

Staff Congress: At-A-Glance

August 1, 2016

Chair Report: Dr. Scott Niles

Chair Niles reminded Staff Congress members of the Fall 2016 opening schedule for next week and strongly encouraged everyone to attend Convocation on Wednesday, August 10, at 10:00 a.m. in Button Auditorium.

Vice-Chair Report: Clarissa Purnell

Vice-Chair Purnell indicated that the portal is up to date. In an effort to assist the Credentials and Elections committee in determining which University Standing Committees are still relevant and meet regularly, Vice-Chair Purnell will be polling Standing Committee members in the coming weeks regarding their participation.

Our students need your help!

Volunteers are needed for Fall 2016 Move-In
Wednesday, August 10 (afternoon/evening)
Thursday, August 11 (morning)

Visit the VOLUNTEER HUB to sign up!

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Committee Reports

Benefits & Compensation: Committee Chair Krista Utterback

* **Committee Chair Utterback** has sent an invitation to members of the Benefits & Compensation committee to establish a meeting schedule. Staff Congress Representatives who are on this committee and did not receive such an invite, please see Committee Chair Utterback.

Credentials & Elections: Committee Chair Lora Pace

* **Committee Chair Pace** informed the group that upon leaving the University, Jerel Benton left an opening for a representative from Area 3. Darlene Allen was chosen as his replacement, and Rep. Allen has agreed to serve out a one-year term.

Constituent lists have been distributed to all Staff Congress Representatives. Members are asked to distribute the monthly newsletter to their constituent lists in a timely manner.

Staff Issues: Committee Chair Jill McBride

* **Committee Chair McBride** provided the following staff concerns that were submitted since the July 2016 meeting:

CONCERN (submitted 7/06/2016)

Could we get an update on where HR is in the process of reviewing our health insurance plans for next year.

RESPONSE via email from Harold Nally, Director of Human Resources:

The Request For Proposal (RFP) process has just concluded. The plan is to begin soon to review the proposals with the aid of our consultant, Sibson. Once the review is completed we will begin to further examine the details with the aid of the Employee Benefits Committee and the Budget Office. Our idea is to have Sibson back on campus sometime during this process to meet with members of the Employee Benefits Committee and the Budget Office. Sibson was on campus this past February conducting informational sessions for the Employee Benefits Committee as well as members from the Budget Office.

CONCERN (submitted 7/14/2016)

When enrolling in the sick leave bank, shouldn't an employee be notified that their enrollment was accepted and then also notified every year that they are still in the sick leave bank? How is an employee to know if they are really enrolled or not?

RESPONSE via email from Harold Nally, Director of Human Resources:

Employees electing to participate in the sick leave bank receive an email from the Benefits Manager notifying them of their acceptance in the Sick Leave Bank (SLB) program. Employees that made application to the SLB should expect an email sometime in late February to mid- March as to their status in the program. Employees should also know that their membership continues from year-to-year with annual reduction in sick leave unit/unless the member submits a revocation form to discontinue membership

CONCERN (submitted 7/21/2016)

Were faculty salaries reduced by 5 days for the 2016-2017 fiscal year?

Since this was a faculty issue and not a staff issue, Chair Niles forwarded the concern to Faculty Senate Chair Annie Adams so that they can address it as they deem appropriate.

CONCERN (submitted 7/25/2016)

Why does there seem to be several staff on campus receiving job title changes and large salary increases? We just laid off 20 or so people, and now we're inflating the salaries of high level staff in IT, Space Science and elsewhere? How is MSU really saving any major amount of money by doing this? I work really hard and have not gotten a raise for 5+ years, yet these high level administrators are getting tens of thousands of dollars in raises? Why is this happening? I want the administration to know this is the kind of stuff that makes staff morale so low!

RESPONSE via email from Harold Nally, Director of Human Resources, in regard to a similar concern submitted 6/22/2016:

UAR 324.03 may allow for exceptions for an employee to receive a greater than 7.5% raise under certain circumstances. In accordance with the Reassignment section of UAR 324.03 the President shall determine the salary.

UAR 324.03

Reassignment: A reassignment is the transfer of an employee from one position to another at the direction of MSU's President. The transfer may be voluntary or involuntary. A reassignment may be to a position in a higher grade, lower grade, or the same grade. Employment terms such as salary, probation, contract period, etc., shall be determined by the President.

CONCERN (submitted 7/27/2016)

After an employee leaves the university, how long do they have access to their health reimbursement account? I thought you had a year to use it but another employee told me that the account is closed at the end of the month you leave. What's the policy? Thank you.

RESPONSE via email from Harold Nally, Director of Human Resources:

Departing employees who leave employment on or after January 1st, 2016 forfeit the balance of their HRA account upon separation. Departed employees will have until the end of the month of their termination to spend the remaining balance in their HRA account. For example: If a departing employee leaves on May 18, that person would have until May 31 to use those funds.

For Flexible Spending Accounts (FSA) eligibility ceases on the date of termination. This would mean a departed employee cannot incur any new expenses after the date of their separation. However, former employees will have until March 31st of the following year to file any claims for expenses they incurred while they were employed.

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.

Sustainability Committee

* **Representative Niehoff** was not present and no report was submitted.

Other Reports

Staff Regent Report: Shannon Harr

Staff Regent Harr stressed the importance of staff participation in the Presidential search committee forums beginning next week. The following public forum schedule is as follows:

- Monday, August 8, 4:30 p.m., Hazard Community & Technical College, 1 Community College Drive
- Tuesday, August 9, 4:30 p.m., MSU at Prestonsburg Campus, 6 Bert Combs Drive
- Monday, August 15, 4:30 p.m., Maysville Community & Technical College, 1755 US Hwy 68
- Tuesday, August 16, 4:30 p.m., MSU at Mt. Sterling Campus, 3400 Indian Mound Drive
- Friday, August 19, 4:30 p.m., MSU at Ashland Campus, 1400 College Drive
- Monday, August 22, 1 p.m., Button Auditorium (MSU Employees)
- Monday, August 22, 4:30 p.m., Morehead Conference Center, 111 E. 1st Street (Community)

For additional pertinent information regarding the Presidential search, please visit

<http://www.moreheadstate.edu/presidentialsearch/>.

Human Resources Report: Harold Nally, Director of Human Resources

Director Nally informed Staff Congress that approximately 380 employees have completed the required workplace harassment training. Employees are asked to complete the training by August 12, and faculty have until September 16. Human Resources plans to provide supervisors with a list of their employees who have yet to complete the training sometime the week of August 8. MSU will be alternating between an annual requirement of the workplace harassment (2016) and sexual harassment (2017) training modules in an effort to keep employees current on non-harassment expectations.

Director Nally noted that approximately 200 employees will be impacted by the federally enacted Fair Labor Standards Act (FLSA) that would require employees making less than \$47,476 annually be moved to a non-exempt status. An HR representative will be present during the September 12 Staff Congress meeting to provide more in depth details on how this federal law will effect MSU employees, and what MSU plans to do to try to ease the financial burden cause by the “missed” pay period some employees would face during the transition.

Cabinet Report: Beth Patrick

VP Patrick was not present and no report was submitted.

OLD BUSINESS:

No old business to report

NEW BUSINESS:

In years past, Staff Congress has had a member serve as a Professional Development liaison with the Office of Human resources. This volunteer would work closely with Dr. Janet McCoy, Director Center for Leadership & Professional Development, and a Human Resources representative to bring pertinent professional development opportunities to the campus community. Chair Niles asked Staff Congress members to consider volunteering to serve in this capacity and let a member of the Executive Council know if you are interested.

UPCOMING EAGLE EVENTS

- Tuesday, August 9: Professional Development Day, Camden-Carroll Library. See schedule and registration information at the end of this newsletter.
- Wednesday, August 10: Freshman move in begins.
- Wednesday, August 10: Convocation 10:00 a.m. Button Auditorium.
- Thursday, August 11: Freshman move in continues. Fall class scheduling in academic departments.
- Friday, August 12: Fall class scheduling in academic departments continues.
- Friday, August 12: Fidelity representative, Mike Fisher, will be on campus. Call (859) 240-0939 to schedule an appointment.
- Sunday, August 14: Street dance and ice cream social, 6:00 p.m. ADUC Commons.
- Monday, August 15: Fall 2016 classes begin.
- Saturday, August 30: Music Jazz Faculty Recital 7:30 p.m. Baird Music Hall.
- Monday, September 12: Next STAFF CONGRESS meeting Combs Building 413 1:00 p.m.

CAMPUS ANNOUNCEMENTS

- Staff/Faculty are encouraged to participate in intramurals by joining an existing team or starting a new team.
- Office supplies from Office Max are now being delivered to the Procurement Services complex. Joe Barricks will be making on campus supply deliveries 1-2 times per week.
- Don't forget to check out www.msueagles.com for upcoming MSU athletic events.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Sessions will take place on the afternoon of Tuesday, August 9, 2016. Please pre-register for workshops at: <http://www.moreheadstate.edu/pdday/>. Walk-ins welcome but pre-registration will ensure adequate handouts and seating.

1:00 to 1:50 p.m. - Safety Briefing: Surviving an Active Shooter—Run, Hide, Fight

Commons at projector end – Camden-Carroll Library

The threat of an active shooter attack is rare but real. To prepare the campus community, however, MSU's Chief of Police Merrell Harrison will examine: (1) strategies for responding when an active shooter is in the vicinity; (2) appropriate responses when law enforcement arrives on the scene; (3) key components of MSU's Emergency Action Plan related to active shooter scenarios.

2:00 to 2:50 p.m. - Services and Software to Support Success and Well-Being

Commons at projector end – Camden-Carroll Library

Representatives from Human Resources and Conference Services will briefly highlight and answer questions about initiatives to support employees in both their personal and professional lives. Drop-in as you can to learn about the following:

- 2:00 to 2:20 – **Live Well, Work Well Program:** Health-related Information at Your Finger Tips
- 2:20 to 2:35 – **Human Resources Workshops:** Online & Face-to-Face Options
- 2:35 to 2:50 – **Conference Services Update:** Rooms to Replace ADUC & New Reservation Process

2:00 to 2:50 p.m. - Campus Construction Update: Sometimes You Have to Make a Mess

Learning Resource Center – 1st floor of Tower at Camden-Carroll Library

Facilities Management knows that sometimes you have to make a mess to create an environment meeting the needs of MSU's students, faculty and staff. Members of the campus community are invited to join Facilities Management staff for an update and Q&A on current capital projects. This will include Third Street Eats and the ADUC renovation on the west end of campus to the new residence hall, parking complex and dining commons on the east.

3:00 to 4:00 p.m. - Red Flag Reporting: Ethics Hotline

Commons at projector end – Camden-Carroll Library

MSU partnered with Dean Dorton Allen Ford, PLLC in April 2014 to implement an ethics hotline provided by Red Flag Reporting. Nick Lynch, a representative from DDAF, will facilitate a workshop on the unique aspects of the internal control environment in colleges and universities, the importance of establishing an ethical culture within the organization and how MSU employees can report concerns safely, securely and anonymously 24/7 via a toll free number or online submission form.

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DEVELOPMENT
OPPORTUNITIES

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