



**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
June 05, 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 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.

Guests:	Dr. Shannon Harr, Staff Regent; Harold Nally, Director of Human Resources
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Chair Niles called the meeting to order at 1:03 p.m.

Motion:	To approve the minutes from the May 2017 meeting	
	Proposed: Rep. Cooper	Seconded: Rep. LaFontaine
Called for Vote:	Motion passed.	

Officer Elections	<p>Chair Niles suspended the agenda to allow time for officer elections. By majority vote, the results were as follows:</p> <ul style="list-style-type: none"> • Chair – Dr. Scott Niles re-elected for second term • Vice Chair – Clarissa Purnell re-elected for second term • Secretary/Treasurer – Jessica Thompson re-elected for second term
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Chair's Report	<p>Chair Niles seemed hopeful that with Dr. Morgan coming on board as President July 1, there would be greater shared governance across campus. He stated that he, along with Staff Regent Harr and members of Faculty Senate, have already met twice with Dr. Morgan. Staff Regent Harr further explained that Dr. Morgan already has plans to hit the ground running when he takes office by creating campus committees for important issues such as performance funding as well as rankings and reputations.</p> <p>Chair Niles presented Representative Paige McDaniels with a certificate of appreciation for her time served on Staff Congress. Representatives Richard “Fletch” Fletcher and Darlene Allen were not present to accept their certificates.</p>
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<p>Vice-Chair's Report</p>	<p>Vice-Chair Purnell indicated that all items on the portal should be up-to-date. The following Staff Salutes were received since the May meeting:</p> <p>Scott Niles has made the following staff salute nomination:</p> <p>I would like to nominate the staff of the MSU Library and the staff of our Facilities team for their extraordinary assistance in this year's Celebration of Student Scholarship. While ADUC renovations caused a disruptive displacement, the Library and Facilities staff were of immeasurable help in organizing, setting up technology, and getting materials into place to make this yet another wonderful and successful event for our students!</p> <p>Laura Rucker was nominated for the following staff salute:</p> <p>Laura is a great representative for her area! Recently she sent her constituents an email asking for feedback about an issue Staff Congress was discussing. Not only did she respond to my email but she followed up with me to keep me informed. I am happy to have her represent my voice in Staff Congress.</p>
<p>Secretary's Report</p>	<p>Secretary Thompson reported a supply balance of \$2,421.80. We will take the 2017-18 group photo during our August meeting.</p>

Committee Reports

<p>Benefits & Compensation</p>	<p>Committee Chair Dennis began by stating that the Benefits & Compensation committee had met to review and revise PG-50, which led to the following questions of HR Director Nally:</p> <p>Q: What has happened with UAR 324.03 regarding employee compensation?</p> <p>A: Director Nally says that the UAR is still on the table, but there are a few minor wording changes that he would like to make before it is submitted for approval by the Board of Regents (BOR).</p> <p>Q: We (Benefits & Compensation Committee) received your revised draft of PG-50 regarding performance evaluations. We see that a timeline for submission deadlines has been included, but why were other suggestions such as defining consequences for supervisors not completing an employee evaluation omitted?</p> <p>A: Director Nally admitted that as an institution “we don’t train well” and he would like to further address some of the suggested issues with better training. He also noted that PG-50 will go before the BOR at the June meeting.</p> <p>Follow-up Q: Why is PG-50 being sent before the BOR in June when it’s clearly not complete?</p>
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	<p>A: There is a numbered system that we can correct, while there are other parts (such as supervisor consequences) that still need to be looked at. It is also important to remember that when an employee signs his/her evaluation, the signature does not mean they agree with everything the supervisor has said. The employee is simply signing off that they acknowledge that the evaluation has taken place.</p> <p>Q: Is there a way in People Admin to see what supervisors have not completed their employee evaluations, and send them notification like HR does with the sexual harassment training?</p> <p>A: There is a way, and that may be a way that is used to try to encourage supervisors to complete reviews in the future. Director Nally said he thinks we have some really great people on campus, but that it isn't currently being reflected because not everyone completes an evaluation.</p> <p>Q: How long are we in contract with People Admin?</p> <p>A: Director Nally wasn't sure of the contract length but did state that two HR representatives are sent to the People Admin training each year, and those people are instructed to ask the trainer(s) how MSU can make the software more user friendly.</p> <p>Q: Is there a reason why we do evaluations on a calendar year rather than a fiscal year?</p> <p>A: Director Nally was not sure why the current method was selected, but if the benefits of changing the due date outweighs the negative aspects, he would be more than willing to change that requirement.</p>
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<p>Credentials & Elections</p>	<p>Committee Chair Pace indicated that the Credentials & Elections committee had met to discuss is Rep. Alan Rucker was qualified to run for the 2017-18 Chair position. The bylaws state that candidates must have served one year in Staff Congress to be eligible for an officer position. It was the decision of the committee that if elected, the position wouldn't start until July 2017, giving Rep. A. Rucker the required one year. The officer elections proceeded as planned.</p>
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<p>Sustainability Committee</p>	<p>Representative Niehoff was not present and no report was submitted.</p>
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<p>Staff Concerns</p>	<p>Committee Chair McBride presented the following Staff Issues that were received since the May 2017 meeting:</p> <p>** CONCERN (submitted 05/03/2017)**</p> <p>With the migration of portal team sites going to Office 365 groups, wouldn't it behoove IT (or some responsible unit on campus) to conduct</p>
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training on how to set up Office 365 teams? The documentation is not current and does not make sense. This is frustrating trying to click and learn by trial and error.

RESPONSE (received 06/01/2017 from Jessica Thompson)

We currently do not have plans to offer face-to-face training on Microsoft Groups. Documentation for creating Groups using the desktop Outlook client as well as instructions for those who prefer the web-based Office 365 email client are available at

<http://www.moreheadstate.edu/Administration/Technology/Microsoft-Office-365>. Much of this documentation was created using relevant

information directly from Microsoft. However, for those who would like to see the unedited Microsoft documentation, please visit

<http://bit.ly/1WE1Im3>.

Additional information and tutorials can be found online, using websites such as Youtube.com for example, like the one located at

<https://www.youtube.com/watch?v=mfox9-L5Xt0>. For answers to

questions specific to your Group, please contact the IT Help Desk at (606) 783-HELP (4357) or via email at ithelpdesk@moreheadstate.edu.

**** CONCERN (submitted 05/03/2017)****

Is it possible for an "unsubscribe" function to be added to some of the mass emails that are sent out? I do not, for example, wish to be kept abreast of sales at the university bookstore.

RESPONSE (received 06/01/2017 from Steve Richmond)

MSU's mass email system is not based on a opt in/out subscription listserv model. Rather it is based on lists that are selected from our colleague system automatically on a daily basis. Therefore, Is it possible to unsubscribe from MSU's Mass email communications. Use of these lists are restricted to the President, VPs and their delegates only. Any feedback regarding the content of mass email messages should be directed to the appropriate VP.

Regent's Report: Staff Regent Harr let the group know that the next Board of Regents meeting will be on June 8, 2017 in the Demoss Suite of the CHER building, beginning at 9:00 a.m. This meeting is open to the public and all interested parties are encouraged to attend. During this session, the BOR will be doing things such as approving the awarding of the Founders Award for University Service to Dr. David Saxon, approving the budget, approving emeritus status for Dr. Andrews and tenure for Dr. Morgan just to name a few. After a long period of revisions and debate, Pac-26 (Termination of Faculty for Financial Exigency and Discontinuance of Program) is on the agenda for a vote.

There will be a dedication of the Rocky Adkins Dining Commons, to be known as The Rock, on Tuesday, June 20, at 10:30 a.m., and the next BOR work session will be on Thursday, August 24.

Human Resources Report: Human Resources Director Nally deferred the HR report to Rep. Utterback. Rep. Utterback explained the Iron Eagle Challenge, which runs June 5 – July 17, in which participants commit to 175 minutes of exercise per week in the following categories:

- 18 minutes from swimming or rowing
- 70 minutes a week from running or walking
- 87 minutes a week from biking or strength training

Employees celebrating a milestone anniversary (5 years, 10 years, 15 years, etc.) from May 5, 2017 – May 8, 2018 will be recognized at the employee picnic next year.

Employees who completed the requirements for the Wellness Pledge will receive their \$100 HRA/HSA deposit on July 1. Those who signed the pledge but did not meet the requirements by May 31 will have the reimbursement payments of \$50 taken from their June 30 and July 15 paychecks. Employees who earned gold, silver, or bronze levels in the activity phase will receive their HRA/HSA money on July 1.

Cabinet Report: VP Patrick was not present and no report was submitted.

Old Business: No old business to report.

New Business: No new business to report

Announcements:

- Monday, June 5: Summer and Summer I courses begin.
- Upward Bound students will be moving on campus on Wednesday, June 7 from 2:00 – 4:00 p.m. Participants will remain on campus until July 7.
- SOAR sessions are scheduled for Thursday, June 8 and Friday, June 9.
- Tuesday, July 4: MSU will be closed in observance of Independence Day.
- The Recreation and Wellness Center holiday hours are as follows:

	<u>Facility</u>	<u>Natatorium</u>	<u>Outdoor Adv</u>	<u>Bowling Lanes</u>
Sun, July 2	4-7pm	4-6pm	Closed	Closed
Mon, July 3	8am-6pm	10am-2pm	Closed	Closed
Tues, July 4	*****CLOSED*****			

- Monday, July 10: Next STAFF CONGRESS meeting Combs Building 413 1:00 p.m.
- The Star Theatre will be continuing their bi-monthly relaxation programs. Check their website at <http://www.moreheadstate.edu/College-of-Science/Earth-and-Space-Sciences/Star-Theater> for dates and times.
- 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.

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

Chair Niles adjourned the meeting at 2:13 p.m.

Minutes submitted by: Secretary Jessica Thompson