



**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
May 01, 2017**



**MEMBERS:**

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

\*Denotes member was absent.

<b>Guests:</b>	Beth Patrick, CFO and VP for Fiscal Services; 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 April 2017 meeting	
	<b>Proposed:</b> Rep. Dennis	<b>Seconded:</b> Rep. LaFontaine
<b>Called for Vote:</b>	Motion passed.	

<b>Chair's Report</b>	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.
<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 or Staff Profiles submitted for the 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 no report.
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<b>Credentials &amp; Elections</b>	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:
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	<p><b><u>Area 1</u></b>  Shana Savard-Hogge – Winner, 3 year term  Krista Utterback – Winner, 3 year term</p> <p><b><u>Area 2</u></b>  John Michael Haky – Winner, 3 year term</p> <p><b><u>Area 3</u></b>  Scott Niles – Winner, 3 year term  Susan Maxey – Winner, 3 year term  Sherry Surmont – Winner, 2 year term  Louise Cooper – Winner, 1 year term</p> <p><b><u>Area 4</u></b>  Shalya Menville – Winner, 3 year term  Mica Collins – Winner, 3 year term  Jarred Hunt – Winner, 2 year term  Gwen Sloas – Winner, 2 year term</p> <p><b><u>Area 5</u></b>  Amanda Holbrook – Winner, 3 year term  Eric Thomas – Winner, 3 year term  Margaret I. LaFontaine – Winner, 1 year term</p> <p>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.</p> <p>Committee Chair Pace also noted that next year is a Staff Regent year. The Credentials &amp; Elections committee is considering sending out postcards (or something similar) across campus to raise awareness for the election.</p>
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<p><b>Sustainability Committee</b></p>	<p>Representative Niehoff would like to remind everyone that MSU will again partner with Goodwill for Spring move out donation drive May 4-15<sup>th</sup>. 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.</p> <p>Many employees have requested recycling bins be placed at various locations on campus. Representative Niehoff says those bins have arrived,</p>
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	<p>and if anyone would like to help her distribute those bins across campus, please contact her as she would greatly appreciate the assistance.</p> <p>Jun 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.</p>
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<p><b>Staff Concerns</b></p>	<p>Committee Chair McBride presented the following Staff Issues that were received since the April 2017 meeting:</p> <p><b>** CONCERN (submitted 03/21/2017)**</b></p> <p>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?</p> <p><b>RESPONSE (from the Staff Congress Executive Committee)</b></p> <p>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.</p> <p><b>**CONCERN (submitted 04/13/2017)**</b></p> <p>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.</p> <p><b>RESPONSE (received via mass email from VP Beth Patrick on 04/26/2017)</b></p> <p>Campus Colleagues:</p> <p>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.</p>
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	<p>The forensic evaluation has now concluded and we were relieved to receive confirmation that while our systems had been breached by an unauthorized user, <u>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.</u></p> <p>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.</p> <p>If you have any questions, please feel free to contact Steve Richmond via email at <a href="mailto:s.richmond@moreheadstate.edu">s.richmond@moreheadstate.edu</a>.</p>
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**Regent's Report:** 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 8<sup>th</sup>. The 2017-2018 budget will be presented for approval at the June meeting.

**Human Resources Report:** 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:** 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 quick 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

**Announcements:**

- 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, May 8: Recreation and Wellness Center will be closed for a staff meeting at 8:00 a.m.
- Monday, June 5: Next STAFF CONGRESS meeting Combs Building 413 1:00 p.m.
- 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](http://www.msueagles.com) for upcoming MSU athletic events.

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

Chair Niles adjourned the meeting at 1:58 p.m.

Minutes submitted by: Secretary Jessica Thompson