

# Staff Congress: At-A-Glance

April 02, 2018

## Chair Report: Clarissa Purnell

Chair Purnell informed the group that she received an email from Dr. Morgan indicating the administration is trending toward phasing out dental insurance from employee benefits as of June 30, 2018. This would result in an annual cost savings of \$325,000 - \$350,000 for the university. President Morgan has asked HR to craft an optional dental plan that employees could voluntarily opt into (like other schools have) during open enrollment for 1/1/19. There could be a six month gap in dental coverage between our current plan and the proposed optional plan.

The following Q & A with Director Nally took place:

**Q:** Do you have usage numbers for the dental plan to know if employees were using their coverage?

**A:** No, I don't have those numbers in front of me at this time.

**Q:** If coverage options are made available, will they only be for employees or will family coverage be available as well?

**A:** We are working on options and I don't have a definitive answer for that at this point.

**Q:** Can employees continue their coverage by paying out of pocket for the entire coverage cost beginning in July until something else is worked out?

**A:** Unfortunately not. If we drop coverage, we drop it as a group so we lose that group rate. If only a few employees want to participate after June 30, the rate may be different.

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## Vice-Chair Report: Margaret LaFontaine

Vice-Chair LaFontaine reported that the website is up to date. The following Staff Salute was submitted for this month:

### **Staff Salute: Christopher D. Howes**

*Since his appointment as Chief Information Officer/Assistant Vice President for Technology, Chris has expressed a willingness to provide better communication and training with regard to issues concerning technology and the roll out of new services and products. We look forward to working with Chris in the future to better our campus technology resources.*

### **Benefits & Compensation: Committee Chair Craig Dennis**

\* **Committee Chair Dennis** indicated that phases I and II of the Committee's personnel policy review is complete and they are awaiting receipt of corrected drafts from HR. The committee will now review the policies for relevance in today's university.

### **Credentials & Elections:**

\* **Committee Chair Pace** reminded Staff Congress of the absence policy. Representatives who miss three (3) consecutive meetings, or a total of five (5) meetings in a single year will be dismissed. The C&E Committee will be watching how things work out with the possibility of some employees electing to move to a 9/10/11 month contract and how this could change their eligibility to serve on Staff Congress. (Only full time employees may serve.)

Interest in the upcoming Staff Congress Representative election is as follows:

**Area 1:** 4 open seats, 6 employees running

**Area 2:** 3 open seats, 5 employees running (potentially 3 more, pending nomination acceptance)

**Area 3:** 3 open seats, 3 employees running

**Area 4:** 3 open seats, 1 employee running (potentially 5 more, pending nomination acceptance)

**Area 5:** 3 open seats; 3 employees running

Staff Regent Election: There are currently three (3) employees running, and one (1) employee pending nomination acceptance. A candidate forum will take place on April 11 at 10:30 a.m. in Combs 413.

Committee Chair Pace noted that there has never been a Regent election with more than two candidates that didn't end in a run-off election. If that happens, the run-off election will be April 30 – May 1.

### **Sustainability Report:**

\* **Representative Niehoff** reported the following events:

- 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.
- Friday, April 20 – Earth Day Fair on the lawn in front of Allie Young Hall from 10:00 a.m. to 3:00 p.m. MSU farm herb & plant sale, information on sustainable living, local environmental organizations, tree care, native plants, pollinator protection, eco-friendly games, prizes and giveaways. Live music by:
  - Byrd Law from 10:30 – 11:30 am.
  - Mountain Music Ambassadors from 11:45 a.m. – 12:45 p.m.

Bedford from 1 – 2:00 p.m.

The Woodsheep from 2:15 – 3:00 p.m.

- Saturday, April 21 – Community clean-up at Cave Run from 10:00 a.m. – 4:00 p.m. Volunteers should sign in at Lakeview Vista parking lot.
- Friday, April 27 – Eagle Lake clean-up from 10:00 a.m. – 4:00 p.m. Volunteers are needed to pick up trash around the Eagle Lake trail.

### ***Staff Issues: Committee Chair Louise Cooper***

\* **Committee Chair Cooper** reported the following staff concerns were submitted since the March 2018 meeting:

#### **\*\*CONCERN (originally 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 \$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?

#### **RESPONSE (information obtained by talking with Dr. Morgan reported by Dr. Shannon Harr during the April Staff Congress Meeting):**

In 1998, the Board of Regents used funds amounting to \$250,000 (probably from both the MSU Foundation and the general fund) to start a Rabbi Trust for Dr. Eaglin. The terms of the trust were that after retirement, Dr. Eaglin would receive annual earnings generated from the trust. The earnings are based on a rolling average, with the annual payment being approximately \$10,000 (some years a little more, some years a little less). A local bank manages the trust and provides the payment to MSU each year (shows up as revenue) and then MSU disperses the funds to Dr. Eaglin (shows up as expense). This arrangement continues until Dr. Eaglin's death. At the time of his death (if he should pass away before Mrs. Eaglin), the funds will then go to Mrs. Eaglin. When both Dr. and Mrs. Eaglin have passed, the funds from the trust will then go to MSU. This arrangement is outlined in a contract between Dr. Eaglin and MSU.

In 2005, the Board of Regents used funds (unsure of the amount and origin of funds - again, probably from both MSU Foundation and general fund) to start a Rabbi Trust for Dr. Andrews. The terms of the trust were that after retirement, Dr. Andrews would receive annual earnings generated from the trust. The earnings, like the trust for Dr. Eaglin, are based on a rolling average, with the first annual payment being \$25,676.01. The balance of the trust at this time is approximately \$500,000. The trust for Dr. Andrews is managed and dispersed in the same manner as Dr. Eaglin's. The terms are similar as well, with payments until both Dr. and Mrs. Andrews have passed, and then funds would be received by MSU. This arrangement is outlined in a contract between Dr. Andrews and MSU.

When Dr. Morgan was hired in 2017, the Rabbi Trust option was offered to him in his employment contract. He declined it.

#### **\*\*CONCERN (submitted 3/1/2018)\*\***

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.

#### **RESPONSE (from Kim Oatman 3/29/18):**

Unfortunately there are a number of issues that make the addition of handrails in the upper level seating of Johnson not feasible. The width of the existing stairs would have to be modified to install handrails. Besides being very costly to increase the width of the stairs making those modifications would constitute a renovation of the seating system and require us to bring the entire system up to current codes. In effect, adding these handrails would require a very costly renovation/replacement of the entire seating

system. While the existing seating system may seem deficient in comparison to other newer arena seating systems, it was constructed in accordance with the current code of the time and considered safe per industry standards. Hope this helps. KHO

**\*\*CONCERN (submitted 3/13/2018)\*\***

Is there any way Human Resources can stop sending emails from People Admin about performance management action items? It is my understanding this program is defunct and no longer in use.

**RESPONSE (from Harold Nally 3/27/18):**

We've been in contact with PeopleAdmin and notified them that employees are receiving unintended emails relating to performance management. PeopleAdmin has assured us they are working to resolve this concern.

Note: During Director Nally's presentation of the new performance evaluation forms, it was noted that MSU no longer owns the performance management module of People Admin. As such, the aforementioned emails should cease.

**\*\*CONCERN (submitted 3/14/2018)\*\***

The Adult Learning Center was moved to the Education Services Building July 2016. Shouldn't their geographical area be changed from area 1 to area 5 for staff congress voting purposes?

**RESPONSE (from Lora Pace):**

Yes, their area should be changed. However, The Credentials and Elections Committee is waiting until after the election to change areas associated with many of the offices pending relocations into ADUC, into and out of the Enrollment Services building, and other scheduled moves.

**\*\*CONCERN (submitted 3/22/2018)\*\***

If an employee is in KRS and his/her position is being reclassified to require a bachelor's degree, making it KTRS eligible - is that employee required to use KTRS, or could he/she at that point opt for an optional retirement plan?

**RESPONSE (from Harold Nally):**

Per KTRS: It has been determined that if an employee has already participated in a state retirement system (KRS), when circumstances change in their job position, they would be placed in the other state retirement system (KTRS). Employees will not be given the option of choosing an ORP retirement.

**\*\*CONCERN (submitted 3/22/2018)\*\***

In our current budget situation, are we exploring leveraging the Eagle Scholars program to generate tuition revenue? For students that don't have a demonstrated financial need, could this be a source of revenue? Peer institutions such as ECU charge these students a dual enrolled tuition rate beyond the \$300 state provided scholarship.

**RESPONSE (from Tim Rhodes 3/22/18):**

We are currently waiting to see what the state is going to do with the dual-credit scholarship program during their budget deliberations. This year, we will receive over \$500,000 in dual-credit scholarship funds. What we are working on with our Eagle Scholars program are some strategies to increase the matriculation rate of Eagle Scholars to MSU.

**\*\*CONCERN (submitted 3/27/2018)\*\***

General concern regarding vehicle traffic on campus. Cars exceeding speed limits, driving through stop signs, not slowing down or stopping at crosswalks, etc. Added to the problem is the increase bicycle use and not following general road rules for bicycles (riding on sidewalks, running stop signs, riding on wrong side of the street, etc.). Nicer weather will likely increase existing issues.

**RESPONSE not received as of 4/2/18.**

## Other Reports

### ***Staff Regent Report: Dr. Shannon Harr***

**Staff Regent Harr** had the following elections and approvals from the March 29 Board of Regents meeting:

#### Elections

- Kathy Walker – BOR Chair
- Wayne Martin – BOR Vice-Chair
- Sharon Reynolds – BOR Secretary
- Teresa Lindgren – BOR Treasurer

#### Approvals

- Approved SOAR: Vision & Strategic Plan 2018-2022.
- Approved tenure with promotion for five faculty members.
- Approved naming of the Golding-Yang Art Gallery.
- Approved naming of the Terry McBrayer Presidential Lecture Series in Government and Leadership.

### ***Human Resources Report: Harold Nally, Director of Human Resources***

**Director Nally** provided the group with a packet explaining the new performance evaluation forms and procedures. Two committees had been tasked with creating two evaluation forms, one for employees categorized as professional staff and one for all other employees not listed as professional staff. These forms, along with the evaluation procedure and category definitions, will be available via the MyMoreheadState portal, on the Human Resources – Forms page. The annual performance evaluation period will be April 1 through March 31, with evaluation forms being due to HR in April-May.

It was noted that merit pay is not on the table at all this evaluation period. Signing your evaluation means you have been informed of your evaluation, not necessarily that you agree with your scores. Employees are permitted to attach their comments or rebuttal to their evaluation should they be so inclined.

The following Q/A with Director Nally took place:

Q: Will Beth (Patrick) be doing evaluations for her current employees before she leaves?

A: We thought about that a few days ago. It would be very beneficial if she could do that for us before she leaves.

Q: Since we won't be using the People Admin software to do evaluations, will that save us money?

A: Yes, it did save us a little bit when we dropped the performance eval portion of People Admin. We will still have access to the job description info that was listed in People Admin.

Q: What is the timeline for updating job descriptions when you start evaluating and realize they need to be updated?

A: Hopefully there won't be many that need to be updated since job descriptions should already be relevant to what the employee is currently doing, but if updates need to be made get those in to HR as quickly as possible.

Director Nally would like to create a focus group after evaluations are completed for this year. The group would look at ways to make the evaluation process run more smoothly for the next period.

HR personnel changes: Shayla Dunn will be moving back to Payroll. Kayla Cundiff will be moving into Shayla's vacated Benefits position. HR will be working on a plan to cover the front office area after Kayla's move. HR will lose one employee in the coming months to retirement. Those duties will be absorbed by others in the office, and the position will not be re-filled.

### ***Cabinet Report: Beth Patrick***

**VP Patrick** was not in attendance and there was no report.

#### **OLD BUSINESS:**

No old business to report.

#### **NEW BUSINESS:**

No new business to report.

### **CAMPUS ANNOUNCEMENTS**

- Monday, April 9 through Wednesday, April 18 – Summer and Fall 2018 Advance Registration
- Wednesday, April 11 – Staff Regent Candidate Forum in Combs 413.
- Wednesday, April 11 and Wednesday, April 25 - Spring Social Ride Series #3 and #4: 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 16 and Tuesday, April 17 – Staff Congress Online Election
- Friday, April 20 – Earth Day Celebration and Sustainability Fair, 10:00 a.m. – 3:00 p.m. on the lawn of the Allie Young building.
- Friday, April 20 and Saturday, April 21 – SOAR
- Thursday, April 26 – President's Concert on the Lawn, Andrews Hall
- Friday, April 27 – MSU Campus Eagle Lake Clean Up, 10:00 a.m. – 4:00 p.m.
- Saturday, April 28 – MSU Gala at the Morehead Conference Center
- Monday, May 7 – Next STAFF CONGRESS MEETING in Combs Building 413 at 1:00 p.m.
- Don't forget to check [www.msueagles.com](http://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



## **Staff Employee Performance Evaluation Process**

### **Steps for Completing Performance Evaluation**

- Supervisor schedules a meeting with employee to review the employee's job description and goals (goal meeting used only for professional form).
- During meeting, or within a reasonable period, supervisor and employee determine goals (professional employee performance) evaluation period (April 1 to March 31)
- Supervisor finalizes evaluation, amending any rating as necessary after employee feedback, and enters goals.
- Supervisor provides evaluation to employee for signature.
- Employee signs evaluation acknowledging final evaluation.
- Supervisor signs evaluation.
- A copy of the evaluation is then offered to the employee.
- The original evaluation is then routed to the following administrators:
  - Unit/Divisional Supervisor(s) signs evaluation for informational purposes.
  - Vice President/President signs the evaluation verifying receipt of evaluation.
  - Vice President/President collects evaluations for all employees within their respective divisions.
  - Vice President/President sends divisional evaluations in bulk to Human Resources for placement in employees' official personnel files.

Supervisors are encouraged to keep copies as reference during the year with the employee.



# Professional Employee Performance Evaluation

Morehead State University  
 Human Resources  
 301 Howell-McDowell  
 606-783-2097

Employee Name		Department		Performance Year	
Employee ID #		Job Title		Evaluation Period	

Please rate the MSU Employee on each performance factor based on performance of the employee for the evaluation period indicated above. **(Employee performance evaluations will not be used to determine merit pay increases)**  
**Ratings of excellent and needs improvement require a statement in the comment section explaining the rating.**

Employee and supervisor have reviewed and discussed the employee's current assigned job description prior to completion of the performance appraisal. Yes  No

<b>Excellent:</b> Employee performs job duties above and beyond work expectations, consistently exceeded performance goals and supervisor's expectations; anticipated and took additional duties beyond major responsibilities.	<b>Successful:</b> Consistently performed job duties; work and behavior expectations consistently met; met performance goals and supervisor's expectations; completed and verified own work in a timely, accurate and thorough manner.	<b>Needs Improvement:</b> Did not consistently and/or accurately perform job duties; work and/or behavior expectations were not met; did not meet performance goals and/or supervisor's expectations; not consistently reliable in handling daily duties; requires more supervision than expected.
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**CORE EXPECTATIONS**  
 The evaluating supervisor will assess the employee according to their meeting the core expectations listed below. The evaluating supervisor must rate according to the evaluation rating provided above and provide comments where required.

CORE EXPECTATIONS	RATING	EVALUATING SUPERVISOR'S COMMENTS
<b>Job Knowledge and Skills:</b> understands concepts, methods, and techniques necessary to accomplish job duties.	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
<b>Communication:</b> actively listens, accepts and offers feedback, written materials are clear and concise.	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
<b>Planning and Productivity:</b> completes projects and assignments within specified time. Organizes and prioritizes appropriately.	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
<b>Resource Management:</b> Utilizes university resources effectively to meet operating objectives.	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
<b>Relationships with Customers, Colleagues and Coworkers:</b> provides quality customer service to all internal and external customers.	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	

**MAJOR RESPONSIBILITIES**  
 The evaluating supervisor will review the employee's job description and summarize the position's major responsibilities. Each listed major responsibility should account for at least 20% with a combined total of 100%. If necessary, minor responsibilities can be combined to equal 20%. The evaluating supervisor must rate according to the evaluation rating provided above and provide comments where required.

MAJOR RESPONSIBILITIES	RATING	EVALUATING SUPERVISOR'S COMMENTS
	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	

**Overall Evaluation Rating**



Excellent Successful Needs Improvement**PERFORMANCE EVALUATION SUMMARY**

The evaluating supervisor will determine an overall evaluation rating and provide a brief narrative that summarizes the employee's work performance, accomplishments or areas needing improvement during this evaluation period. If a rating of excellent or needs improvement is chosen, the evaluating supervisor must provide justification for the rating.

**Overall Evaluation Signatures****OVERALL EVALUATION SIGNATURES**

The evaluating supervisor should review the evaluation with the employee and discuss the evaluation ratings. Any ratings of needs improvement, the supervisor will provide the employee an improvement plan.

	Print Name	Signature	Date
Employee			
Evaluating Supervisor			
Divisional Unit Supervisor			
Received by Divisional Vice President or President			

***If the employee chooses not to sign the performance evaluation, they should use the employee's comments section or attach additional documentation to explain the reason they do not wish to sign the evaluation.***

**EMPLOYEE COMMENTS**

The employee will use the comment section below to make any comments specific professional about their evaluation and supervisor. This area can also be used to explain if the employee does not wish to sign the evaluation.

**GOALS**

The following goals have been agreed to by the employee and supervisor for the next performance evaluation period. **There must be at least three goals listed.**

1.

2.

3.

4.

Date submitted to immediate supervisor



# Employee Performance Evaluation

Morehead State University  
 Human Resources  
 301 Howell-McDowell  
 606-783-2097

Employee Name		Department		Evaluation Period	
Employee ID #		Job Title		Reviewer Name	

Employee and supervisor have reviewed and discussed the employee's current assigned job description prior to completion of the performance appraisal.  Yes  No Employee Initials \_\_\_\_\_ Supervisor Initials \_\_\_\_\_

Please rate the MSU Employee on each performance factor based on performance of the employee for the evaluation period indicated above. Evaluating Supervisor is required to provide comments for any core expectation marked as "Needs Improvement"

<b>Excellent:</b> Consistently performs job duties; work and behavior expectations consistently met; consistently exceeded performance goals and supervisor's expectations; anticipated and took additional duties beyond major responsibilities.	<b>Successful:</b> Consistently performed job duties; work and behavior expectations consistently met; met performance goals and supervisor's expectations; completed and verified own work in a timely, accurate and thorough manner.	<b>Needs Improvement:</b> Did not consistently and/or accurately perform job duties; work and/or behavior expectations were not met; did not meet performance goals and/or supervisor's expectations; not consistently reliable in handling daily duties; requires more supervision than expected.
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The evaluating supervisor should assess the employee according to their meeting the core expectations listed below. The evaluating supervisor must rate according to the evaluation rating provided above and provide comments where required.

CORE EXPECTATIONS	RATING	EVALUATING SUPERVISOR'S COMMENTS
<b>Dependability:</b> maintains a strong attendance record, is punctual, and displays a quality work ethic at all times.	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
<b>Job Knowledge and Skills:</b> understands concepts, methods, and techniques necessary to accomplish job duties.	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
<b>Communication and Attitude:</b> actively listens to supervisor and co-workers and expresses feedback effectively and in a professional manner. Maintains a positive and respectful attitude in the workplace toward others and the University.	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
<b>Team Oriented:</b> works effectively with others to achieve a common goal or complete a shared task. Willing to offer and receive assistance from coworkers as needed.	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
<b>Customer Service:</b> Demonstrates quality customer service to all students, faculty, staff and visitors of the campus.	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
<b>Planning and Productivity:</b> completes assigned tasks and projects within specified time. Organizes and prioritizes time and University resources appropriately.	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
<b>Adaptability:</b> is willing to accept change and adapt to differing work processes, conditions, assignments, goals and policies.	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	

## Overall Evaluation Rating

Excellent

Successful

Needs Improvement

### PERFORMANCE EVALUATION SUMMARY

The evaluating supervisor shall determine an overall evaluations rating and provide a brief narrative that summarizes the employee's work performance, accomplishments or areas needing improvement during this evaluation period. If an overall rating is "Excellent", the evaluating supervisor must provide justification for the rating. If an overall rating of "Needs Improvement", the supervisor and employee work with Human Resources to develop an Employee Improvement Plan. Employee Improvement Plan Form is available on the Human Resources webpage.

## Acknowledgement and Acceptance

### OVERALL EVALUATION SIGNATURES

The evaluating supervisor should review the evaluation with the employee and discuss the evaluation ratings. The employee's signature is verification that he/she has received the evaluation and had the opportunity to discuss it with their supervisor. The employee shall indicate whether or not they agree with the evaluation results.

	Print Name	Signature	date
Employee <input type="checkbox"/> I Agree <input type="checkbox"/> I Disagree			
Supervisor			
Division Vice-President or Senior Supervisor			

### EMPLOYEE COMMENTS

The employee shall use the comment section below to make any comments, suggestions or requests that they wish to have accompany their evaluation. If an employee marked that they disagree with their evaluation, the space below shall be used to explain why they do not agree. Attach additional comments if needed.