



**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
March 5, 2018**



MEMBERS:

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

*Denotes member was absent.

Guests:	Dr. J. Morgan, President; Chris Howes, CIO/AVP Technology; Amy Moore, IT Project Manager; Dr. Shannon Harr, Staff Regent; Harold Nally, Director of Human Resources; Karen Napier, Human Resources; Dr. Suzanne Tallichet, Chair of Faculty Senate
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Chair Purnell called the meeting to order at 1:05 p.m.

Dr. J. Morgan, MSU President	<p>President Morgan projected digital slides of the University’s new organizational chart, effective March 1, but explained some changes may not be complete until July 1, 2018. The changes are intended to lower the cost of the administrative structure and include:</p> <ul style="list-style-type: none"> *Ending one Vice President position. CFO Beth Patrick will be taking a job at the University of South Carolina at Beaufort. All functions relating to budgets and accounting will report to the Interim CFO, Teresa Lindgren, who will report to the President. *Collapsing three Assistant Vice President positions. *Merging director positions. <p>In Academic Affairs, two interim Deans, John Ernst and Chris Miller, will serve three year terms as Deans. Regional Education and Outreach units will report to AVP Dan Connell, while Undergraduate Education and Student Success will go to AVP Laurie Couch.</p> <p>Andrea Fryman’s position in Facilities Management was collapsed into departing Procurement Services Director LaDonna Purcell’s position.</p> <p>University Police will report to Student Affairs Vice President, Russ Mast, instead of to the Dean of Students.</p>
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Conference & Event Services and ADUC will also fall under the Student Affairs area.

On July 1, the Kentucky Center for Traditional Music and the Kentucky Folk Art Center will – assuming funding is not eliminated in the state budget - report to the Caudill College instead of University Advancement.

Question from Rep. Pace: Can you give us an update on the Provost search?

President Morgan: There were more than forty applicants to this position. They were narrowed to seven contenders and work to further narrow the search was in process. I met with the search committee last week and, because of all the budget upheaval and pension debate, we unanimously decided it was best to suspend the search and re-advertise the position next September. I have not thought through what we will do for the interim but we will operate for a year or so with an interim.

President Morgan’s Budget Update included:

There are at least seven current pension bills floating around Frankfort. Pension upheaval of some type could last as long as two years. Some fiscal impact scenarios have been given to legislators.

Voluntary separation plans continue to be proposed. The deadline remains March 15, 2018, but will have to be held for a month or so until the state budget is finalized. The governor will not sign a bill until mid-April and it may take longer for us to sort through the impact to MSU. An MSU budget must be crafted by the first or second week of May 2018.

MSU will end the current fiscal year on June 30th in a better “cash position” than last year by a couple of million dollars, due to restriction in hiring and other savings. MSU may be in better shape than other institutions around the state because of these strategies.

Dental insurance coverage costs approximately \$300,000 per year. MSU could stop coverage by June 30, 2018, at the end of the fiscal year, or December 31, 2018, at the end of the calendar year. There are pros and cons of both, so Morgan would like to wait to see what the state budget will be before making a final decision. Waiting until December will cost the university another half a year of coverage.

The Healthcare Taskforce continues to work on strategies to cut costs and Morgan looks forward to future proposals.

The Facilities Taskforce continues to work on the campus footprint. Morgan believes, for a university our size, we have too many rooftops. All of these buildings cost many dollars to maintain, repair, and to heat and cool.

Currently, the university is still searching for approximately \$4.5 million in cuts to close the deficit in the upcoming budget. Last fall, that number was about \$10-12 million.

Morgan is looking at keeping tuition the same for the coming year. If MSU raised tuition, it may exceed the cost of tuition at other state universities, possibly impacting enrollment. Morgan suggested the Board of Regents wait to vote on this until after the state's General Assembly has concluded its work for next year's budget.

A Facilities fee has been recommended to the Board, which could be \$5.00 per credit hour, capped at \$60.00 per semester. Morgan has also recommended a slight increase in the student online course fee. About 30% of our students take online courses.

A new bond from the state, which would match MSU's dollars one-to-one, may be useful for facility needs on campus.

After the loss of all but 20-30 international students, Morgan is working on new international contracts.

All Kentucky universities are experiencing lower enrollment. We will have to increasingly look outside of the state, online, and at executive-style educational delivery models to bring new students in.

A capital campaign for scholarships will be kicked off at Homecoming in the Fall.

Question from Vice-Chair LaFontaine: Is MSU contractually obligated to finish out the calendar year with our dental provider? Will we have to pay a penalty fee to cut out in the middle of the year?

President Morgan: All of our contracts now have a 30-day 'out' clause, so no. Other than NKU, we're about the only university or agency in the state that pays for employee dental insurance. If we had other options to cut, I would certainly revisit it, but if you look at the cost of covering dental and the cost of paying for the sick leave service credit, you're talking about paying \$650,000 or more very quickly. Other employees around the state are saying, wow, they had dental? Other universities, like UK and U of L have shed this pension cost problem. ECU shed 225 of their KERS (KRS) staff and WKU shed about 325-350 people. This service credit is not as big a problem for them as it is for MSU. These other universities can take those dollars and invest them in growth and opportunity elsewhere, while MSU and Murray are still bearing the weight of the massive pension costs. This puts us at a competitive disadvantage on July 1. We cannot pay eighty-four cents on the dollar in KERS (KRS) contributions. There is no way, without contracting or outsourcing, having mass layoffs, or really disrupting the system at MSU. We hesitate to make any big moves until after the Governor

signs the budget but there is no way to afford the pension cost as it stands now.

Question from Representative Fletcher: Would we pay the institution for dental coverage or go through a private vendor?

Harold Nally: We are looking at several different scenarios. Health Services may be able to provide services. The healthcare committees on campus are researching all possibilities. Employees will be notified.

President Morgan: Dental is not a widely used plan on campus.

Question from Representative Dennis: Does the remaining \$4.5 million gap include the cost of buying the jail?

President Morgan: No, but we are contractually obligated to purchase the local jail building. The contract was made to purchase that building, but it has been rolled forward because the new jail building is not currently finished. When it is completed this summer, the contract will kick in. The cost will be roughly \$720,000 or so, depending on the date the contract actually begins.

Question from Representative Fletcher: How many people might we have to cut to meet the budget gap? By my math, that could equal 70 people making \$60,000 - \$70,000 a year, including benefits.

President Morgan: We will have to find around \$4.5 million if the state does pass the 6.25% cut (about \$2.5 million for MSU) or \$2 million if they do not. I am hopeful that we get more retirements. Maybe we will get relief from the state budget cuts. I pledge that no certain entity – faculty or staff or academic or otherwise – will be targeted. Instead, I will look at how our units reasonably compare to our peer institutions. According to IPEDS data, we are 150-180 people overstaffed at Morehead State. We do not run a university completely off of IPEDS data, but we can use a variety of data to manage changes. If we do have to make involuntary reductions, it will be both faculty and staff. It would be a blatant lie to say we absolutely will not have involuntary reductions, but we can take other precautionary measures to reduce other costs. No school in Kentucky – K-12 or Higher Ed – can say right now they will not have involuntary reductions. We are peeling back KERS (KRS) costs all across campus.

Question from Representative Collins: Do we have the option to get out of KERS? Will we lose our jobs if we must stay in KERS?

President Morgan: You have to recategorize the whole position, making it new, to have the option. If your position is not being rewritten to require a bachelor's degree and you are already in KERS then, no, you cannot opt into a different retirement system. We will not necessarily cut those still in KERS. You cannot run a university without those employees. We may be forced into contracting out some positions, like EKU and WKU, or slim down our

	<p>numbers of KERS people. Contracting out large groups of employees may not be ideal for Morehead. Skilled workers may take jobs elsewhere and our local economy may not lend itself to contracting skilled labor. We will try to exercise as many other options as we can before getting to involuntary separations.</p> <p>Question from Representative Savard Hogge: Looking at the new organizational chart, I see a lot of new leadership that may not be all that familiar with their new departments or the work being done in those departments. It has been years since many of us have actually met and gotten to work with our leaders. Will there be encouragement for those new leaders to communicate appropriately?</p> <p>President Morgan: Once all the budget is cleared up, it may be easier for an AVP or Dean to speak openly with their employees. It is very difficult to talk about cuts and departmental changes when we do not know how it will all turn out.</p> <p>Question from Representative Niehoff: There are for-profit schools that have offered a tuition freeze to students for four years. Is this something we could do to pull new students in?</p> <p>President Morgan: The state’s biennial budgets would not work well with a four-year tuition freeze offer.</p> <p>Question from Representative Ring: Will there be more furloughs? Instead of layoffs?</p> <p>President Morgan: No.</p> <p>OHR guest Karen Napier commented she appreciated the President’s candor and willingness to discuss these difficult topics. She hopes that other leaders and supervisors on campus would take this example and take an active role in communicating and building morale on campus.</p> <p>President Morgan pledged to keep an open line of communication.</p>
<p>Chris Howes, Chief Information Officer, AVP Technology</p>	<p>Chair Purnell introduced MSU’s new CIO, Chris Howes, and looks forward to his or a proxy’s regular attendance at monthly Staff Congress meetings.</p> <p>Howes spent three and a half years as the Executive Director of Infrastructure Services at MSU. He took over as CIO in January 2018. Organizationally, there are three main areas of Information Technology at MSU: Application Services, led by Darrell Smith, Customer Services, led by Jeff Highley, and Infrastructure Services, where there is a vacancy. Amy Moore will lead as a new Project Manager.</p>

In late December and early January, they moved Colleague from the old Legacy infrastructure to new hardware and Howes believes the performance has been much improved.

IT has also paired with Academic Affairs to refresh distance learning rooms from ITV to a new platform.

Employees should have received notices to reset their MSU account passwords. This is an effort to better manage accounts and follow best practices for a secure network.

Amy Moore spoke about her work with the Ellucian Self-Service project. This software will include different user modules for financial services, aid, registration planning, and employee services. Moore started work on this project in January and hopes to launch the Financial Services and Aid modules in the first week of April 2018. They hope to launch the Registration module in May 2018. There will be a check sheet for students to follow for a more comprehensive umbrella of services and information. Students will not have to protect their class schedules. The biggest rollout for these tools will be in preparation for the Fall 2018 semester. A steering committee for this product includes faculty, staff, and administration.

Howes further explained employees should be aware of the product services to which they have access, including the Microsoft Office Suite, Cisco WebEx, and the Adobe Creative products.

When products and new services are rolled out, more communication and training will be implemented than may have been in the past.

Question from Representative Dennis: Will there be training for the Self-Service process in the Fall?

Amy Moore: The Registrar's office will be handling these trainings in May and in the Fall.

Question from Representative Collins: Will Spring Pre-registration be with the current system or with the new self-service modules?

Amy Moore: This spring, nothing will change - only the Summer and Fall registration process.

Question from Representative Collins: Can we opt out of using the Jabber instant messaging product?

Chris Howes: You can use it however is most useful to you. It is optional.

Motion:	To approve the minutes of the February 2018 meeting.	
	Proposed: Rep. Dennis	Seconded: Rep. Surmount
Called for Vote:	Motion passed.	

Chair's Report	<p>Chair Purnell reported Staff Congress's April 2018 meeting will begin at the President's house and will resume in Combs 413 for business, which will include discussion of Staff Congress Representative and Staff Regent election timeline updates.</p> <p>A new Cabinet liaison will be needed to report to Staff Congress since VP Patrick will be leaving the university.</p> <p>From Faculty Senate: If staff are helping to register students for courses and find that class is full, the professor must be the one to give the override to allow registration.</p> <p>For those staff teaching as a part of the new fractionalized workloads, FYS has a mandatory training. If you are teaching a course for a particular department, contact the department chair for any needed assistance. Faculty Senate Chair Tallichet added there have been several faculty volunteers to help acclimate staff to building syllabi and other teaching practices.</p> <p>Chair Purnell reminded employees to use discretion when discussing budget cuts or program changes around students. She cited a story of a student who came to believe her program was being cut and that she would have to transfer to another university.</p> <p>Question from Representative Taylor: If we will teach in a fractional load situation, who should instruct us on how to balance the teaching and the regular work load?</p> <p>Chair Purnell: Supervisors should be a part of the conversation.</p> <p>Question from Representative Maxey: Is the Spring Break floating holiday happening?</p> <p>Chair Purnell: Yes, I will see if an official notice can be sent.</p>
Vice-Chair's Report	<p>Vice-Chair LaFontaine reported the Staff Congress website has been updated to recognize two new representatives, Josh Taylor and Krys Lynam, and the subcommittees on which they will serve.</p> <p>The website also recognizes that Representative Pace is the Chair of the Credentials & Elections committee.</p> <p>There were two Staff Salutes submitted since last month's Staff Congress meeting:</p>

	<p>Staff Salute: Kim Oatman, AVP Facilities & Operations</p> <p><i>Since Mr. Oatman has become a part of the MSU family, he has been responsive to the University's needs, shared information in a timely manner, and has worked through unexpected issues such as frozen pipes and snow storms without a break in services to University personnel. We look forward to working with Mr. Oatman in the future as the physical landscape of MSU changes over time.</i></p> <p>Staff Salute: Rob Lacy</p> <p><i>Rob works as an Information Technology Specialist at the IT Help desk. He is always very helpful and goes above and beyond what is required to make sure our problems are resolved. He is always very personable and pleasant to work with. We (Research and Sponsored Programs) appreciate his hard work and cheerful attitude.</i></p>
Secretary's Report	<p>Secretary Rucker reported a supplies budget balance of \$2424.60. Two nameplates and holders were purchased for two new Staff Congress representatives.</p>

Committee Reports

Benefits & Compensation	<p>Committee Chair Dennis wanted to confirm with OHR Director Nally that money left in Flex Made Easy accounts must be used by March 15 or the money would be lost. Nally reported:</p> <p>2017 rollover funds will be available with HealthEquity on March 15, 2018 after Flex Made Easy (FME) reconciles runout claims. Just to clarify, HRAs, HSAs, and Limited Purpose HRA will be available with HealthEquity after March 15. However, Flexible Spending Accounts (FSA) will not be available and are considered to be “use it or lose it” funds. Employees should check their HealthEquity accounts after the 15th. Please contact HR with any issues.</p> <p>Since the health clinic will no longer be performing biometric screenings, employees will need to self-report results from their doctor’s office to the wellness portal. Employees will not be responsible for submitting to a cotinine test for 2018 benefits, but will be responsible for signing an Affidavit of Non-Tobacco Use consenting to random cotinine testing in 2019.</p> <p>Staff Congress’s Benefits & Compensation committee is meeting regularly to review the language and content of all personnel policies listed on the website and hope to have the review completed by August 2018.</p>
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Credentials & Elections

Committee Chair Pace reported information for this year’s Staff Congress elections:

Friday, March 30, 2018, 4:00 p.m. - Deadline for nominations of Staff Congress representatives. *Representatives must be full-time employees and will represent their designated geographic location.*

Wednesday, April 4, 2018 – Voting instructions and a sample ballot will be emailed. Employees should not forward their electronic vote invitation to others, as each link can only be used once.

Wednesday, April 11, 2018, 11:00 a.m. – 12:00 p.m. – Staff Regent Candidate Forum

Monday and Tuesday, April 16 – 17, 2018 – Online election of Staff Congress Representatives and Staff Regent. Employees should not forward their electronic vote invitation to others, as each link can only be used once.

The following Staff Congress positions (with specified terms) will be filled through the 2018 election process. All position responsibilities will begin on July 1, 2018. Representative term lengths will be determined by the number of votes received.

CATEGORY	REPRESENTATIVES TO BE ELECTED
Area 1	2 representatives – 3 year terms 1 representative – 2 year term 1 representative – 1 year term
Area 2	2 representatives – 3 year term 1 representative – 2 year term
Area 3	2 representatives – 3 year terms 1 representative – 2 year term
Area 4	2 representatives – 3 year terms 1 representative – 1 year term
Area 5	2 representatives – 3 year terms

Geographic Area Breakdown

Area 1 – Adult Learning Center, CHER Building, Enrollment Services, Howell-McDowell Adm. Bldg. Kentucky Traditional Music Center, Kentucky Folk Art Center, Procurement Services, University Farm/Vet Tech

Area 2 – Allie Young Hall, Button Hall, Camden-Carroll Library, Combs Building, Fields Hall, Lappin Hall, Lloyd Cassity, Reed Hall

Area 3 – Alumni Tower, Claypool-Young Art Building, Ginger Hall, Palmer Development House, Rader Hall

Area 4 – Baird Music Hall, Breckinridge Hall, Career Services, Grote-Thompson Hall, Laughlin/Wetherby, Rice Maintenance Building

	Area 5 – AAC, Eagle Center, Eagle Trace, Educational Services Building, Jayne Stadium, MSU @ Ashland, MSU @ MTST, MSU @ Prestonsburg, Power Plant, Recreation & Wellness Center, Space Science Center, All other off campus locations
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Staff Concerns	<p>Committee Chair Cooper reported that there were six concerns submitted using the online form:</p> <p>**CONCERN (submitted 2/5/2018)**</p> <p>About the presidential address concerning to persons wanting to change of their position status 9/10 month contract and the other possible position options and so forth, is there somewhere we can look up what benefits apply to this option from the forum?</p> <p>RESPONSE (from Harold Nally):</p> <p>A person going to a 9-month contract would receive 75% of their benefits. The Office of Human Resources was working on a FAQ sheet answering common questions regarding the voluntary separation and contract reduction proposals but were asked by the President to hold off until some questions were addressed at the state level.</p> <p>**CONCERN (submitted 2/12/2018)**</p> <p>Why hasn't Human Resources sent out form 1095B and 1097SA? They're supposed to be sent out by January 31st.</p> <p>RESPONSE:</p> <p>Karen Napier (2/12/18):</p> <p>The Human Resources department was able to print and send the forms today (2/12). Let us know if you do not receive your form or have additional questions concerning the 1097 SA.</p> <p>IRS.gov:</p> <p>The due date for furnishing the 2017 Form 1095-B, Health Coverage, and Form 1095-C, Employer-Provided Health Insurance Offer and Coverage, to individual has changed from January 31, 2018, to March 2, 2018.</p> <p>Other Tax Information from Beth Patrick:</p> <p>Copies of your 2017 1099-SA and/or 5498-SA tax documents related to contributions and distributions from your Health Savings Accounts are available online. Please login to your Flex Made Easy account and locate the documents under “Statements & Notifications”. The information on</p>
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these forms have been submitted to the IRS so you should give copies of these forms to your tax preparer to include information on your tax return.

Questions regarding these forms should be submitted to Suzanne Hogge at s.hogge@moreheadstate.edu or 783-2097.

****CONCERN (submitted 2/20/2018)****

As we transition staff to fractional teaching loads, will there be mandatory training for these staff? I know that I am rusty on the basics of setting up a syllabus such as plagiarism statements to include as well as best practices within Blackboard.

RESPONSE (from Provost Ralston 2/20/2018):

Thus far the staff involved directly in fractional teaching have been selected carefully. These select staff are in direct contact with the appropriate academic unit leader. There are no plans presently to develop and present the kind of training suggested in the question. However, should we need to rely more on fractional teaching to meet student needs moving forward, such training might take place. Let me reiterate that we don't presently expect such need.

Additional information from Committee Chair Cooper:

FYS has mandatory training.

Faculty Senate is working on pairing staff with faculty mentors. They are also working on a workshop or brown bag series.

If you log into Blackboard and look at "My Courses," you will find "[Blackboard Orientation](#)." There you will find Blackboard tutorials which, when completed, can lead to MSU Blackboard certification.

You will also find a Syllabus Checklist on the [Undergraduate Curriculum](#) webpage.

****CONCERN (submitted 2/20/2018)****

Given that the University will not be paying a portion of our dental insurance premium effective July 1, will the premium still be withheld from our payroll checks (i.e. AFLAC, etc.)?

RESPONSE (from Harold Nally):

These details are still in discussion and have not been finalized.

****CONCERN (submitted 2/27/2018)****

Everyone knows we are in a budget crunch, so why are we paying two former presidents a yearly salary for doing absolutely nothing. Eaglin gets

	<p>\$10,000 per year for life; and now it appears that Wayne Andrews is getting \$25,676.01 per year. Now that there is talk of cutting positions, how about we cut these two positions held by Eaglin and Wayne Andrews first?</p> <p>RESPONSE:</p> <p>Staff Regent Harr has referred this issue to President Morgan, who wants to make sure all details about the question are understood before reporting an answer.</p> <p>**CONCERN (submitted 3/1/2018)**</p> <p>Would it be possible to have handrails installed for upper-level seating in Johnson Arena? I attended a recent event and noticed a lot of people struggling with the stairs.</p> <p>RESPONSE (from Kim Oatman, AVP Facilities):</p> <p>I will take a look and let you know.</p>
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<p>Sustainability Report</p>	<p>Representative Niehoff reported the following dates:</p> <p>Friday, April 13 - Community Clean Up of Triplett Creek from 10:00 a.m. – 4:00 p.m. Volunteers should sign in at the Memorial Tree Walk.</p> <p>Friday, April 20 – The campus-wide Earth Day Celebration will include a sustainability fair on the lawn of Allie Young from 10:00 a.m. to 3:00 p.m. If students, faculty, or staff would like to participate in sustainability activities, please contact Holly Niehoff. There will be local environmental organizations, information on sustainable living, tree care, native plants, pollinator protection, eco-friendly games, prizes and giveaways. University Farm will sell plants and herbs.</p> <p>Saturday, April 21 – Community Clean Up at Cave Run from 10:00 a.m. to 4:00 p.m. Volunteers should sign in at the Lakeview Vista parking lot.</p> <p>Friday, April 27 –Eagle Lake Clean Up from 10:00 a.m. to 4:00 p.m. Volunteers are needed to pick up trash around the Eagle Lake trail.</p> <p>Representative Ring invited everyone to participate in the Spring Social Ride Series on Wednesday, March 28 from 5:30 p.m. to 6:30 p.m. Wellness points will be awarded.</p>
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Regent's Report: Staff Regent Harr reported the Board of Regents changed a scheduled work session to a Special Session in order to vote to approve spending an additional sum of money to finish the ADUC construction project. The project became under-budgeted by approximately \$2.3 million because funds were used in the construction of the Third Street Eats building. The Board approved a request to increase

the budget for ADUC by 10% of the cost of the original project, which amounts to approximately \$4.9 million.

The next quarterly meeting of the Board of Regents will be Thursday, March 29, 2018.

The Board will elect new officers this year. The current chair's appointment to the Board ends June 30th and a new appointee will be named.

Human Resources Report: Director Nally reported the faculty and staff benefits committee has met to debate the impact of cuts or rearranging healthcare and health services.

Nally reminded employees to let HR know if there are any issues with the rollover of funds from the Flex Made Easy to HealthEquity accounts. Employees should check the balance in their HealthEquity accounts after March 15 for accuracy.

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

Old Business: No old business to report.

New Business: Representative Pace made a motion to accept the election timeline as stated during the Credentials & Elections report. Representative Ring seconded the motion and the motion was approved.

Announcements:

- Friday, March 16 – Deadline for submission of art or craft from Kentucky artists to be judged in the 2018 Bluegrass Biennial juried exhibition. The Best in Show selection will receive a \$500 award.
- Monday, March 19 – Friday, March 23 – Spring Break
- Wednesday, March 28 – Spring Social Ride Series: Cycle around campus from 5:30 p.m. – 6:30 p.m. starting at the Recreation and Wellness Center. Riders of all types and experience levels are welcome.
- Monday, April 2: The next meeting of Staff Congress will begin at 1:00 p.m. at the President's home and will resume in Combs 413 for business.
- Don't forget to check www.msueagles.com for upcoming MSU athletic events.

Motion:	To adjourn	
	Proposed: Rep. Benji Bryant	Seconded: Rep. Jessica Thompson
Called for Vote:	Passed	

Chair Purnell adjourned the meeting at 3:13 p.m.

Minutes submitted by: Secretary Laura Rucker