be the answer this person was looking for, but the policy outlines everyone's responsibilities.