



**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
October 02, 2017**



**MEMBERS:**

Sheila Barber	Andrea Fryman	Margaret LaFontaine	Holly Niehoff	Laura Rucker
Benji Bryant	John Haky*	Sabra Lowe*	Scott Niles	Shana Savard Hogge
Mica Collins	Annette Hines	Susan Maxey	Lora Pace	Gwen Sloas
Louise Cooper	Amanda Holbrook*	Jill McBride	Clarissa Purnell	Sherry Surmont
Craig Dennis	Joe Hunsucker	Paige McDaniel	Shayla Ring	Jessica Thompson
Richard Fletcher	Jarred Hunt	Kerry Murphy	Alan Rucker	Barb Willoughby*

\*Denotes member was absent.

<b>Guests:</b>	Dr. Jay Morgan, MSU President; Harold Nally, Director of Human Resources; Dr. Shannon Harr, Staff Regent
----------------	--

Chair Niles called the meeting to order at 1:01 p.m.

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

<b>President Morgan</b>	<p>MSU President, Dr. Jay Morgan, provided the following updates:</p> <ul style="list-style-type: none"> <li>• Enrollment – All things considered, our enrollment looks strong at approximately 10,400. Revenue is close to the amount that was budgeted for the Fall semester.</li> <li>• Healthcare – the decision was made to try to hold healthcare costs reasonably the same for employees. Because we are in an environment of no raises and with the possibility of higher pension costs for 2018, MSU will find the money needed to keep employee healthcare costs as close as possible to the rates we currently have for the 2017 year.             <ul style="list-style-type: none"> <li>○ An administrative decision was made to increase the fee for tobacco users. Additionally, a new \$100 per month fee will be charged to individuals who cover their spouse on MSU’s insurance, if that spouse has the option of healthcare coverage through his/her employer.</li> </ul> </li> <li>• Hiring &amp; Construction – very few, select hires have gone through since July 1. MSU will finish construction projects that are currently</li> </ul>
-------------------------	--

underway, but we will be moving away from new brick and mortar, and divert those dollars to scholarship and academic interests.

- Pensions – MSU will be required to increase contributions for staff in KERS by \$0.35 for every \$1 we spend in payroll. (This is an approximate 70% increase in retirement costs for 800+ employees on the MSU payroll.) Employees will probably see new parameters and increased restrictions around overtime in an attempt to control our costs. There may be increased costs in the KTRS system as well, but MSU has not been notified of such an increase.
- Office relocations – As MSU attempts to lower building maintenance costs, there are a number of houses behind Howell McDowell that will be torn down. Our existing blueprint includes excess room to incorporate the employees in those buildings, so office relocations will take place over the next few months. Please keep in mind that there may be additional moves that would make sense that have yet to be identified. This is no different than what other universities are doing in moving their employees with like job responsibilities to common areas. Our vision for facilities is to have a slenderized footprint that allows us to make what we have, as nice as we can get it.
- Budget – the Board of Regents voted to reposition 7.5% of the current year budget. We are preparing for increased state budget cuts, and although the exact amount is not certain, we want to start saving now to try to get ahead of the curve with these state cuts.
- Outsourcing – Dr. Morgan doesn't want to instate massive outsourcings, but it is very possible that employees may be asked to change departments or perhaps even split his/her job duties between two departments. Dr. Morgan also noted that he cannot promise that any option is off the table, but "Our goal is to try to keep folks employed. We are financially stable today."
- Campus footprint – in the new state performance funding formula, there are different forms of buildings (historic, classrooms, etc.) so institutions get "credit" for every square foot in particular categories. Our attempt is to try to get as much credit as we can in the funding formula, and our vision is to cut back on what we are maintaining. Offices in the six houses behind Howell McDowell will be relocated, open ADUC and get it fully functional, then identify additional buildings (such as Cooper and Butler Hall) that can be razed if they are no longer cost effective to operate.

Space allocation only accounts for 10% of the funding model, so we need not get fixated on space when there are things like outcomes and retention that make up a greater portion of our funding.

- A question was asked pertaining to years of service being taken into consideration should layoffs and/or reassignments be necessary. Dr. Morgan replied that any reasonable person would take that into

	<p>account, although it may not be the deciding factor of who is moved or let go.</p>
<p><b>Lt. Jarred Hunt, MSUPD</b></p>	<p>Lt. Jarred Hunt from the MSUPD provided the following information on active shooter situations:</p> <p>If you think what you hear is gunfire, assume that it is and act accordingly. Also, trust your nose. You may not be able to hear gunfire, but you would be able to smell gunpowder if you are close.</p> <p>Figure out what your options are:</p> <ul style="list-style-type: none"> <li>• Get out? Is it safe to leave where you are? <ul style="list-style-type: none"> <li>○ If you can get out, get out fast and do not wait for others to follow you</li> <li>○ Once out, call authorities</li> <li>○ Be persistent</li> <li>○ Tell authorities where you are</li> </ul> </li> <li>• Hide out? Should you hide in the area you are if there is no way out? <ul style="list-style-type: none"> <li>○ Hidden from shooter</li> <li>○ Avoid places that restrict your escape</li> <li>○ Find a room that locks</li> <li>○ Block door</li> <li>○ Silence phone and anything else in the room that makes noise that may alert shooter</li> <li>○ Spread out – it’s harder for a shooter to shoot individuals rather than if you are huddled together</li> <li>○ Help the injured</li> </ul> </li> <li>• Take out? If there are no other options, will you be forced to try to take out the aggressor to survive. <ul style="list-style-type: none"> <li>○ Spread out</li> <li>○ Make a plan</li> <li>○ Act as a team</li> <li>○ Total commitment</li> <li>○ Do whatever it takes to take out the shooter</li> </ul> </li> </ul> <p>MSUPD trains 3-4 times per year. Contact Lt. Hunt if you would like to have him come to your area and do this training.</p>
<p><b>Chair's Report</b></p>	<p>Chair Niles had no report.</p>
<p><b>Vice-Chair's Report</b></p>	<p>Vice-Chair Purnell asked members to check the Staff Congress website and let her know if there are any corrections to be made. Also, the following Staff Salutes were submitted:</p>

	<p>Sarah Ann Finnegan Sarah is always on-time, forward-thinking, insightful, welcoming, intelligent, willing to help, logical, and pleasant to be around. She is an obvious informal leader among her peers and a stellar supervisor to her student staff.</p> <p>Patricia A. (Ann) Cooper I am pleased to recognize Ann Cooper, who is a Building Services Technician, with a staff salute for her outstanding service to us all here in Ginger Hall. Ann works hard to keep our surroundings in tip-top shape and always renders professional service with a smile. Thank you, Ann. We appreciate you!</p>
<b>Secretary's Report</b>	Secretary Thompson reported an opening supply balance of \$2,941.00.

### Committee Reports

<b>Benefits &amp; Compensation</b>	<p>Committee Chair Dennis asked Director Nally where we were in regard to open enrollment and how are the bids going for a FlexMadeEasy replacement? Director Nally indicated that bidding was closed for the HRA/HSA/FSA provider. We received two bids, and FlexMadeEasy was not one of those.</p>
------------------------------------	--

<b>Credentials &amp; Elections</b>	<p>Committee Chair LaFontaine reported that the standing committee for the Library is being resurrected, and Dr. Gregory has asked for two Staff Congress members to be part of that committee. (See New Business)</p>
------------------------------------	--

<b>Sustainability Report</b>	<p>Representative Niehoff told Congress that the recycling bins are at the warehouse, and will be placed by the movers in the coming days. There will also be posters in the same area as the bins indicating what materials can be recycled.</p> <p>An RFP is being drafted for the bike share program. Pepsi has donated a portion of the required funding, but the Sustainability Committee would like to have additional donors so MSU will not be financially responsible for any of the associated costs.</p> <p>Although the Recreation and Wellness Center currently has trail and road bikes available for rent, anyone with an MSU ID would also be able to utilize the new bike share program. Bicycles in the new share program would be monitored for things such as distance traveled as well as MPH of the bike.</p>
------------------------------	---

**Staff Concerns**

Committee Vice-Chair Collins presented the following Staff Issues that were received since the September 2017 meeting cutoff date:

**\*\*CONCERN (submitted 8/29/2017)\*\***

As this concern was originally submitted in July and appeared in the August 8th issue but no response was received from Joe Stiltner I wanted to submit again....

Is there any way that we could get more than 2 handicapped parking spots behind Ginger Hall? There are currently two spots now, but also TWO reserved maintenance spots as well. Is there any way that those two spots could be converted to handicapped? The closest handicapped spots (if you can't get one of those 2 directly beside the building) are at the entry to the F/S parking lot behind the library. For someone that suffers/finds it difficult to walk at times, that added distance is horrible.

RESPONSE (received 9/12/2017 from Joe Stiltner)

I apologize for the delay in responding. A work order has been submitted to convert both service vehicle spaces to handicapped spaces.

Thank you,  
Joe

**\*\*CONCERN (submitted 9/13/2017)\*\***

Once again, I do not wish to be kept abreast of faculty/staff sale (this time at Beakers) Free advertising for aramark seems like an inappropriate use of university email. Please consider including an unsubscribe button to messages that contain advertisements, and reserve the MSU email service to useful information that affects us in at least some professional capacity.

RESPONSE (received 9/13/2017 from Beth Patrick)

The mass email function by default goes to all current full-time faculty and staff. The flexibility does not exist with the system to “opt-out” by the specific subject/content of an email. An employee may request to be removed from the mass email list but doing so would prevent the employee from receiving all faculty/staff updates and not just those that they personally deem to be unnecessary. I would suggest using the delete button to remove any unwanted messages.

**\*\*CONCERN (submitted 9/21/2017)\*\***

I was made aware of an office on campus that will not allow their staff to work outside the office after hours. As I have reviewed PG 61, I thought once we finished our work day at 4:30 p.m., the remainder of the day was our time. But this is not the case for this specific office on campus where

	<p>work outside the office has been STRONGLY discouraged and unacceptable.</p> <p>RESPONSE (10/2/2017 from Harold Nally)</p> <p>I'm not aware of this situation and it is difficult to answer without further details.</p> <p><b>**CONCERN (submitted 9/28/2017)**</b></p> <p>I believe the Livewell emails should be limited to one a week. I appreciate all the reminders but they are overwhelming.</p> <p><i>Please see response above from Beth Patrick.</i></p> <p><b>**CONCERN (submitted 9/29/2017)**</b></p> <p>Has there been any decision on returning employees back to exempt that were made non-exempt?</p> <p>RESPONSE (received 10/30/2017 from Harold Nally)</p> <p>As of this date, no employees that were moved to non-exempt from exempt on October 1, 2016 have been moved back to their previous classification. There has been some discussion about the possibility of this move, but no decision has been made.</p>
--	--

**Regent's Report:** Staff Regent Harr had no report.

**Human Resources Report:** Director Nally reported a 92% Title IX completion rate. He clarified that if you have been in the Kentucky retirement system for at least five years, the employer contributions in your account would move with you. However, if you have not been in the system for at least five years the employer contributions would not move.

**Cabinet Report:** VP Patrick had no report in addition to the comments made by President Morgan. A question was asked regarding the future of the memorial bricks that were in front of ADUC prior to the renovation? VP Patrick assured everyone that the bricks were currently being stored by facilities and would be returned to the sidewalk(s) once renovations are complete.

**Old Business:** Staff Congress plaque presented to Craig Dennis for his service as former Chair.

**New Business:** Two Representatives for Library Committee. Rep. Bryant and Rep. Menville volunteered, and were elected by majority vote.

**Announcements:**

- Wednesday, November. 1: Advanced registration begins for Winter Session 2017-18 and Spring 2018.
- Monday, November 6: Next STAFF CONGRESS meeting Combs Building 413 1:00 p.m.
- Benefit Open Enrollment is just around the corner! Watch your email for notification and details from Human Resources.

- 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. Bryant	<b>Seconded:</b> Rep. LaFontaine
<b>Called for Vote:</b>	Passed	

Chair Niles adjourned the meeting at 2:54 p.m.

Minutes submitted by: Secretary Jessica Thompson