



**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
February 06, 2017**



**MEMBERS:**

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

\*Denotes member was absent.

<b>Guests:</b>	Jamie Thomas, Asst. Director of Athletics, Student Athlete Services and Vice President of the MSU Black Faculty & Staff Association; Dr. Annie Adams, Professor of English and member of Faculty Senate; Beth Patrick, Chief Financial Officer and VP for Administration & Fiscal Services; Dr. Shannon Harr, Staff Regent
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Chair Niles called the meeting to order at 1:02 p.m.

<b>Motion:</b>	To approve the minutes from the January 2017 meeting	
	<b>Proposed:</b> Rep. Allen	<b>Seconded:</b> Rep. Bryant
<b>Called for Vote:</b>	Motion passed.	

<b>Guest Speaker: Jamie Thomas, Asst. Director of Athletics, Student Athlete Services and Vice President of the MSU Black Faculty &amp; Staff Association</b>	<p>Ms. Thomas indicated that the Black Faculty and Staff Association (BFSA) was founded out of a need to engage and improve the retention efforts of people of color particularly black faculty, staff and administrators that historically and presently have been underrepresented at Morehead State University.</p> <p>The purpose of the BFSA is to facilitate and influence educational, administrative, and personnel policies in ways that enhance the welfare of black members and other underrepresented groups on campus.</p> <p>It is our aim of the BFSA to continue to develop and cultivate working relationships with key academic and administrative constituents so that those from diverse populations are engaged, included and retained. If anyone would like to find out more information about the BFSA or attend an upcoming meeting, please email <a href="mailto:bfsa@moreheadstate.edu">bfsa@moreheadstate.edu</a>.</p>
<b>Guest Speaker: Dr. Annie Adams, Professor of English</b>	Dr. Adams addressed Staff Congress to ask for staff participation drafting a State of the University report to present to the candidate for MSU President. Participation would include providing your work experience and/or expertise

<b>and member of Faculty Senate</b>	along with thoughts on pressing issues across campus. Participants will not be asked to undertake any responsibility for writing the document, although Dr. Adams would appreciate any help offered. Names of participants will not be listed in the document unless you help with the composition and specifically request that you be listed as a co-author. Plans are to have the finalized report by the end of the Spring semester. Anyone interested in participating can contact your Staff Congress representative or contact Dr. Adams directly at a.adams@moreheadstate.edu.
<b>Chair's Report</b>	Chair Niles started the regular meeting after Ms. Thomas and Dr. Adams had spoken. He expressed that he believes Dr. Adams is looking for staff volunteers from across campus, not necessarily only from Staff Congress. Chair Niles has been invited to, and will be attending, a Faculty Senate meeting each month. This will allow for better cross communication between the faculty and staff ends of MSU.
<b>Vice-Chair's Report</b>	Vice-Chair Purnell indicated that all items on the portal should be up-to-date. There were no staff salutes submitted this month.
<b>Secretary's Report</b>	Secretary Thompson reported a supply balance of \$2,421.80.

### Committee Reports

<b>Benefits &amp; Compensation</b>	Committee Chair Dennis had nothing new to report.
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<b>Credentials &amp; Elections</b>	<p>Committee Chair Pace indicated that the Credentials &amp; Elections committee had met to discuss the attendance policy that is incorporated in the Staff Congress by-laws. According to the policy, a Staff Congress Representative that misses three consecutive meetings or a total of five meetings within a fiscal year will be dismissed. However, there is also a portion of the policy that states the dismissed person is permitted to appeal the decision. The Credentials &amp; Elections committee made a determination that the current policy wording is sufficient, so no action was taken.</p> <p>Although it is not a Staff Regent election year, there will be an election for Staff Congress Representatives. Committee Chair Pace will have that information for the March 6, 2017 meeting.</p>
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<b>Sustainability Committee</b>	Representative Niehoff informed the group that MSU has been awarded a \$15,000 grant that they plan to use to buy 10 new bicycles for the Outdoor Adventures program and two air stations for cyclers to air up their tires. They would like to place these two stations at opposite ends of campus, with one being at Lappin Hall and the other by the Outdoor Adventures area.
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	<p>MSU will also be starting a bicycle registration program to potentially cut down on the number of abandoned bikes on campus.</p> <p>Volunteer opportunities will be available in April to assist with area clean-up programs. They would like to have a clean-up event each weekend at destinations such as Lockegee, Eagle Lake, and Triplett Creek near the Recycling Center just to name a few. Representative Niehoff also mentioned that the Department of Forestry is considering closing the Lockegee area if the vandalism and trash dumping doesn't stop. Each clean-up event in the area removes at least two dumpsters full of trash just from that one location.</p>
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<p><b>Staff Issues</b></p>	<p>Committee Chair McBride reported that following staff concerns were submitted since the January 2016 meeting:</p> <p><b>**CONCERN (submitted by Craig Dennis)**</b>  Comment/Concern: With MSU working to make its students and employees more healthy, I am concerned that the Rec Center was closed for 9 days in a row during Christmas break. With no YMCA or indoor mall there is no place for students or employees to walk, jog, or run without the Rec center. Also, the break hours for the Rec center on-line was confusing. It reads as though the break hours are Dec 10-23 and then a return to normal hours which was not the case</p> <p><b>RESPONSE</b> The issue was sent to Russ Mast, AVP for Student Engagement. As of February 6, 2017, we have not received a response from Mr. Mast.</p> <p><b>**CONCERN (submitted by Amanda Lewis)**</b>  Is there a process for submitting campus announcements to go in the newsletter?</p> <p><b>RESPONSE</b> Please forward any announcements to your Staff Congress Representative for review and publication.</p>
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**Regent's Report:** Staff Regent Harr explained the current developments in the Presidential search. The applicant pool was narrowed to five, with the top two suggested for on-campus visits. One candidate withdrew before the campus visits were announced, leaving Dr. Joseph (Jay) Morgan as the only one scheduled to visit. Dr. Morgan will be on campus March 5-6 and his availability for faculty/staff forums will be announced soon.

The question was posed that since there is essentially only one candidate, is MSU at a disadvantage for financial negotiations in regard to salary? Staff Regent Harr and VP Patrick both agreed that the Presidential search firm has done a very good job providing the potential pay range of the university to all applicants seriously considered, so they do not believe there will be an issue.

VP Patrick and Representative Pace brought up that the ultimate hiring decision lies with the Board of Regents. However, Representative Pace mentioned that we really need to have a great staff showing at

the on-campus interview/forum so Dr. Morgan can see that staff members are very involved and invested in our institution.

**Human Resources Report:** HR Director Harold Nally was unable to attend. A question was asked regarding the status of what MSU is doing in relation to the FLSA injunction. VP Patrick responded that MSU is still on hold until the courts make a final ruling, which could take months.

**Cabinet Report:** VP Patrick reported that the Cabinet has been working on budget related planning. She had recently been to Frankfort where MSU is trying to have an influence on the performance based funding model that has now been drafted into a bill.

Tuition and tuition parameters have been a topic of discussion, with smaller institutions asking to be allowed to set a different tuition increase. Reasoning behind the request is that an institution with a smaller overall enrollment gains less money than a larger institution if both are required to use the same increase percentage.

VP Patrick indicated that she is currently spending time with the Budgets & Financial Planning as well as the Office of Institutional Research and Analysis looking at fixed (unavoidable) costs and forecasting enrollment numbers for next year to better align costs with expected income.

Representative Fletcher voiced a concern about fees that MSU attaches to things that students do not prepare for when calculating the cost of enrollment (namely tuition, housing, and books) with VP Patrick responding that all fees are published along with other costs.

**Old Business:** No old business to report.

**New Business:** No new business to report

**Announcements:**

- Tuesday, February 14: Last day for 25% refund for partial or full withdrawal.
- Wednesday, February 15 and Thursday, February 16: Resume Blitz in the Career Center from 10:00 a.m. – 2:00 p.m.
- Tuesday, February 21 - 25: Theater presents The Pajama Game daily at 7:30 p.m. and 2:00 p.m. on February 26.
- Wednesday, February 22: Career Fair in the Career Center from 3:00 – 4:00 p.m.
- Thursday, February 23: Last day to withdraw from a first half semester class.
- Monday, March 6: Next STAFF CONGRESS meeting Combs Building 413 1:00 p.m.
- Office supplies will now be purchased from Office Max. Those who order supplies for their department will need to come to training in the coming weeks.
- New Professional Development opportunities are available on Human Resource's PD site, <https://my.moreheadstate.edu/EmployeeServices/HR-Payroll/ProfessionalDevelopment-Training/Pages/default.aspx>. Employees are encouraged to review the offerings and attend sessions as their schedules permit.
- Housing is now accepting applications for summer RA's, instructors, and Residence Hall Supervisors.
- Housing will begin a leasing process to get a more accurate count of incoming residents. An email detailing the process is forthcoming.

- A \$150 enrollment deposit will go into effect for Fall 2017. Students that have already paid the \$200 housing fee will receive a \$50 refund. Fee paying students will also receive a \$100 credit to the MSU Bookstore.
- Cotinine testing and biometric screenings for 2017 WellPoints are available by appointment in the Caudill Health Clinic. This test is now only required every other year.
- 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](http://www.msueagles.com) for upcoming MSU athletic events.

<b>Motion:</b>	To adjourn	
	<b>Proposed:</b> Rep. LaFontaine	<b>Seconded:</b> Vice Chair Purnell
<b>Called for Vote:</b>	Passed	

Chair Niles adjourned the meeting at 1:48 p.m.

Minutes submitted by: Secretary Jessica Thompson