

Staff Congress: At-A-Glance

February 5, 2018

Guest Speaker: Kim Hunt Oatman, AVP Facilities & Operations

Chair Purnell invited Mr. Oatman, MSU's new Assistant Vice President of Facilities and Operations, to introduce himself and give an update on current construction projects at MSU. Oatman reported his first 5-6 weeks in Facilities & Operations had been eventful. There was snow and ice, broken pipes, the ADUC construction project, and leading the new Facilities Review team. Oatman introduced himself as a professional engineer and a professional land surveyor. He worked at Murray State University for 16 years, then at the University of Louisville, and then was an engineering consultant in the private sector. Glad to be back in higher education, he recognized the quality of his staff here and thanked everyone on campus for welcoming him so warmly.

Oatman reported the ADUC project is about 77% complete. Two major parts of the project are 1) the renovation of the existing ADUC building and 2) the new addition. The renovation is moving along very nicely but the addition has had a few hitches, which is typical to construction projects. Ideally, the renovated sections of the building will be open sometime this summer and the addition may open sometime after the Fall 2018 semester begins. Along with opening the building, there will be a lot of staff moving into their new offices.

The Facilities Review team is working to find areas to save operational dollars by scaling back utilities and reducing custodial and maintenance costs. Oatman is working with about 12 people from the MSU community. They are meeting every week within the month of March with the challenge to find significant savings.

Oatman opened the floor for questions from Staff Congress representatives.

Question from Representative Dennis: How much notice will units get to prepare to move into ADUC?

KO: There may not be a prescribed amount of time, but the goal is to give as much notice as possible to allow time for you to prepare. Many of the moves will happen this summer.

Question from Representative Fletcher: Are we going to be razing more buildings? Are we pulling people from buildings to scale back or does "scaling back" mean tearing the building down?

Continued on Page 2

INSIDE THIS ISSUE

- 1 Guest Speaker: Kim Hunt Oatman
- 2 Chair and Vice-Chair Reports
- 2 Staff Salute
- 3 Committee Reports
- 6 Other Reports
- 8 Campus Announcements



KO: It really means a combination of both. There were already some areas we were looking at before the Facilities Review team started to meet. There could be another building or two that might need to come down and there have already been 6 buildings to come down. But there is nothing for sure decided. If we see it's feasible and absolutely justifiable for other buildings to be razed, the decision would be made in the interest of cost-savings and efficiency.

Question from Representative Pace: What is going on with the library? I noticed there is stone crumbling from the side of the building in the staircase between the two sections.

KO: We've got some areas blocked off that are potential hazards. This issue is new to me and I've just got an initial look at it. Over the years, water has gotten behind the limestone facing, causing deterioration. The freeze/thaw cycle makes it worse. The university had a study done a couple of years ago, maybe, that suggested it would cost \$10 million to redo the whole facing. What I am looking at is making the building safe no matter what. The fenced-off area and the wood enclosure around the front is to make it safe while we look at alternative ways to stop the stone from crumbling. With some improvements, we may be able to properly drain that water and stop the crumbling from happening any further. I'm hoping to find a cost-effective way to stop the water drainage from causing any more damage. These improvements are at the top of my list.

Chair Report: Clarissa Purnell

President Morgan will be giving budget updates at a series of forums Friday February 8, 2018 in the Button Drill Room. Employees are encouraged to attend the forum time according to their area, as follows:

Student Affairs:

Friday, February 9 – 8:15 a.m. – 9:30 a.m.

University Advancement:

Friday, February 9 – 8:15 a.m. – 9:30 a.m.

Administration and Fiscal Services:

Friday, February 9 – 10:00 a.m. – 11:15 a.m.

Academic Affairs:

Friday, February 9 – 2:00 p.m. – 3:15 p.m.

President Morgan has offered to meet with the Executive Council of Staff Congress a couple of times per semester to give updates and to answer questions. He hopes to regularly meet with leadership from Faculty Senate as well.

Chair Purnell received approval from VP Patrick to distribute the monthly newsletter via the mass email system beginning in February 2018.

Vice-Chair Report: Margaret LaFontaine

The Staff Congress website has been updated with the names of new representatives and new leadership. The photos will be updated at a later date, but the information is all current.

Staff Salute: *Counseling and Health Services*

I would like to nominate the staff of Counseling and Health Services for staff salute. After a trying Fall semester we are still in business and ready to serve the students of MSU! Staff, please let students know that we are available to them, M - F, 8:00 am to 4:30 pm. Employees can call 3-2055 with questions regarding employee services.

Staff Issues: Committee Vice-Chair Mica Collins

* **Committee Vice-Chair Collins** presented the following Staff Issues that were received since the January 2018 meeting:

****CONCERN (submitted 1/9/2018)****

I & several other employees I've spoken to have had issues with the new insurance cards we received. When I tried to use the card, first I was told I didn't have insurance by the provider and, after calling HR, was told my card had the wrong ID number on it. I was given the correct number and the issued was resolved. Can HR send out a mass email to clarify this issue and ensure other employees don't have this problem? Thanks.

RESPONSES:

(Received from Harold Nally):

First of all I'm glad to hear your issue was resolved when you called Human Resources. One of the concerns we hear from employees is they get too many emails (multiple sources). Given the analysis of this situation we believed due to the number of issues related to this concern, it was best to handle this issue on a case by case basis.

(Received from Kem Tackett on behalf of Beth Patrick):

During the process of transferring claims systems, Anthem erroneously issued cards with the wrong group number to some members. If you received two sets of cards with different group numbers, the card with the following group number is for your 2018 coverage:

- PPO Plan: KY2000M001
- Life Long Savings Plan: KY2000M002
- Enhanced HRA Value Plan: KY2000M003

If you did not receive a new card with the new group number, you can request a card by logging in to your Anthem account at anthem.com, click on Customer Support then click on "Request New ID Card" or call Anthem at 833-571-0830.

If you have questions, call the Office of Human Resources at 3-2097 or email benefits@moreheadstate.edu.

****CONCERN (submitted 1/9/2018)****

There will never be positive changes here until we have different individuals involved in making important decisions for the University. Same leaders, same individuals on decision making committees and consequently--we all see the shape we are in. Frankfort cannot be blamed for every situation the University is in. You can't have change without change.

****CONCERN (submitted 1/9/2018)****

Not all of the staff in our unit receive emails from a staff congress rep. How can they be added to a staff rep. list?

RESPONSE (from Staff Congress Executive Council):

Beginning in February 2018, the Staff Congress Newsletter will be distributed by the MSU mass email system to ensure all staff receive access through their email. The archive of newsletters are available on the Staff Congress website in the [Minutes Archive](#).

****CONCERN (submitted 1/19/2018)****

I really like the new MSU branded street signs; however, do have some concerns with them. The font size seems really small especially when directing visitors around campus. Is there any state/federal regulation on

readability of streets signs? Also I believe that the MSU branded sign for Tippet Avenue has Tippet misspelled. Will this be corrected?

RESPONSE (from Facilities Management):

Per the signing designer, there are no state/federal regulations applicable to campus street signs. The new signage was designed in accordance with industry standards and they were reviewed/finalized by multiple campus departments. The signage also meets our branding standards which includes the MSU logo. The previous signs were in all capital letters which made them seem larger, however with the new design the lettering was to be upper and lower cased. Thanks for pointing out the spelling error, we will get that corrected.

****CONCERN (submitted 1/19/2018)****

There are large, dead shrubs in front of Rader along University Blvd that have been dead for months. This does not create a positive impression for prospective students and families. Does someone review campus for these overall landscaping improvements?

RESPONSE (from Facilities Management):

We will have the dead trees removed soon and plan to plant some new ones in the spring. FM will be having periodic reviews of the campus grounds for this purpose.

****CONCERN (submitted 1/23/2018)****

I greatly appreciate the opportunity for a free yoga class, but the hour long class does not allow all employees to attend. Changing and getting to and from class takes at least 15 minutes which leaves 45 minutes of lunch for an hour long class Can shorter classes be offered so all employees can take advantage of this great opportunity for wellness? I don't think this is so much a concern as a request. Thanks so much.

RESPONSE (given by Harold Nally during Staff Congress Meeting):

The class is actually 45 minutes and the length is up to the instructor.

****CONCERN (submitted 1/26/2018)****

On Tuesday, January 16, the Morehead/Rowan County area was affected by snow and questionable driving conditions. I did not receive the notification for a two hour delay until approximately 6:15 a.m. For those employees and students who have a longer commute, would it be possible to issue any weather announcements earlier?

RESPONSE (from Chief Merrell Johnson):

The decision to close/delay campus is the group decision of me, President Morgan, VP's Ralston, Mast, Patrick, Shaw, and AVP Oatman. This decision is made at the earliest time possible with the best information available. We try to get this message out by 6am if possible. We feel the 6am time is the best for the majority of the campus population. There are times when the decision will be made much earlier, but every weather event is different.

****CONCERN (submitted 1/26/2018)****

There continues to be a situation in which delivery trucks park on the street to unload at the end of the Alumni Tower bridge. Usually, the truck parks on either side of the sidewalk, which makes it difficult to see any pedestrians attempting to cross the street. Would it not be possible for the trucks to park on Satellite Drive and be out of the main flow of traffic?

RESPONSE (from Bill Redwine):

I expect that the trucks are delivering for the POD at Alumni Tower so, yes, that would be one of my units. I will take it up with Dining Services.

****CONCERN (submitted 1/26/2018)****

I have questions about the Yoga class being offered as part of the Live Well, Work Well program. 1) Is this program a part of the group fitness opportunities offered at the Rec Center? If so, why is it being held at Laughlin? I was under the impression the Rec Center was responsible for facilitating all group fitness classes on campus.

RESPONSE (from Harold Nally):

After this semester, the yoga class will be back at the Rec Center. The instructor is certified.

****CONCERN (submitted 1/29/2018)****

A colleague asked me if I was being charged a surcharge for tobacco on my health insurance and stated he was. He does not use tobacco. I asked if he had done his cotinine test and he said he didn't and he didn't realize what that was when the emails were sent about it. While this is absolutely his mistake, why is this something that can't be corrected now? He said he asked if he could go take the test now and get the surcharge removed from his account moving forward and was told that he can't.

RESPONSE (from Harold Nally):

Multiple communications sent to employees stated there is a deadline date of November 30th for completion. The deadline corresponds with our wellness campaign. This date also allows time for processing to relate with open enrollment elections. It was determined before the initial (2015) cotinine screenings started that there would be a deadline completion date. The only exception to this would be new hires, which are given 30 days to complete upon date of hire. This procedure was put in place to alleviate any miscommunication about deadlines.

Discussion of Staff Concerns:

Representative Collins asked if employees would have to get their Biometric Screenings and cotinine tests done at their family doctor from now on or would there be opportunities to have these done at the MSU Clinic. Director Nally indicated the healthcare committee was actually meeting this week to discuss issues like this but no decision had been made.

Representative Lowe asked if insurance would automatically cover these or if we would have to pay out of pocket. Chair Purnell believed insurance covers one general exam per year, but there was a question of whether or not that included Pap smear and cervical exams for women.

Representative Dennis pointed out to Director Nally there are many questions employees have about insurance, clinic services, and benefits that they would need answers to as soon as possible. When will these questions be answered? Director Nally indicated to Representative Dennis he will inform him as soon as possible the status of the clinic services.

Representative Lowe addressed the issue of switching staff from the non-exempt to exempt classification with the intention of pulling employees out of the Kentucky Retirement System. She reported she was personally switched with very little notice, was given two different sets of information from Human Resources regarding retirement plans, was given a title change, more job duties in her job description with no raise, and was informed she would lose 2-3% of her take-home salary because of the higher employee contribution rate to KTRS.

There was a discussion of the attitude that staff should be grateful for our jobs despite increased duties, no pay increases, and limited communication about changes.

Representative Savard Hogge asked if there would be desk audits to determine the validity of requiring a bachelor's degree and adding duties without assessing the pay classification of a job. Director Nally did not believe a job analysis questionnaire was necessary each time and there has not been a demand for them. Representative LaFontaine asked if cotinine tests were valid for two years. Director Nally confirmed they were.

Benefits & Compensation: Committee Chair Craig Dennis

* **Committee Chair Dennis** reminded the group that for four years, this committee has been asking Human Resources to conduct a review of personnel policies listed on the MSU website. Some policies have not been updated since the 1980's. Representative Dennis, Director Nally, and Karen Napier met last week to discuss a plan to address this problem. Dennis hopes to clear up conflicting language and to find a way to archive policies as they are updated. His personal goal is to have the project completed by August 1, 2018. There still may be some issues with the roll-over of benefits from Flex-Made-Easy to HealthEquity. All employees should have received an email from VP Patrick to check the account number on your benefits card.

Credentials & Elections: Committee Chair Lora Pace

* **Committee Chair Pace** reported the Staff Congress election process will begin in March. Representative Pace hopes to review campus areas to ensure representation is balanced.

Other Reports

Staff Regent Report: Dr. Shannon Harr

Staff Regent Harr reminded the group there will be a work session of the Board of Regents on February 22, 2018 at the Prestonsburg campus. He encouraged all employees to go to the budget forums on Friday. Representative Collins asked if Regent Harr knew if President Morgan would use his budget forums to address some of the issues discussed at this Staff Congress meeting. She expressed concern that, with so many budget cutting measures being discussed, it is difficult to obtain accurate information. Regent Harr expected President Morgan to discuss many of these topics and encouraged employees to take the opportunity to ask questions at these forums.

Representative Dennis asked if there would be trainings or informational opportunities for people who are asked to switch from non-Exempt to exempt and out of their current retirement plans. Director Nally indicated this might be a good idea but none are planned. Representative Lowe affirmed the need for more time and better communication for staff being changed. Representative Savard Hogge suggested an implementation schedule for changing staff retirement plans.

Human Resources Report: Harold Nally, Director of Human Resources

Director Nally reported there will be a March 1 effective date for switching back to exempt those staff who were moved from exempt to non-Exempt as a result of the FSLA changes in 2016. President Morgan held a forum for these employees and their supervisors to discuss this issue. Since many impacted staff were accepting of this change, these employees will be Exempt again at least until the law is settled in federal court. Because non-exempt employees are paid hourly and on a delay, these employees will receive pay for the previous pay period and also for the current pay period on March 15th. The supervisor will submit the PAR paperwork to begin the change and will notify the employee.

The Office of Human Resources and Staff Congress will be hosting several professional development opportunities, which are listed and attached to this newsletter.

Director Nally introduced Karen Napier, who will serve as a liaison to Staff Congress to deal with concerns and questions.

Representative Hunsucker asked if the service credit (sick leave time) buyout was a benefit that will be cut as a cost-saving measure. Director Nally believed this is an issue President Morgan will want to address.

Representative Dennis acknowledged that ending these payments would save the university a significant amount of money, but not paying employees for unused sick time may betray some of the university's most loyal and long-serving employees. Representative Hunsucker pointed out it may cause employees to take a large quantity of days off at a time to use up those days.

Chair Purnell encouraged everyone again to attend the budget forums on Friday. Several representatives expressed they had not yet received any communication about a forum.

Cabinet Report: Beth Patrick

VP Patrick did not attend and no report was submitted.

OLD BUSINESS:

No old business to report.

NEW BUSINESS:

Representative Dennis reported he is on one of the two committees reviewing the employee evaluation process. His group met on January 31st and they have worked on simplifying the process to a simple paper form. The group hopes to have a new evaluation process in place across campus by April 2018.

Vice-Chair LaFontaine asked if the group discussed employees being able to evaluate the supervisor.

Dennis said he could bring it up to the group. Chair Purnell said she had discussed this with the

President but he hopes to get the employee evaluation form reworked before anything else. Secretary

Rucker asked if there would be two different evaluation forms: one for Exempt and one for Non-Exempt employees. Director Nally confirmed, yes, there would be two in order to accommodate job descriptions,

but that they would be very similar. The evaluation cycle would likely be from April to March, though

Representative Pace, who is on the other evaluation team, wonders if it could be from July to June.

These decisions have not been finalized, as the two teams are still working on the proposals.

Representative Lowe addressed the possibility of dental insurance being cut as a cost-saving measure for the university. Director Nally reported the health insurance committee currently working on these costs

is looking at all costs, including Wellness measures and health insurance coverage. Chair Purnell is on this committee, as well, and they hope to have their proposals finalized by the end of March 2018.

Director Nally wants us to know that the committee's work is not to just cut what they can but to provide the services that employees most value. If there were changes to services, Nally indicated they would

happen with the timeline of open enrollment. These decisions have not been finalized.

CAMPUS ANNOUNCEMENTS:

- Monday, February 5: Renovations begin of textbook area of the University Bookstore. All textbook stock will shipped back to publishers and required course materials should be purchased before this day.
- Monday, February 5 - March 18: the Office of Information Technology will be enforcing a mandatory campus-wide password reset. Accounts that have not had a password change via the Eagle Account Center on or by March 18 will be disabled on Monday, March 19.
- Wednesday, February 7: National Black HIV/AIDS Awareness Day. The Eagle Diversity Education Center will host a mobile outreach vehicle to provide free HIV and Hepatitis C testing from 11:00 a.m. – 3:00 p.m. at the Bell Tower.
- Wednesday, February 7: Restore Ky Art Funding Event at Coffeetree Books from 4:00 – 6:00 p.m. to advocate for the Kentucky Folk Art Center and the Kentucky Arts Council.
- Tuesday, February 13: African-American Read-In hosted by the Eagle Diversity Education Center and Camden-Carroll Library from 11:00 a.m. to 2:00 p.m. in the Library Commons. Stop by to listen or read from a selection.
- Wednesday, February 21: Resume Blitz with Career Services from 10:00 a.m. – 2:00 p.m. in the Career Center on the Ground level of Camden-Carroll Library.
- Monday, March 5: The next meeting of Staff Congress will be in Combs 413 at 1:00 p.m.
- Don't forget to check www.msueagles.com for upcoming MSU athletic events.

PLEASE CLICK HERE
TO VIEW/REGISTER FOR
THE LATEST
PROFESSIONAL
DEVELOPMENT
OPPORTUNITIES

Please click here
to submit a
STAFF SALUTE

PLEASE CLICK HERE
TO SUBMIT A STAFF
CONCERN

Classroom Training Workshops

The Office of Human Resources continues to offer face-to-face professional development opportunities. Please register for any of the following workshops by emailing m.hutchinson@moreheadstate.edu, including the title and date of the course you would like to attend.

Tuesday, Feb. 27, 2018

Part-Time/Temporary Workflow Training **9 - 10:30 a.m. in 307 Howell-McDowell**

If you conduct hiring for part-time/temporary employees or if you process the workflow for part-time/temporary employees, this training is a good refresher for you. If you are new to the role, this training will be extremely valuable to you.

Thursday, March 8, 2018

Managing Staff Conflict (Supervisory Training Opportunity) **8:30 a.m. - Noon in 413 Bert Combs Building**

As a leader, you doubtless encounter conflict among your front line staff members. Unproductive conflict can cause significant problems if not addressed effectively. By the end of this session, you will be able to:

- Recognize the myths of conflict.
- Identify the three stages of conflict.
- Establishing a climate of cooperation and support.
- Identify techniques to manage staff conflict.
- Develop an effective personal conflict management strategy.
- Recognize the emotional aspects of conflict.
- Apply conflict management techniques in work situations.
- Decide when to intervene in staff conflicts.
- Reduce instances of manipulative behavior.

Professional Workplace: Letting Your Light Shine **1 - 2:30 p.m. in 413 Bert Combs Building**

Professionalism has no simple definition. What one department considers unprofessional is completely acceptable to another. However, professionalism is considered an important trait that all employees should possess. This workshop relates how positive attitude, appearance, communication, respect and courtesy, and a dedicated work ethic carry over from one profession, department, or unit to another.

Tuesday, April 17, 2018

Web-Time Entry

9-10 a.m. in 307 Howell-McDowell

If you enter time or approve time for any employee, this training is a good refresher for you. If you are new to the role of entering or approving time, this training will be extremely valuable to you.

Wednesday, April 25, 2018

Basics of Diversity

8:30 a.m. - Noon in 413 Bert Combs Building

In order to understand diversity, it is important to understand how individuals are different. We must explore the four major layers and all the dimensions we all have in order to identify our biases towards other individuals. In order to build and sustain trust in the workplace, we must move beyond the fear of not knowing what to expect to creating an environment that expects and encourages the greatest contribution from all employees.

This session is designed to help participants to:

- Define diversity.
- Identify personal biases.
- Identify the dimensions of diversity.
- Understand the System of Advantage.
- Examine her/his own cultural background.
- Develop personal steps to appreciate differences.

Basics of Training and Development for Managers (Supervisory Training Opportunity)

1 - 2:30 p.m. in 413 Bert Combs Building

Every year, organizations spend thousands of dollars on training programs that fail. Why?

Because the training doesn't meet the mission needs of the unit or department nor the specific developmental needs of the individuals attending. Managers and supervisors are often confused about what training can accomplish and what it cannot accomplish. During this seminar, we will discuss:

- How training can help your front line staff improve performance
- When training is not the answer to your performance issues
- How and why a needs assessment is so important
- How you can help reinforce training and make sure training works