



**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
October 03, 2016**



MEMBERS:

Darlene Allen	Richard Fletcher	Jarred Hunt*	Jill McBride	Clarissa Purnell
Sheila Barber	Joe Fraley*	Travis Jolley	Paige McDaniel	Alan Rucker
Benji Bryant	Andrea Fryman	Margaret LaFontaine	Kerry Murphy	Laura Rucker
Mica Collins	Annette Hines	Sabra Lowe	Holly Niehoff	Gwen Sloas
Louise Cooper	Amanda Holbrook	Jimmie Martin	Scott Niles	Jessica Thompson
Craig Dennis	Joe Hunsucker	Susan Maxey	Lora Pace	Krista Utterback*

*Denotes member was absent.

Guests:	Shannon Harr, Staff Regent; Harold Nally, Director of Human Resources; Beth Patrick, Chief Financial Officer/VP for Administration & Fiscal Services.
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Chair Niles called the meeting to order at 1:02 p.m.

Motion:	To approve the minutes from the September 2016 meeting	
	Proposed: Rep. LaFontaine	Seconded: Vice-Chair Purnell
Called for Vote:	Motion passed.	

Chair's Report	<p>Chair Niles informed the group that the Executive Council had met with HR Director Nally on Sept. 27. The EC and Director Nally agreed that it would be a good idea to have a monthly meeting to discuss issues that could impact staff. Additionally, Director Nally suggested that he would like to set aside a joint 1-2 hours each month in which he and Chair Niles would be available for employees to come in and talk about HR related staff concerns. This would not replace the current system of online submittal of staff concerns, but would allow for a more personal option for employees that would prefer a face-to-face discussion of their concern(s) and/or question(s).</p> <p>Additional information on these open office hours will be passed along as it becomes available.</p>
Vice-Chair's Report	Vice-Chair Purnell indicated that the Portal will be up to date after the addition of new Representative Amanda Holbrook. There was no Staff Salute or Staff Profile this month.
Secretary's Report	Secretary Thompson reported a supply balance of \$2,428.20.

Committee Reports

Benefits & Compensation	<p>Committee Chair Dennis further elaborated on the Executive Council's meeting with HR Director Nally. Director Nally has asked the Benefits & Compensation committee to look at UAR 324.03, specifically the portion labeled "Promotion." Currently, MSU employees who are chosen for a position deemed as a promotion are given a 7.5% pay increase or are moved to entry level pay of that position's pay grade, whichever pay option is greater. However, if an external candidate is selected for the position, they have the option to negotiate a salary based on his/her experience. Director Nally would like for the Benefits & Compensation committee to provide additional options for internal candidates, making the process equal for all applicants.</p>
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Credentials & Elections	<p>Committee Chair Pace informed the group that University Standing Committee appointments had been decided and would be voted on in New Business. (See New Business below.)</p> <p>Amanda Holbrook was nominated to fill the vacancy left by Misty Lilley. Committee Chair Pace says that Rep. Holbrook's acceptance of the nomination give us a full Congress for the first time in several years.</p>
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Sustainability Committee	<p>Representative Niehoff shared that October 23-29 is Sustainability Week. Posters for the events will be placed across campus, information is available on the Earthwise Eagles website, and a detailed breakdown of all the events will be available in the Staff Congress Newsletter. Rep. Niehoff worked with Human Resources to allow employees to earn up to 10 Wellpoints for successful completion of all Sustainability Week activities.</p>
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Staff Issues	<p>Committee Chair McBride provided the following staff concerns that were submitted since the August 2016 meeting:</p> <p style="padding-left: 40px;">**CONCERN (submitted 9/01/2016)**</p> <p style="padding-left: 40px;">Was the Staff Congress Benefits and Compensation committee included in the decision/evaluation process in reference to the policies and process implemented for the changeover of exempt employees to hourly?</p> <p style="padding-left: 40px;">RESPONSE from Krista Utterback, Staff Congress Benefits & Compensation Committee Chair, via email 09/07/2016</p> <p style="padding-left: 40px;">No, The Benefits and Compensation Committee were not included in any discussions.</p> <p style="padding-left: 40px;">**CONCERN (submitted 9/01/2016)**</p> <p style="padding-left: 40px;">What was the cost of the study for campus signage and the new signs on</p>
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campus?

A similar concern was submitted 8/03/2016, following is the response submitted in August.

RESPONSE from Richard Linio, AVP Facilities Management via email 8/19/16

The following is our response: Facilities has a recurring Campus Sign budget which was used to purchase the temporary signs. Total cost was less than \$5,000. No, our Wayfinding Consultants were not involved. Yes the signs had a few MINOR inaccuracies, which were corrected within two days.

Follow-up by Jami Hornbuckle on 9/9/16 via email:

Communications and Marketing did coordinate with Facilities on the design of the signs. We did not consult with the wayfinding firm, as Rick indicated; however, we followed the design standards laid out in the plan provided by the wayfinding firm for the long-term plan. Based on this, there was no additional cost for consulting (if I am reading the question correctly). The signs installed are only short-term, to be used during ADUC renovation and campus construction. It is my understanding permanent signage, as proposed in the wayfinding plan, will be forthcoming at a later date once funding can be established. The new (permanent) signage will not be as large as the temporary signage. I hope this provides some clarification.

****CONCERN (submitted 9/01/2016)****

Why are some MSU employees, specifically within the Facilities Management area, permitted to drive university vehicles as their personal vehicle? Who pays for gas and routine maintenance on these vehicles? Thank you.

RESPONSE from Richard Linio, AVP Facilities Management via email 09/30/2016

I can only speak to Facilities Management; assigned University motor pool vehicles are provided specifically to Directors or key supervisors that are designated essential employees on 24 hr. call and are driven only to and from work – not as personal vehicles! Also, the drivers must record their mileage and are taxed for usage accordingly. All university vehicles are maintained by Facilities Motor Pool Garage and gas is charged to the individual departments. Thanks Rick Linio

****CONCERN (submitted 9/13/2016)****

When leave time is taken and a leave balance adjustment form is used it should be listed on web advisor, not just the available balance. For example, if I used a leave balance adjustment form because I called in sick. When that time is adjusted against my balance it should be listed online so I know that my balance reflects that sick day. Also, it would be nice if HR was consistent on when they added new vacation and sick

time for example, by the 5th of the month, not just whenever.

RESPONSE from Harold Nally, Director of Human Resources, via email 09/30 /2016

Thank you for your concern and suggestion regarding leave balance adjustment. As far as days being adjusted online, I like the idea and suggestion and this may be worth looking into later. Currently this is a webadvisor programming issue, and it does not allow detail of leaves, just the balance.

In regards to the accruals, HR intentions are to have the updates posted on the last day of the month. However, it can vary depending on what day the last day of the month falls on. The process to post the accruals is more than a push of a button, and takes time to make sure the information is correct. We know this information important to employees, we attempt to have this available for employees to view by the end of the month and “not just whenever”. We do everything we can make sure this available to employees by the fifth (5th) of the month.

****CONCERN (submitted 9/14/2016)****

What is going on with the HVAC in Ginger Hall? To be brief, ever since they removed the temporary unit (which worked great) and switched over to our regular unit, everything is shaking. Not just a little vibration. Shaking as if something is going to blow up. Doors shaking as if they are about to come off their hinges. This morning we arrived at Ginger Hall to find it smoky, hazy, and the doors were open. We finally found out, informally, that the fire department had been here and freon had leaked out into the building. We received no warning that we may be working in potentially unsafe conditions. There is no explanation as to what is going on and the unit is still running while guys are in the mechanical room trying to clean up the foggy mess. We are used to the unit not performing, but this issue rises above and beyond just being uncomfortable. It is a legitimate safety concern not only for faculty and staff, but students as well.

RESPONSE from Richard Linio, AVP Facilities Management, via email 09/22 /2016

Using this communication form to contact facilities maintenance is inappropriate and only delays our response to evaluate and remediate the issue, please either contact our Service Response Desk via submitting a work order through SchoolDude or if an emergency contact by phone 3-2066 for submitting maintenance issues.

Regarding the Ginger Hall AC Coolant leak; communication was provided to the Ginger Hall Building Supervisor by the Facilities Communication and Marketing Manager via a phone call at 8:00 am and follow-up with an email at 9:45 am. It's the building supervisor

responsibility to communicate to the building constituents. Additionally, Environmental Health and Safety staff and the Director along with the Morehead Fire Department were on site to evaluate the leak and the building conditions; determined Ginger Hall was cleared and proceeded to re-open the facility.

****CONCERN (submitted 9/14/2016)****

My question is related to the new branding. The Major in You tagline seems to fit MSU; however, the font that is now featured quite prominently in the new branding seems elementary and not very collegiate. I am aware that FuseIdeas solicited input from individuals across campus but none of the individuals that I know who gave feedback were involved in a final decision making process. Who was and what was the rationale for choosing the childish font?

RESPONSE from Jami Hornbuckle, Assistant to President/Chief Market & Public Relations Officer, via email 09/14/2016

The font is ARGONE and is intended to resemble something that looks hand-written and organic thus giving it a personal touch - as if the student featured in each ad or graphic wrote the statement personally. We reviewed several "hand-written" fonts with Fuseideas and selected ARGONE as being the cleanest for design and reading while remaining organic. The final branding decisions were approved by President and Cabinet after recommendation by Fuseideas and concurrence by project sponsors.

****CONCERN (submitted 9/16/2016)****

I feel I must reply to the response given the concern I raised regarding lack of communication on the \$60/course fee instituted Fall 2016 (copied below). The response is not sufficient. I would suggest that there are VERY FEW parents who have access to, much less would they seek the information I referenced by visiting the MSU web site for BOR minutes. I also conducted an online search seeking any notification via media regarding the increase in tuition and fees - I found two - TWO - references. One from the Trailblazer dated prior to the June meeting in anticipation of increases; and one from an NBC Affiliate station in PADUCAH referencing the increase in tuition following the BOR vote in June. Neither mentions the course fee. And I would also suggest that current students are not likely to visit the published MSU rates on the MSU website to check the current fee structure. Nor did my search result in any postings on the MSU Website (MSU News).

For current employees participating in Tuition Waiver that is even more unlikely - as the Waiver, until this Fall, covered the cost of taking a course. Full stop. I understand we're all busy - but not matter how busy, clear communication is a must in every aspect of what we do. If there is

any question that the information may not get to all affected stakeholders - in this case, current students & parents, employees participating in Tuition Waiver - is it not better practice, and for the good of all (including the institution) - to take a few minutes to compose an email? Post a notice on the home page or the landing page of the employee portal? We live in the digital age, where communication may be expedient and effective with little effort on the part of those with information to share. This response was as effective and meaningful as the minutes posted for the Task Force Committee meetings held this past Spring to address the budget. When there is no meaningful content shared, why would we continue to rely on such resources for information?

RESPONSE from Beth Patrick, CFO and VP for Administration & Fiscal Services, via email 8/18/16

All tuition and mandatory fees are developed in the spring semester and taken to the MSU Board of Regents for public discussion at the May workshop and then final approval in at their regular quarterly meeting in June. Reports of actions taken by the MSU Board including updates to the tuition and fee schedule are covered in print media, online, video broadcast and radio news updates. The new fee structure for the upcoming academic year which takes effect in the following fall semester are published immediately following the Board approval on the MSU web site and printed materials. That fee structure includes all changes in tuition and mandatory fee rates, individual course fees, housing, meal and parking fees and any other changes in what students will pay.

RESPONSE from Beth Patrick, CFO and VP for Administration & Fiscal Services, via email 09/16/2016

MSU tuition waivers have never covered individual course fees but only the cost of tuition. There are hundreds of individual course fees that get charged in addition to tuition and many are added or changed each year. To publicize changes to individual course fees would be unrealistic which is why a comprehensive Tuition and Fee Schedule is made public on the MSU web site for each student to reference for an upcoming academic year.

A comprehensive schedule of tuition and mandatory fees for an upcoming academic year is published on the MSU web site immediately after Board approval of the annual budget. In addition to the tuition and mandatory fee rates, the schedule includes hundreds of course-related fees showing both the current year fee amount and the upcoming year amounts so students can more easily identify any changes in course-related fees from year-to-year for the courses in their academic program.

Links to the Tuition and Fee Schedule can be found from numerous pages throughout the MSU web site. For example: from the “Current Students” and “Future Students” tabs on the MSU home page there are links within those landing pages and on the navigational menu on the left of each page to topics such as “Tuition”, “Tuition and Fees”, “How to Pay Tuition and Fees”, and “Course Fees”. All of these links may be followed to get to the Tuition and Fee Schedule. The Tuition and Fee Schedule is also accessible on the A-Z index by going to “T” and clicking on “Tuition” and then opening the “Course Fees” link on the navigational menu or by clicking “A” and going to the Accounting and Fiscal Services web page where a link to the fees is listed on that page's navigational menu.

****CONCERN (submitted 9/16/2016)****

Does MSU have a dress code policy for offices? We have some units where jeans/T-shirts are common, others where slacks/Polos are the norm and others where business attire is expected. Thanks.

RESPONSE from Harold Nally, Director of Human Resources, via email 9/29 /2016

Morehead State University does not have a uniform dress code policy. However, departments may establish dress code expectations for their specific situations. However, it is suggested when supervisors wish to implement a dress code policy for their office, they consult Human Resources for consistency.

****CONCERN (submitted 9/21/2016)****

With each MSU employee being asked to justify every budget dollar we spend, I would like to know:

1. How many consultants does MSU currently use?
2. What are we paying them?
3. What unit/department are they working with/for?
4. What is there purpose?

RESPONSE from Beth Patrick, CFO and VP for Administration & Fiscal Services, via email 09/26 /2016

All consulting contracts are presented to the Board of Regents for approval on a quarterly basis so details are available in the Board agenda materials and discussion/approval of the contracts is documented in the Board minutes. It should be noted that the contract amount reported and approved by the Board is the maximum amount that can be spent as needed for services. Often the amount actually spent is less than the contract amount that is approved for spending. Consultants are used in cases where specialized expertise is required for a project that does not exist in-house or when the expertise exists but is not available for assignment to the project in the timeline necessary for completion. As all

units adjust to working with fewer full-time employees during difficult budget times and as critical projects with high degrees of complexity are completed, the use of outside consultants to supplement our internal workforce may be necessary and the most efficient way to ensure project success

NOTATION: When the Supreme Court ruling was announced on Thursday, September 22, Staff Congress received several concerns regarding how the returned money should be used at MSU.

RESPONSE This concern was addressed in the email mentioned in the concern on 9/23/2016 via mass email from President Andrews Supreme Court Ruling

Yesterday (Thursday, September 22), the Supreme Court of the Commonwealth of Kentucky announced their ruling that will return \$886,600 in state appropriated funds to MSU. As you know, the mid-year reductions we were faced with complicated an already difficult budget situation given the current economic climate, rising fixed costs, and changing demographics of our region.

The announcement could not have come at a better time for our institution. After several months of trying to address the issue, we recently learned that the existing cooling system in the Lappin Hall Science Building could not be repaired. There are not sufficient capital renewal funds budgeted in the current year to cover the estimated \$1.1 million expense.

I am sure there is speculation and discussion about how these funds could or should be allocated. The fact remains that we continue to deal with the budget deficit in the current fiscal year in addition to unexpected costs that we must address in the near term, including the Lappin Hall cooling system. Therefore, we will be unable to restore funds to our employees that were part of furlough and salary reduction strategies. However, I want to reiterate that there are no current discussions that involve additional furloughs or staff layoffs. Please be assured that we remain thoughtful and strategic in how we approach our needs in this challenging fiscal environment. We will keep you informed as we move forward.

I know the last year has not been easy. We have had to make difficult decisions and sacrifices; however, we have continued to focus on what is truly most important – our students. I am grateful for the work you do each day to improve the lives of those we serve. What you do – and why you do it – matters.

****CONCERN (submitted 9/23/2016) by Josh Taylor via Staff Concerns form****

As a new hire to Career Services (though not new to MSU) I find myself in need of a better command of 'who's who?' here at MSU and am wondering if an organizational chart is available that shows how various departments/divisions of the campus are organized, and who plays what role(s) within those divisions? For example, I understand that Dr. Bentley leads the new Division of Student Success, and I know that a number of departments, from Enrollment Services to Career Services (and more) are within that division. Who are all of the Directors for each of those departments? While it's accessible enough information online, of course, if a pre-existing organization chart is already available, that would be very helpful to me, as a visual learner. I've inquired with HR but was told that they're unsure if such an organizational chart exists, and will be looking into the matter. If it is found that such is not available, I'd like to advocate that one be created, and moreover, made available to all faculty and staff so that we all are better equipped to know our fellow campus team members. Thank you - Josh Taylor, Career Counselor, Career Services

RESPONSE from April Nutter, Web Marketing Director, via email 09/26/2016

The organizational chart is available online – via the A to Z list. Here's a direct link:

<http://www.moreheadstate.edu/WorkArea/DownloadAsset.aspx?id=23622322434>.

****CONCERN (submitted 9/26/2016) via Staff Concerns form****

I was unaware that submitting a staff concern online existed. Would it be possible to send a mass e-mail to all staff making them aware of the online form? Thanks!

RESPONSE from Staff Congress

We are pleased that the online staff concern form is being utilized by staff to submit concerns. We feel the form is a great way for staff to submit concerns in an anonymous manner. Staff Congress representatives disseminate the newsletter to their constituents monthly, and the newsletter has a hotlink to the staff concern form. The newsletter may also be found online in the Staff Congress portal with the hotlink, as well as the actual staff concern form and the staff salute form.

Unfortunately, we cannot send a mass email to staff as the material for mass email is not met in this instance.

Regent's Report: Staff Regent Harr had several updates: MSU's Presidential search is currently being advertised; Andrews Hall was dedicated on Friday, Sept. 30; Pac 22 and 26 were taken off the Board of Regents agenda and are back in reconciliation between the University's administration and Faculty Senate; and the BOR will meet on Nov. 11 at 9:00 a.m. for their next work session.

Staff Regent Harr reminded Staff Congress that he can take written concerns to President Andrews and/or the BOR on our behalf. Employees are also reminded to follow additional pertinent information regarding the Presidential search, by visiting <http://www.moreheadstate.edu/presidentialsearch/>.

Human Resources Report: Human Resources Director, Harold Nally, indicated that he is working to bring the Sibson consulting firm back on campus to discuss insurance for the 2017 year. Potential Sibson meeting dates were October 20, 21, or 26. Director Nally would like to schedule the meeting when the most members from HR, Staff Congress Benefits & Compensation Committee, and the University's Benefits and Compensation committee can attend. The date, time, and location will be communicated once details have been solidified.

Director Nally was asked if a 37.5 hour, non-exempt employee wants to participate in a wellness week activity, are they allowed to do that on University time? Director Nally indicated that the decision is at the discretion of the employee's supervisor.

Director Nally closed his report with the announcements that Open Enrollment meetings will begin on November 2, and the Benefits and Wellness Fair will be in Button Drill Room on November 3 at 10:00 am.

Cabinet Report: VP Patrick was asked about the \$866,800 that is expected to be returned to MSU as a result of the Supreme Court's recent ruling against Gov. Bevin. She stated that while MSU has not received the funds, it is being listed as a receivable in our general fund budget. The governor had 30 days from the time of the ruling to appeal the decision, but MSU can only move forward with the current decision and plan as though the funds will be returned.

When asked about enrollment and retention numbers, VP Patrick had the following updates:

- MSU budgeted for a decline in enrollment for the 2016-2017 year. This decision was based on research that showed enrollment would decline when admission requirements were raised. However, the increase in admission requirements would pay off in subsequent years with increased retention and graduation rates.
- Total enrollment of 10,439, a 4% decline over the last year, which was expected based on the aforementioned research.
 - 9,447 Undergraduate students, including 2,450 Early College students
 - 992 Graduate students
- As a result of the increase in minimum admission requirements, applicants had an average ACT score of 22.86 and an average GPA of 3.45.
- Retention of first time freshman increased several percentage points to 69.7%.

VP Patrick also shared the following additional updates:

- A "housekeeping" change was made to UAR 310.02, and a statement will be added to technology logins which requires the user to agree that they will abide by all university rules and regulations regarding information privacy.
- MSUPD is now permitted to use Narcan for overdose calls. Trained officers will be equipped with nasal nebulizers to administer the life-saving drug.
- PSNE-5 updates:
 - Use of flex time during a pay period. For example, an employee may choose to take an afternoon off to compensate for time they work on a Saturday.

- Calculation of overtime hours beyond 40 hours. Only actual hours worked will be counted. This will remove holiday time in the calculation of hours, since that time was not worked. (Time will still be paid, just not included in the calculation of hours worked)
- Exception for emergency situations. Employees called in to work for emergency situations will automatically get a minimum of two hours paid at the overtime rate.
- Supplemental pay for non-exempt staff. Non-exempt staff must be paid per hour, and not a flat rate. To protect the unit where the employee works, supplemental pay must be budgeted at the employee's overtime rate.
- Supervisors are strongly encouraged to review job descriptions to ensure that ALL job duties performed are listed as this could be a determining factor in non-exempt/exempt classification of a position.

Old Business: No old business to report

New Business: The following University Standing Committee appointments were made based on the request of the individual and approval from the Credentials and Elections committee. Appointments passed by unanimous Staff Congress vote:

- Employee Benefits - Craig Dennis, Chair of SC Benefits Committee; Jessica Thompson, Tech/Paraprofessional – 2016-20
- Athletics - Alan Rucker, Staff – 2016-18
- Library - Gwen Sloas, Staff – 2016-18
- Planning - Craig Dennis, replacing Misty Lilley, 2016-19
- Scholarship Appeals - Annette Hines, Prof/NF – 2016-18
- Service - To be determined.
- Student Disciplinary - Richard Fletcher, Exec/Managerial – 2016-18
- Student Life - Joe Fraley, Prof/NF – 2016-18

Staff Congress Open Discussion:

- The need for a more streamlined and efficient way to solicit responses from university administrators regarding Staff Concerns was discussed. However, no definitive procedural changes were made at this meeting.

Announcements:

- Thursday, October 6 – Friday, October 7: Fall break for students
- Thursday, October 13 – 15: Homecoming
- Monday, October 17: MSU has planned a party-like atmosphere as approximately 500 students will be transitioned from Cartmell Hall to Andrews Hall. Festivities will begin at 6:00 p.m.
- Wednesday, October 19: Professional Development opportunities: Teamwork in a Challenging Workplace 8:30 a.m. – Noon; Moving Forward After Change 1:00 – 4:30 p.m.
- Monday, October 31: Last day to drop a full-term course or withdraw from school with an automatic grade of “W”
- Monday, November 7: Next STAFF CONGRESS meeting Combs Building 413 1:00 p.m.
- The Recreation and Wellness Center will have adjusted hours during Fall Break. Details can be found online and in the Staff Congress Newsletter.
- MSU is currently 6th in the Outdoor Nation Campus Challenge. Students and employees are encouraged to join the MSU team at www.uncampuschallenge.org, download the app, and get outdoors! Additional information is available online or by contacting Jason Hilton in the Rec & Wellness Outdoor Adventures office. (Prizes available)

- Staff/Faculty are encouraged to participate in intramurals by joining an existing team or starting a new team.
- Don't forget to check www.msueagles.com for upcoming MSU athletic events.
- Cotinine testing is going on now in Counseling & Health Services! Please don't wait until the last minute to schedule your test. Call 3-2123 to schedule your appointment today!

Motion:	To adjourn	
	Proposed: Rep. Pace	Seconded: Rep. A. Rucker
Called for Vote:	Passed	

Chair Niles adjourned the meeting at 2:18 p.m.

Minutes submitted by: Jessica Thompson, Secretary