



**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
October 5, 2015**



**MEMBERS:**

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

\*Denotes member was absent.

<b>Guests:</b>	Shannon Harr, Staff Regent; Harold Nally, Director HR; Jonathan Gay, Innovation Center.
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Vice-Chair Niles called the meeting to order at 1:00 p.m. and immediately suspended business in order for Jonathan Gay to give a presentation regarding the Innovation Center.

<b>Motion:</b>	To approve the minutes from the September 14, 2015 meeting	
	<b>Proposed:</b> Rep. Esposito	<b>Seconded:</b> Rep. Fletcher
<b>Called for Vote:</b>	Motion passed.	

<b>Chair's Report</b>	Vice-Chair Niles reported Chair Dennis was unable to attend the meeting due to illness and moved to the Vice-Chair report.
<b>Vice-Chair's Report</b>	<p>Vice-Chair Niles reported the membership portion of the portal page is up-to-date. We have a new Staff Salute submitted by Mike Esposito. The Salute was as follows:</p> <p>Jasmine is the newly hired Coordinator Multiculturalism &amp; Inclusion. She and the Student Activities team have created a "Safe Zone" program for campus. The purpose of a safe zone is to:</p> <ol style="list-style-type: none"> <li>1.) Understand student development theory as it pertains to multicultural competency.</li> <li>2.) Serve as a conduit to other departments and resources through intervention during times of crisis.</li> <li>3.) Create a visible network of support specifically for the lesbian, gay, bisexual, transgender, queer, and intersex (LGBTQI) individuals and their allies as well as other historically marginalized groups.</li> </ol> <p>This sort of program has long been overdue for MSU and I am very pleased</p>

	to see Jasmine and SAIL take the lead on this. We didn't have anything like this when I was a student. It would have made life easier here if I had. Having faculty/staff trained on appropriate ways to help students who may be struggling with these issues will make MSU more inclusive and an even better place to be a student and to work.
<b>Secretary's Report</b>	Secretary Purnell reported the supply balance for October was \$2,773.72. Staff Congress paid \$63.28 for September refreshments. Secretary Purnell reported there was no response from VP Patrick regarding the roll-over of supply line money from last year.

### Committee Reports

<b>Benefits &amp; Compensation</b>	Committee Chair Benton reported there has been two standing committee meetings and a Staff Congress Benefits committee meeting since the last Staff Congress meeting in September. The standing committee is currently waiting to hear back from the contractor regarding open enrollment. One to two weeks prior to open enrollment, employees will receive a survey regarding the wellness program at MSU asking for feedback.
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<b>Credentials &amp; Elections</b>	Committee Chair Pace gave a presentation on the proposed redistricting of staff congress representation across campus. The committee chose to have a geographic representation model; however, Committee Chair Pace indicated all feedback or ideas from representatives regarding the proposed plan would be welcomed and taken into consideration. The committee put a lot of thought behind the redistricting plan and hope it will allow those people wishing to serve on Staff Congress the opportunity to do so. If there are no issues, the next step will be to have a first reading of the proposal at the November meeting.
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<b>Sustainability Committee</b>	Representative Niehoff announced that October is Sustainability month and there will be many activities during that month. The Sustainability Committee is encouraging everyone to get on social media and participate.
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<b>Staff Issues</b>	<p>Committee Chair McDaniel reported there was one new concern submitted, it was as follows:</p> <ol style="list-style-type: none"> <li>1. Since the change to Office 365, Outlook has become very "glitchy". It takes several minutes, at times, to open the Outlook calendar. Often, when typing an e-mail, an alert will come up and say "lost connection to the server," and I'll have to close the program and start again in order to get re-connected to the server. Frequently the status bar says "not responding," and the cursor will turn into a spinning wheel and just spin and spin. This is having a serious impact on productivity. What is being done to address this? Is</li> </ol>
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	<p>there something on the user end that staff can do to fix this? Thank you for reading my concern.</p> <p>The concern was sent to Steve Richmond, AVP for Technology. Mr. Richmond responded: <i>We have seen a few service requests that are similar to what is outlined below. Of those, the help desk and field support technicians have been able to resolve them. Since there a lot of factors that can cause these types of problems, it is recommend they be reported to the Help Desk at 606-783-HELP (4357).</i></p> <p><b>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.</b></p>
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**Regent's Report:** Staff Regent Harr reported the last BOR meeting was on Thursday, September 24<sup>th</sup>. At the meeting, the BOR approved PG-6 (Sexual Misconduct Policy), approved the Student Code of Conduct, and approved the University Police Standard Operating Procedures Manual. The BOR also heard a presentation regarding strategic enrollment. The current freshman class is down about 214 students from last fall (about a 3% decrease) as of the meeting date. This has the potential to increase as the deadline for students to drop/withdraw from classes nears. The budget was built upon the premise of 200 more students than we currently have enrolled. Business conducted at the meeting also included reports on property leases and personal service contracts. Discussion also occurred regarding student retention data and the possibility of raising the academic index. Some data suggests the number of retained students would increase if the academic index increases. Staff Regent Harr reported he attended the Governor's Conference last week. The gubernatorial candidates were there and presented their education plans to attendees. Legislators also attended and there was discussion regarding the upcoming session and funding for post-secondary institutions in Kentucky. The Audit Committee will meet on November 5<sup>th</sup> at 8:00 a.m., there will be a work session immediately following at 9:00 a.m., and a ribbon cutting ceremony at the MSU farm for the new student housing. The next quarterly meeting will be December 3<sup>rd</sup>. The President is also meeting with the University Regents a week prior to the BOR meeting to address any concerns. If you have a concern you would like Staff Regent Harr to discuss during this meeting, please email Staff Regent Harr at [s.harr@moreheadstate.edu](mailto:s.harr@moreheadstate.edu).

**Human Resources Report:** Harold Nally reiterated PG-6 was passed and the deputy coordinators and members of the Sexual Misconduct Hearing Board recently underwent a day-long training. The training was taped so anyone not able to attend the training will have a chance to review. Currently, MSU is not at 100% compliance---we have 1,105 employees out of 1,116 employees who have completed the training. Some of those who have not completed the training are out on FMLA leave, etc. HR is concentrating on part-time employee compliance. Out of 338 part-time employees, there are 155 employees who still need to complete the training. Mr. Nally thanked all employees and supervisors who took the training and made it a priority to complete. Open Enrollment will be open on either November 9<sup>th</sup> or November 16<sup>th</sup>, the exact date is yet to be determined. Mr. Nally indicated it was still early in the benefit process to discuss any changes, but they would be communicated as soon as the contractor makes recommendations. HR has collaborated with Sibson to look at employee benefits and try to get the best

bang for the healthcare dollar for employees. A representative asked Mr. Nally what services Sibson were providing. Mr. Nally indicated Sibson was analyzing our claims and they are negotiating rates on behalf of MSU. Representatives also discussed the Employee Appraisal system with Mr. Nally. The overall theme of the discussion was the system was very cumbersome, not user-friendly, and some employees still are not receiving consistent appraisals from their supervisors.

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

**Old Business:** None.

**New Business:** None.

**Announcements:**

- Thursday, October 8: Colloquium on Aerial Drone Technology (MSU Derrickson Agricultural Complex Ag Arena) 10:00 a.m. – 1:00 p.m. (RSVP by 10-6-15 to [m.henson@moreheadstate.edu](mailto:m.henson@moreheadstate.edu) ).  
Homecoming Parade (Main Street) 6:00 p.m.
- Friday, October 9 – Sunday, October 11: HOMECOMING WEEKEND
- Thursday, October 15: Presidential Lecture Series by Jack Uldrich (Button Auditorium, 7:00 p.m.)
- Saturday, October 17: Open House
- Tuesday, October 20: PD Opportunities:  
Presenting Effectively (Part 2) (312 ADUC, 8:00 a.m. – noon)  
Train Yourself to Reduce Stress (312 ADUC, 1:00 p.m.– 4:30 p.m.)
- Thursday, October 29: Funding and Grant Writing Symposium (ADUC) 8:30 a.m. – 11:30 a.m.; second workshop 1:00 p.m. – 4:00 p.m. Call 3-2010 or email [b.dehart@moreheadstate.edu](mailto:b.dehart@moreheadstate.edu) by 10-26-15 to register.
- Monday, November 2: Next Staff Congress meeting 1:00 p.m. (Riggle Room, ADUC)
- Monday, November 9: Safe Zone Training (ADUC 312, 3:00 – 5:00 p.m.)
- Tuesday, November 17: PD Opportunities  
Leading Effective Teams (312 ADUC) 8:00 a.m. – noon  
Email Etiquette (312 ADUC) 1:00 p.m. – 2:30 p.m.  
CSI: Small Town Kentucky (312 ADUC) 3:00 p.m. – 4:30 p.m.

Motion:	To adjourn	
	Proposed: Rep. Esposito	Seconded: Rep. Fletcher
Called for Vote:	Passed	

Minutes submitted by: Clarissa Purnell, Secretary