



**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
March 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>	Dr. Greg McBrayer, Chair-Elect of Faculty Senate; Dr. Shannon Harr, Staff Regent; Harold Nally, Director of Human Resources
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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. LaFontaine	<b>Seconded:</b> Vice-Chair Purnell
<b>Called for Vote:</b>	Motion passed.	

<b>Guest Speaker: Dr. Greg McBrayer, Chair-Elect of Faculty Senate</b>	<p>Faculty Senate Chair-Elect, Dr. Greg McBrayer, gave Staff Congress an update on what our Faculty counterparts discussed at their last meeting. Chair-Elect McBrayer said it has been proposed to start a standing off campus, after hours meet-and-greet type gathering for all employees just to have an open dialog in a relaxed atmosphere and get to know each other. He said he would provide additional information to Staff Congress Chair Niles when a date and location are confirmed for the next meeting.</p> <p>The NCAA infraction was also discussed, resulting in the following three suggestions:</p> <ol style="list-style-type: none"> <li>1. The Technology Advisory Board should have had more involvement in the technology purchases that are supposed to integrate with our data system.</li> <li>2. An email was received from Beth Patrick containing figures that did not correspond with the numbers listed in the infractions list.</li> <li>3. Faculty Senate noted that the NCAA requires infractions to be publically listed, but this was not listed on MSU's page. (Rep.</li> </ol>
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	<p>Fletcher indicated that there is a link to the infractions at the bottom of the MSU homepage.)</p> <p>Faculty Senate had originally mentioned a “state of the institution” report be a joint venture with employees from all across campus and be presented to MSU’s new President once he/she is hired. However, they have realized that the majority of the participants are in the academic world, so the report has been changed to a “state of academics.” When the idea was mentioned, the administration strongly suggested that no such report be submitted.</p> <p>Chair-Elect McBrayer also noted that Faculty Senate is supposed to survey all faculty members as a part of the FS bylaws to gauge how faculty feels MSU is doing. When the survey was brought up, the administration also strongly suggested that not be done this year either.</p> <p>Faculty Senate had proposed a joint resolution be written between Faculty Senate, Staff Congress, and members of the Student Government Association in response to the proposed legislation that would allow concealed weapons be carried without a permit. Due to the fact that the legislative session is ending, it was decided there was not enough time for such a resolution to be drafted and delivered.</p>
<b>Chair's Report</b>	<p>Chair Niles started his report by asking for Congress’ thoughts on the proposed legislation for carrying concealed weapons. The general consensus was that Staff Congress members did not think it was a good idea to allow everyone, even those untrained, to carry a concealed weapon. Rep. Hunt did mention that the legislation would allow business and/or institutions to mandate if/where such weapons were allowed, meaning that even if the legislation passes, MSU can still ban such activity from university property.</p> <p>Chair Niles then asked for Representatives thoughts on the Presidential candidate, Dr. Jay Morgan, who had participated in a staff forum earlier in the day. Rep. Dennis stated that the candidate seemed to say all the “right things” and he was glad to hear Dr. Morgan say that things were contingent upon the budget. Realizing many things will be funding driven was better than having things promised, then not being able to follow through because of a budget shortfall. Rep. Cooper was glad to hear Dr. Morgan mention a focus on deferred maintenance to take care of our buildings which have been neglected for so long.</p>
<b>Vice-Chair’s Report</b>	<p>Vice-Chair Purnell indicated that all items on the portal should be up-to-date. There were no staff salutes submitted this month. Please utilize the link on the Staff Congress page or let Vice-Chair Purnell know if you or any of your constituents would like to nominate someone for staff salute.</p>
<b>Secretary's Report</b>	<p>Secretary Thompson reported a supply balance of \$2,421.80.</p>

**Committee Reports**

<p><b>Benefits &amp; Compensation</b></p>	<p>Committee Chair Dennis indicated that the Benefits &amp; Compensation committee have a meeting scheduled with Director Nally on March 13<sup>th</sup> to discuss the UAR regarding reclassifications.</p> <p>It was also noted that a few employees have had issues with their HSA accounts. Committee Chair Dennis, seconded by Director Nally, suggested that all employees log in their Flex Made Easy account to verify their money is being deposited in the HSA account instead of the HRA account. Employees are also encouraged to verify their completion of WellPoint events via the completion emails sent by HR.</p>
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<p><b>Credentials &amp; Elections</b></p>	<p>Committee Chair Pace indicated that one Staff Congress Rep has missed more than the allotted meetings already this year and will be dismissed. However, another staff member from the same election area has contacted Committee Chair Pace to express interest in filling the vacancy.</p> <p>A mass email will go out the week of March 6<sup>th</sup> regarding nominations for 2016-2017 Staff Congress Representatives. There will be a March 30 deadline for nominations, and the ballot will be set by April 5<sup>th</sup>. Online elections will be open April 16-17.</p> <p>Committee Chair Pace also wanted to remind everyone that the \$150 enrollment deposit is now in effect. This fee must be paid before incoming students can sign up for SOAR sessions. Should the student decide to attend MSU, \$100 of that enrollment deposit will be returned to them in the form of an MSU Bookstore credit.</p>
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<p><b>Sustainability Committee</b></p>	<p>Representative Niehoff announced upcoming events for the Earthwise Eagles, which are listed in the announcement section. There will also be a Chalk It Up event where free milkweed seeds will be handed out to those who want to plant them to feed area butterflies.</p> <p>On April 22, 2017 there will be a March for Science in Lexington. This event is open to the public and those in the MSU community are encouraged to attend. If there are enough people interested in attending, Rep. Niehoff said they may try to coordinate everyone wearing an Earthwise Eagles shirt.</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 last month by Craig Dennis)**</b></p> <p>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,</p>
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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.

**RESPONSE received from Russ Mast on 2/20/17.** The decision to close the Recreation & Wellness Center during the holiday break was made after considering several factors. Morehead State University was officially closed, except for essential personnel, from December 17, 2016 through January 3, 2107. The Recreation & Wellness Center was open until December 24, 2016 and re-opened on Monday January 2, 2017. In previous years the facility was closed on December 24<sup>th</sup> & 25<sup>th</sup>, and December 31<sup>st</sup> & January 1<sup>st</sup>. Listed below are those factors considered regarding the decision to close the additional dates of December 26-30:

- Attendance in prior years was very low, with some days having less than 100 individuals using the facility
- With the new FLSA guidelines, the professional staff hours are limited and there are no funds available to compensate staff for over-time hours worked
- It is very difficult to properly staff the facility with student employees because a majority of students wish to be home with their families during the holiday season
- Student retention and satisfaction is important to our division, and several student employees shared their frustrations and concerns about being required to work during the holidays
- Staff morale is also very important. While a vast majority of university employees are enjoying the holiday break, the staff are required to be on-call, and do facility coverage. It should be noted that this is the first time in several years where the staff was able to travel and visit family during the holiday break
- A total cost savings of approximately \$10,000 in overhead costs

I would like to also share that being closed during the week of December 26-30 is not unique to college/university recreation centers. Though some do stay open, many close during this week to allow for professional and student staff to have some down-time. We can also provide some suggestions regarding healthy lifestyle choices and alternative exercise plans during holiday breaks or at times when the facility is closed for staff training.

**\*\*CONCERN (submitted by Shelia Barber)\*\***

It has come to my attention that the construction workers are parking in employee designated spots behind combs. Since spots on campus are at a premium already, this is putting further strain on the situation. Are there other areas available to them?

**RESPONSE received from Joe Stiltner, MSUPD, on 2/27/17.** The primary parking option for construction workers is the US 60 overflow lot. There are a limited number of supervisors authorized to park closer to

	<p>their job site. In these situations, these individuals generally park within their respective work area to ensure they do not impede student/employee parking. For example, ADUC project supervisors park in the fenced staging area where Enrollment Services was previously located. Due to safety concerns, this lot isn't available for student/employee parking. If construction workers are parking in the Combs lot, it would be a very limited occurrence such as a construction progress meeting.</p>
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**Regent's Report:** Staff Regent Harr gave his report during the discussion of Dr. Morgan. He noted that Dr. Morgan was one of the authors of the performance funding bill, so he is knowledgeable about what we need to do as an institution to maximize our funding. Staff Regent Harr also mentioned that Dr. Morgan is a member of SACs board and that MSU comes up for that accreditation again in 2021, so he would be beneficial in helping MSU navigate through the reaccreditation process.

The Board of Regents meets Thursday, and the agenda has been posted to the BOR site. Please contact Staff Regent Harr with any questions or comments that you would like presented to the BOR.

**Human Resources Report:** HR Director Nally indicated that both nutrition workshops recently held had good attendance with approximately 50 participants each. Registration for the Steps Challenge vs. ECU begins March 13<sup>th</sup> with the actual challenge set to run April 3-24.

There seemed to be some confusion about how long the cotinine tests were good for and Vice-Chair Purnell asked if an employee was tested in October, would they need to test again. Director Nally said an October test should be fine, and no retest would be necessary this year.

Rep. LaFontaine asked if there was an FLSA update, with Director Nally responding that everything (nationally) is still on hold so MSU will proceed as we have been.

The question was asked if HR had been able to hire an employee to take care of Title 9 issues, and Director Nally said that probably wouldn't happen until July 1 at the earliest.

**Cabinet Report:** VP Patrick was meeting with the Presidential candidate as part of her Cabinet duties and was unable to attend the Staff Congress meeting.

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

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

**Announcements:**

- Thursday, March 9: Second half semester classes begin.
- Wednesday, March 15: Last day to apply for Spring and Summer 2017 graduation without penalty.
- Monday, March 20 – Friday, March 24: Spring Break (Students only)
- MSU Rec & Wellness Center Spring Break hours:

	Facility	Natatorium
Saturday, March 18	9:00 a.m. – 1:00 p.m.	10:00 a.m. - Noon

Sunday, March 19	4:00 – 7:00 p.m.	4:00 – 6:00 p.m.
Mon-Fri, March 20-24	6:00 a.m. – 8:00 p.m.	10:00 a.m. – 2:00 p.m.
Saturday, March 25	9:00 a.m. – 1:00 p.m.	10:00 a.m. - Noon
Sunday, March 26	2:00 – 11:00 p.m.	4:00 – 8:00 p.m.
Outdoor Adventures & Bowling Lanes will be <b>CLOSED</b> March 18-26		

- Upcoming Professional Development opportunities:
  - **Personality Differences** Mar. 15, 8:30 a.m. - Noon 403 Combs (24 MAX)
  - **Email Etiquette** Mar. 15, 1 - 3 p.m. 403 Combs (24 MAX)
  - **Coping with Difficult Behaviors** Mar. 15, 3 - 4:30 p.m. 403 Combs (24 MAX)
  - **Search Committee Advisory Session** Mar. 30, 2 - 3 p.m. 307 HM (10 MAX)
  - **Making the Transition from Peer to Leader** Apr. 13, 8:30 a.m. - Noon 413 Combs
  - **Business Etiquette** Apr. 13, 1 - 4:30 p.m. 413 Combs
  - **21 Indispensable Qualities of a Leader** May 23, 8:30 a.m. - 4:30 p.m. 413 Combs
- Earthwise Eagles clean-up schedule of upcoming events:
  - March 31<sup>st</sup> at Eagle Lake from 11:00 a.m. – 4:00 p.m. We will meet at the top of the dam and pickup litter until we are finished or 4:00 pm. All cleanup supplies will be provided, dress appropriately. Participants will earn a free Earthwise Eagles t-shirt and water bottle.
  - April 14<sup>th</sup> at Lockegee Rock in DBNF. We will meet at the trailhead and pick up litter until we are finished or 4:00 pm. All cleanup supplies will be provided, dress appropriately. Participants will earn a free Earthwise Eagles t-shirt and water bottle.
  - April 21<sup>st</sup> at Triplett Creek. We will meet at the Memorial Tree Park picnic area and pick up litter around Triplett Creek until we are finished or 4:00 pm. All cleanup supplies will be provided, dress appropriately. Participants will earn a free Earthwise Eagles t-shirt and water bottle.
  - In addition, April 7<sup>th</sup> we will have our 2017 Earth Day/Tree Campus USA/Bee Campus USA celebration on the lawn at Allie Young. We will have a chalk it up event, information, giveaways, bee-friendly tree seedlings (black locust, black gum & tulip poplar) for \$1 donation and MSU Horticulture will be selling garden plants
- Monday, April 3: Next STAFF CONGRESS meeting Combs Building 413 1:00 p.m.
- Cotinine testing and biometric screenings for 2017 WellPoints are available by appointment in the Caudill Health Clinic.
- 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> Rep. Hines
<b>Called for Vote:</b>	Passed	

Chair Niles adjourned the meeting at 2:00 p.m.

Minutes submitted by: Secretary Jessica Thompson