



**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
April 02, 2018**



MEMBERS:

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| 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.

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| Guests: | Harold Nally, Director of Human Resources; Dr. Shannon Harr, Staff Regent; Dr. Sue Tallichet, Chair of Faculty Senate; Chris Howes CIO/AVP Technology |
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Chair Purnell called the meeting to order at 2:06 p.m.

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| Motion: | To approve the minutes from the March 2018 meeting | |
| | Proposed: Rep. Fletcher | Seconded: Rep. Lynam |
| Called for Vote: | Motion passed. | |

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| Chair's Report | <p>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 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 any new optional plan.</p> <p>The following Q/A with Director Nally took place:</p> <p>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.</p> <p>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.</p> |
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| | <p>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?</p> <p>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.</p> |
| Vice-Chair's Report | <p>Vice-Chair LaFontaine reported that the website is up to date. The following Staff Salute was submitted for this month:</p> <p><i>Staff Salute: Christopher D. Howes</i></p> <p><i>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.</i></p> |
| Secretary's Report | No report. |

Committee Reports

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| Benefits & Compensation | <p>Committee Chair Craig 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.</p> |
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| Credentials & Elections | <p>Committee Chair Lora 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.</p> <p>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.)</p> <p>Interest in the upcoming Staff Congress Representative election is as follows:</p> <p>Area 1: 4 open seats, 6 employees running</p> <p>Area 2: 3 open seats, 5 employees running (potentially 3 more, pending nomination acceptance)</p> <p>Area 3: 3 open seats, 3 employees running</p> <p>Area 4: 3 open seats, 1 employee running (potentially 5 more, pending nomination acceptance)</p> <p>Area 5: 3 open seats; 3 employees running</p> <p>Staff Regent election: There are currently three (3) employees running, and one (1) employee pending nomination acceptance. A candidate forum will</p> |
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| | <p>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.</p> |
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| <p>Sustainability Report</p> | <p>Representative Holly Niehoff gave the following report:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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. |
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| <p>Staff Concerns</p> | <p>Committee Chair Cooper reported the following staff concerns were submitted since the March 2018 meeting:</p> <p>**CONCERN (originally submitted 2/27/2018)**</p> <p>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?</p> <p>RESPONSE: (information obtained by talking with Dr. Morgan reported by Dr. Shannon Harr during the April Staff Congress Meeting):</p> <p>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</p> |
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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 to accept 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 3/27/2018):

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.

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| | <p>RESPONSE (from Tim Rhodes 3/22/2018):</p> <p>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.</p> <p>**CONCERN (submitted 3/27/2018)**</p> <p>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.</p> <p>RESPONSE not received as of 4/2/18.</p> |
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Regent's Report: 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: HR Director, Harold 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 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 for 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: VP Patrick was not in attendance and no report was submitted.

Old Business: No old business to report.

New Business: No new business to report

Announcements:

- Saturday, April 7 - Einstein's Dreams Fun Run 5K. Sign in starts at 7:30 a.m. Race from 8:00 a.m. to 11:00 a.m. Proceeds go to support The Little Company's trip to Scotland for the International Collegiate Theatre Festival.
- Monday, April 9 – 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 Combs Building 413 1:00 p.m.
- Don't forget to check www.msueagles.com for upcoming MSU athletic events.

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| Motion: | To adjourn | |
| | Proposed: Rep. Lynam | Seconded: Rep. Holbrook |
| Called for Vote: | Passed | |

Chair Purnell adjourned the meeting at 3:16 p.m.

Minutes submitted by: Jessica Thompson