

Staff Congress: At-A-Glance

May 01, 2017

Chair Report: Dr. Scott Niles

Chair Niles had no formal report, but polled the group to see who was able to make it to one of the budget forums and asked if there was any discussion.

Vice-Chair Report: Clarissa Purnell

Vice-Chair Purnell indicated that all items on the portal should be up-to-date. There were no Staff Salutes or Staff Profiles submitted for the month.

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Benefits & Compensation: Committee Chair Craig Dennis

* **Committee Chair Dennis** had no report.

Credentials & Elections: Committee Chair Lora Pace

* **Committee Chair Pace** thanked Vice Chair Purnell for all her hard work getting the Staff Congress Representative ballot out to the campus community. Results of that election are as follows:

Area 1

Shana Savard-Hogge – Winner, 3 year term

Krista Utterback – Winner, 3 year term

Area 2

John Michael Haky – Winner, 3 year term

Area 3

Scott Niles – Winner, 3 year term

Susan Maxey – Winner, 3 year term

Sherry Surmont – Winner, 2 year term

Louise Cooper – Winner, 1 year term

Area 4

Shalya Menville – Winner, 3 year term

Mica Collins – Winner, 3 year term

Jarred Hunt – Winner, 2 year term

Gwen Sloas – Winner, 2 year term

Area 5

Amanda Holbrook – Winner, 3 year term

Eric Thomas – Winner, 3 year term

Margaret I. LaFontaine – Winner, 1 year term

Staff Congress Chair, Vice Chair, and Secretary elections will take place at the June 5 meeting. Those interested in running for one of the aforementioned positions must have at least one year of prior Staff Congress experience and should submit a statement of interest to Committee Chair Pace no later than Friday, May 19, 2017 at 4:30 p.m. Statements will be posted to the Staff Congress webpage no later than Friday, May 26. Only current members will be permitted to vote.

Committee Chair Pace also noted that next year is a Staff Regent year. The Credentials & Elections committee is considering sending out postcards (or something similar) across campus to raise awareness for the election.

Staff Issues: Committee Chair Jill McBride

* **Committee Chair McBride** presented the following Staff Issues that were received since the April 2017 meeting:

**** CONCERN (submitted 03/21/2017)****

I am concerned by the fact that "spring break" is still not classified as a paid holiday for staff. This fact

continues to erode the overall morale of staff, and in my opinion does NOTHING to help build community between faculty and staff. Will any effort be made on the part of staff congress to reclassify Spring break as a paid holiday for ALL university employees?

RESPONSE (from the Staff Congress Executive Committee)

Thank you for your concern. Our apologies for not posting our response in the April meeting minutes. We understand fully that the loss of spring break as a paid holiday has been a contentious point for many staff members. With the incoming change in leadership, the Staff Congress Executive Committee intends to relay these repeated concerns to the new president.

****CONCERN (submitted 04/13/2017)****

I think the campus community deserves an update on the 'security breach' that we were told of in a mass email a month ago on March 13. This is concerning to employees wondering if personal information was obtained by the breach. I expected we would have had some type of update by now and an outline of what was being done to control damage from the breach.

RESPONSE (received via mass email from VP Beth Patrick on 04/26/2017)

Campus Colleagues:

On March 8, campus employees were sent a notification email that suspicious network activity had been detected originating from MSU's data center network. Upon discovery of this activity, MSU contracted with a professional computer forensic team to perform a full scan of our network and servers. The team's work included collecting comprehensive details regarding the breach incident and assessing any potential risk that the incident may have created with data stored on MSU network servers.

The forensic evaluation has now concluded and we were relieved to receive confirmation that while our systems had been breached by an unauthorized user, no evidence was detected and there is no reason to believe that any MSU systems were used inappropriately or that any MSU data was compromised or exported from any of our systems during the breach incident.

The work of the forensic security team also included developing recommendations for changes in our network structure and policies that would aid in reducing the risk of future occurrences of this nature. Work has begun by IT to implement the recommended strategies. We do not expect any of this work to interfere with academic activities this semester. However, there will likely be brief, but planned, service outages over the summer to facilitate full implementation of all recommended changes in our campus security practices and policies.

If you have any questions, please feel free to contact Steve Richmond via email at s.richmond@moreheadstate.edu.

Sustainability Committee

***Representative Niehoff** would like to remind everyone that MSU will again partner with Goodwill for Spring move out donation drive May 4-15th. Donation bins will be set up near the dorms that are easiest for collection vehicles, and the items will be collected by Goodwill. Employees are welcome to do some Spring cleaning and donate their items as well. Just mention that the items are for MSU and everything will be counted in our total collection weight.

Many employees have requested recycling bins be placed at various locations on campus. Representative Niehoff says those bins have arrived, and if anyone would like to help her distribute those bins across campus, please contact her as she would greatly appreciate the assistance.

June 14-15 a workshop focusing on managing Kentucky's urban forest will be presented at the Morehead Conference Center by a representative from the University of Kentucky. Contact Rep. Niehoff for additional details.

Other Reports

Staff Regent Report: Dr. Shannon Harr

Staff Regent Harr gave kudos to Joe Fraley and his team at the MSU Farm on a job well done with the 2017 Gala. He reminded the group that the next Board of Regents meeting is a work session along with an audit committee meeting on May 11, followed by the regular quarterly meeting on June 8th. The 2017-2018 budget will be presented for approval at the June meeting.

Human Resources Report: Harold Nally, Director of Human Resources

Director Nally submitted the attached draft of PG-50 pertaining to the staff performance management system. He indicated that many of the changes to PG-50 were to make it more like the People Admin system supervisors should be utilizing to do performance evaluations, which are meant to cover a period from 1/1 through 12/31 of each year. Rep. LaFontaine asked if there was a specific date or date range by which the evaluations are to be submitted each year. Director Nally indicated that there is, and he will work to get that date put in writing in PG-50 to better hold supervisors accountable for submitting evaluations.

Many Representatives voiced concern that People Admin is incredibly cumbersome to navigate as well as time consuming to complete the entire process, therefore many supervisors eventually give up and never submit the evaluations as they are supposed to. Director Nally says HR realizes this, and that they have submitted suggestions to People Admin, but have yet to see any of their suggestions come to fruition.

Representative Fraley noted that it would be nice to have a template available for supervisors to update annually instead of being required to enter all job duties each year. Representative Collins spoke up to say that some supervisors cut and paste job duties from year to year, leaving out newer duties that take up quite a bit of an employee's time yet it isn't noted on their evaluation. The suggestion/request for People Admin training workshops was also voiced by several members.

Cabinet Report: Beth Patrick

Although it is not standard procedure to introduce concerns submitted after the deadline until the next meeting, several complaints regarding the redesign of MyMoreheadState were presented to Vice President Patrick for comment due to their timely nature. Vice President Patrick explained that the new MyMoreheadState Portal has been in the planning stage for quite some time, but the Portal launch date was moved up due to a third party vendor security requirement.

She would like to remind everyone that MyMoreheadState is a work in progress that will continue to grow and improve. There is currently a link under the Productivity tab, named Legacy MyMSU Portal, that will remain available temporarily to provide access to items on the "old" Portal. It was also noted that one of the major advantages of the new MyMoreheadState is that it includes single-sign-on capabilities for programs such as Rendezvous, Colleague, and Office 365 email.

Not much had changed since the April Cabinet report. The group is still working to finalize the budget to be presented for a June Board of Regents vote. Also, transition plans are underway for the changeover from President Andrews to President Morgan. Dr. Morgan has already made several visits to campus, and plans additional days in Morehead to meet with each Vice President prior to taking office July 1.

Representative Collins asked how the departmental reorganizations are going to pan out, but VP Patrick was unable to answer as it is the responsibility of the College Deans to communicate that information.

OLD BUSINESS:

No old business to report.

NEW BUSINESS:

No new business to report.

UPCOMING EAGLE EVENTS

- Upcoming Professional Development opportunities:
 - **21 Indispensable Qualities of a Leader** May 23, 8:30 a.m. - 4:30 p.m. 413 Combs
- MSU/Goodwill Spring Move Out Donation Drive – May 4-15
- Monday, June 5: Next STAFF CONGRESS meeting Combs Building 413 1:00 p.m.

CAMPUS ANNOUNCEMENTS

- MSU beat ECU in the Wellness Steps Challenge for the second year.
- Housing now has an annual housing contract to help judge how many students will be living on campus and where there are rooms that can still be filled. This housing contract is just like a lease on a house or apartment at an off campus location.
- Cotinine testing and biometric screenings for 2017 WellPoints are available by appointment in the Caudill Health Clinic.
- Don't forget to check www.msueagles.com for upcoming MSU athletic events.

Policy: PG-50

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Subject

Staff Performance Management System

Approval Date: 12/14/1990

Revision Date: 09/15/2000; 09/20/2007

Revision Date:

PURPOSE:

Morehead State University utilizes a formal system of performance evaluation of non-faculty personnel that sets job expectations and assesses employee performance. The purpose of the evaluation is to provide feedback to employees about their work performance; assist with employee career development; identify areas for improvement; and achieve MSU's overall goals.

POLICY:

The Staff Performance Management System will improve staff performance and productivity and accomplish the following objectives:

1. Maintain or improve each employee's job satisfaction and morale by letting him/her know that the supervisor is interested in his/her job progress and personal development;
2. Serve as a systematic guide for supervisors in planning further training and development for each employee as well as succession planning;
3. Assure formulation of a considered assessment of an employee's performance, and focus maximum attention on achievement of assigned duties;
4. Assist in determining and recording special talents, skills, and capabilities that might otherwise not be noticed or recognized;
5. Assist in planning personnel moves and placements that will best utilize each employee's capabilities and benefit the University;
6. Provide an opportunity for each employee to discuss job concerns and interests with his/her supervisor; and
7. Assemble substantiating data for use as a

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guide, although not necessarily the sole governing factor, for such purposes as wage adjustments, promotions, disciplinary action, and termination.

8. Provide a means for recognizing high performance with merit pay, when monies are available.

DEVELOPMENT OF STAFF APPRAISAL FORMS:

Appraisal forms shall be developed which enable University supervisors to evaluate an employee's performance related to his or her core competencies, behavioral attitudes, and job duties and responsibilities. The instrument also allows a supervisor and the employee to establish specific, measurable, attainable, realistic and time-targeted objectives that they desire to accomplish during the next year.

The appraisal instrument shall enable supervisors to identify employees whose performance: (1) consistently exceeds the requirement of the position; (2) completely meets the expectations of the position, indicating all assignments and objectives were performed according to the established requirements of the position; (3) either does not meet or partially meets some but not all expectations and further improvement is required for successful performance of the area in question.

MANAGEMENT RESPONSE:

Employees who receive an overall rating of "exceeds expectations" should be recognized by their supervisor and that supervisor should continue to help them with their intrinsic motivation as well as with extrinsic motivation. Managers should:

1. provide meaningful work,
2. allow employees to make decisions through a high level of autonomy,
3. provide opportunities for employees to show their competence in areas of expertise,
4. facilitate professional development so that employees can expand on their level of knowledge,
5. allow employees the opportunity to connect with those they serve to obtain

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6. valuable feedback,
consider employees for performance pay,
when available.

Employees who receive an overall rating of "meets expectations" should be recognized for good performance and encouraged to reach an even higher level of performance. Manager should:

1. build a solid, professional relationship with employees (they want to perform their job well) and encourage them on a regular basis,
2. communicate on an ongoing basis what employees are doing well and coach them in relation to elevating performance to even higher standards,
3. team these employees with those receiving ratings of "exceeds expectations" on projects, tasks, etc. (the top performers can become mentors to those "meeting expectations",
4. provide meaningful work and allow employees to make reasonable decisions pertaining to their job accountabilities,
5. facilitate professional development so employees can expand on their level of knowledge,
6. allow employees the opportunity to connect with those they serve to obtain valuable feedback.

New employees on their initial six-month probationary period and who receive an overall rating of "needs improvement" shall be released from employment or the supervisor may request an extension of the probationary period for three months. During this probationary period, the supervisor shall provide feedback to the employee about performance on at least a monthly basis. Such employees who fail to return to "meets expectations" during this probationary period shall be dismissed from employment upon recommendation by the appropriate supervisor(s) and approval by the Director of Human Resources. In this case, it has been determined by a supervisor that the employee cannot perform the essential functions of the position at a satisfactory level.

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Employees who have completed their initial employment probationary period and who receive an overall rating of "needs improvement" on their annual performance evaluation shall be placed in a probationary status for a period of three months. During this probationary period, the supervisor shall provide feedback to the employee about performance on at least a monthly basis. Such employees who fail to return to "meets expectations" during this probationary period shall be dismissed from employment upon recommendation by the appropriate supervisor(s), recommendation by the President and the Director of Human Resources and approval by the Board of Regents. If such an employee possesses knowledge, skills, and abilities related to a position vacancy and would likely be successful in that position, an alternative to dismissal is reassignment by the President. Should an employee be reassigned under these circumstances, a new probationary period would be required. However, there is no obligation to create a new position for an employee failing to meet expectations for the position for which they were hired.

An employee who begins struggling with performance aspects of their position throughout the performance cycle, meaning repetitive performance issues, may be placed back on probation for a period of three months at any time during the year. The supervisor is required to complete a performance evaluation showing an overall performance rating of "needs improvement". During this probationary period, the supervisor shall provide feedback to the employee about performance on at least a monthly basis. Such employees who fail to return to "meets expectations" during this probationary period shall be dismissed from employment upon recommendation by the appropriate supervisor(s), recommendation by the President and the Director of Human Resources and approval by the Board of Regents. If such an employee possesses knowledge, skills, and abilities related to a position vacancy and would likely be successful in that position, an alternative to dismissal is reassignment by the President. Should an employee be reassigned under these circumstances, a new

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probationary period would be required. However, there is no obligation to create a new position for an employee failing to meet expectations for the position for which they were hired.

ADMINISTRATION OF THE SYSTEM:

The Board of Regents authorizes the President to develop procedures for administering the system.

MANAGEMENT RIGHTS AND RESPONSIBILITIES:

The President may allocate funds for performance pay to be determined annually based on budgetary considerations. If performance pay is available, those considered will be employees rated as meeting or exceeding expectations.

RESTRICTED FUND EMPLOYEES:

Restricted fund employees are those employees hired in positions for projects/programs funded from external sources. Contracts for restricted fund employees will be issued on a year-to-year basis in accordance with the annual funding cycle for the grant or contract.

When the restricted program's salary pool is less than the funds available at the University, the University will not supplement the external grant and the total salary pool will be limited to that amount provided in the grant.

When the restricted program's salary pool is greater than the funds available at the University, the restricted program's salary increase pool for the past five years will be considered in determining the amount of the salary pool to be distributed to the restricted program's employees.

EMPLOYEE ELIGIBILITY:

All regular, full-time staff exempt and nonexempt employees shall be eligible to compete for performance pay if they successfully complete their initial 180-day probationary period by December 31st in the year prior to the annual fiscal year salary increase. The probationary appraisal rating will be used to determine eligibility for merit pay. Employees who have a change in supervisors will be appraised by the supervisor having 50 percent or more of the employee's time during the annual appraisal period. In the event of a supervisor's departure or unavailability, and where the performance period remaining is less than 6 months, the reviewer

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becomes the appraiser. For those employees receiving a performance based salary increment, the increment shall be added to the employee's salary.

PROBATIONARY PERFORMANCE APPRAISAL:

Initial employment probationary appraisals shall be performed for regular full-time staff employees upon completion of the probationary periods established in PSE-2 or PSNE-2.

If the probationary period for an employee ends during December, a separate annual performance appraisal is not required.

ANNUAL PERFORMANCE APPRAISAL:

The annual twelve month performance appraisal period for all regular full-time employees shall be a calendar year (January 1 to December 31).

COMPLETED PERFORMANCE APPRAISAL FORMS:

Performance appraisals can be helpful in recognizing employees assistance issues and administrative decisions in such areas as employee counseling, transfer, promotion, demotion, dismissal recommendations, reassignment, training and development needs and maximizing employee potential. Completed evaluation forms are maintained online in the Performance Management Module of MSU's third party PeopleAdmin software for retention after the supervisor has reviewed the appraisal with the employee. The employee and employing unit shall have access to evaluations.

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