



**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
May 07, 2018**



**MEMBERS:**

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

\*Denotes member was absent.

<b>Guests:</b>	Dr. J. Morgan, President; 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 1:00 p.m.

<b>Dr. J. Morgan, MSU President</b>	<p>After a hectic legislative session, MSU’s reduction to state-appropriated funding landed at 6.7%, roughly 2.8 million dollars in cuts from the state budget.</p> <p>The state average in cuts to higher education was 6.25%. MSU will also lose an extra \$200,000, the amount budgeted for the Folk Art Center. The Center will not close on June 30<sup>th</sup>, but will be funded for another 6 months with Foundation money. The future of the Folk Art Center after January 2019 has yet to be determined. President Morgan has approached various organizations, including a corporate sponsor and county, city, and tourism officials, but no arrangement has emerged.</p> <p>State legislators delayed the increase of KERS employer contributions by one year. Contributions to KTRS are now also projected to increase to 30% or more in 2020 or 2021. Morgan explained there may be no other choice but to contract out more jobs in the years to come. While whole units would - hopefully - not be outsourced all at once, vacancies will be eliminated and work will subsequently be contracted. Some of this is already occurring in Information Technology and Facilities departments.</p> <p>MSU will no longer have to pay the 5.1% tax for ORP retirement system participants beginning July 1, with a projected half a million dollars in savings per year. Morgan would like to educate new employees to see the</p>
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	<p>benefits of joining the ORP retirement program if they are eligible. The employer contribution rate is 8%.</p> <p>The General Assembly discontinued tuition waivers between state higher education institutions. This will not affect MSU employees using tuition waivers at MSU. Various university presidents are discussing allowing current enrollees to finish their degrees but no decisions have been finalized.</p> <p>MSU spends \$2779 per student on administrative and student services costs, while benchmark institutions spend around half of that. UT Martin spends \$1251 per student and Truman State spends \$1300. In Kentucky's performance funding model, universities do not get credit for expensive administrative and support costs.</p> <p><b>Question from Representative Pace:</b> Will we be able to handle more students with fewer faculty and staff if enrollment were to go up?</p> <p><b>President Morgan:</b> The phased retirements and other voluntary separations have left some money for adjuncts and some full-time faculty. All courses are funded but FYS still needs instructors. 30-35 staff were asked to teach with a fractionalized workload.</p> <p><b>Representative Pace:</b> Our Diversity Officer recently left the university. I am also concerned that many faculty and staff of color are leaving.</p> <p><b>President Morgan:</b> We have hired Dr. Caroline Atkins, who created the state's diversity plan, to replace Charles Holloway. She will begin work July 1 and will also teach in the Department of Sociology, Social Work, and Criminology.</p>
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Chair Purnell suspended the agenda temporarily to allow Regent Harr to give his report early.

**Regent's Report:** Staff Regent Harr reported the Board of Regents would meet Thursday, May 10 for a work session. They will approve the phased retirement contracts for faculty and will hear reports from the healthcare and facilities taskforces which have been working to find cost-savings in those areas of the budget. Paul Goodpaster will be recognized for his service as Chair and as a member of the Board. Properties will also be discussed in closed session. The golf course is still up for sale.

The quarterly meeting of the Board of Regents will be held June 7 and a new budget will be approved.

<b>Motion:</b>	To approve the minutes from the April 2018 meeting	
	<b>Proposed:</b> Rep. Pace	<b>Seconded:</b> Rep. Alan Rucker
<b>Called for Vote:</b>	Motion passed.	

<p><b>Chair's Report</b></p>	<p>Chair Purnell began her report by congratulating Representative Maxey's husband, John, for his appointment as Superintendent of Rowan County Schools.</p> <p>The annual employee appreciation picnic is Tuesday, May 8 from 10:45 a.m. – 1:30 p.m. with a carnival foods theme.</p> <p>The Dr. Shannon Harr scholarship fund will give an annual \$500 award to a student from West Carter High School attending Morehead State as a freshman.</p> <p>Chair Purnell presented a certificate of appreciation to Vice-Chair LaFontaine and recognized her for her service as a Staff Congress representative for nearly two decades, as well as for her work on the Executive Council. Margaret will retire from Morehead State University in May.</p> <p>The Executive Council agreed it would be nice to recognize Staff Salute nominations by presenting a certification of appreciation at Staff Congress meetings. If saluted employees were willing, a picture would be published in the monthly newsletter.</p> <p>The Staff Congress Secretary is looking into social media accounts for the organization.</p>
<p><b>Vice-Chair's Report</b></p>	<p>Vice-Chair LaFontaine reported the website would be updated with the newly elected representatives.</p> <p><b>Staff Salutes:</b></p> <ol style="list-style-type: none"> <li>1) <b>Thomas Murphy</b> - Tom is a Senior Database Research Analyst in the Office of Institutional Research and Analysis. With the recent retirement of Mark Schafer, Tom has worked hard to assume some very complicated reporting responsibilities for MSU. He is doing an excellent job and we appreciate his hard work.</li> <li>2) <b>Office of Research &amp; Sponsored Programs</b> -I would like to thank everyone who made the Celebration of Student Scholarship such a success this year. To the moderators, judges, participants and mentors. This is an incredible event to in which to participate.</li> </ol>
<p><b>Secretary's Report</b></p>	<p>Secretary Rucker reported there is \$1732.62 in the supplies budget with another \$191.98 encumbered for supplies. \$500.00 was paid for professional development programming. Staff Congress's new member orientation, luncheon, and regular meeting are being scheduled for Monday, June 4 and details will follow. A meal from Pop's BBQ will be provided.</p>

**Committee Reports**

**Benefits & Compensation**

Committee Chair Dennis thanked the Office of Human Resources and, particularly, Karen Napier for working with the Benefits and Compensation Committee on reviewing and updating the language all employee policies on the website. Dennis hopes these changes will be finalized in June.

The committee would like an update from OHR regarding the elimination of the dental insurance coverage. OHR Director Nally reported they are taking bids for new dental contracts with a deadline of Friday, May 11. He hopes that a dental plan will be available starting July 1 for employees to enroll in and purchase through a payroll deduction. The period of coverage would be from July 2018 – December 2019.

At the request of Staff Congress, Nally presented usage statistics for dental insurance usage for January 2017 – December 2017. Around 67% of 1,792 dental coverage enrollees (including employees and family members) submitted claims for care.

Preventative Care – 707 members (39%)  
Treatment – 290 members (16%)  
Emergency or Extensive Care – 212 members (12%)  
No usage – 583 members (33%)

Chair Purnell read the following statement from the Executive Council of Staff Congress:

*The Staff Congress Executive Council and Staff Regent would like to reassure all constituents of our diligence in encouraging the Administration to retain dental insurance benefits for Morehead State University employees. On numerous instances, we have requested this program continue to be included in future compensation packages. Despite our efforts, it appears maintaining dental benefits will not be feasible, given the current financial situation and resultant reduction in state appropriations. Any alteration or forfeiture of benefits further reduces the staff compensation package. However, to retain dental benefits as currently funded, cuts would have to be made elsewhere to compensate for the expense of approximately \$325,000 to \$350,000. Those cuts would most likely come in the form of employee positions. We appreciate the efforts of President Morgan and the Office of Human Resources to seek alternative dental insurance plans for voluntary enrollment. Staff Congress and the Staff Regent will continue to advocate and work on behalf of all staff at Morehead State University, no matter the issue.*

Committee Chair Dennis asked Director Nally to please update staff on any proposed healthcare changes and cost increases. Since the cost-saving measures of the healthcare taskforce would not be proposed to the Board of Regents until the May 10<sup>th</sup> work session, Director Nally was not willing to

	present this information to the Staff Congress. The Board of Regents will not formally vote to approve any changes until the June 7 <sup>th</sup> quarterly meeting.

<b>Credentials &amp; Elections</b>	<p>Committee Chair Pace reported the following Staff Congress membership and Staff Regent election results, effective as of July 1:</p> <p>Staff Regent: Craig Dennis</p> <p>Staff Congress Representatives:</p> <p><b>Area 1 :</b> Joe Hunsucker (2021), Clarissa Purnell (2021), Andrea Fryman (2020), Shana Savard-Hogge (2020), Sabra Lowe (2019), Tina McWain (2019)</p> <p><b>Area 2 :</b> Karla Hughes (2021), Lora Pace (2021), John Haky (2020), Alan Rucker (2019), Laura Rucker (2019), Krista Utterback (2019)</p> <p><b>Area 3 :</b> Krys Lynam (2021), Kerry Murphy (2021), Susan Maxey (2020), Gabria Sexton (2020), Sherry Surmont (2019), Jessica Thompson (2019)</p> <p><b>Area 4 :</b> Sharon Cooper (2021), Gardner May (2021), Mica Collins (2020), Jarred Hunt (2019), David Litteral (2019), Garrick Ratliff (2019)</p> <p><b>Area 5 :</b> Jamey Carver (2021), Rhonda Ferguson (2021), Richard Fletcher (2020), Amanda Holbrook (2020), Benji Bryant (2019), Holly Niehoff (2019)</p> <p>Note: the year indicates end of term</p> <p>While there were several questions from employees about campaigning tactics (i.e. personal social media, email), there were no grievances filed and no campaign violations were found to occur.</p> <p>Due to reported instances of the electronic ballot email being filtered into the Outlook Clutter folder, IT has provided instructions on how to turn off the Clutter process if an employee desired to do so. These instructions will be attached to the May 2018 Staff Congress Newsletter.</p> <p>Committee Chair Pace expressed many thanks to Courtney Andrews in Institutional Research for facilitating the online election processes.</p> <p>Staff Congress Officer Elections for the Chair, Vice-Chair, and Secretary positions will occur at the June 4<sup>th</sup> meeting. If representatives are interested in running, nominations and statements of interest are due in writing to Committee Chair Pace by May 21, 2018. These will be posted to the Staff Congress website on May 28.</p>
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<p><b>Sustainability Report</b></p>	<p>Representative Holly Niehoff reported the university's Sustainability Committee would welcome new members. The committee will resume meetings in August.</p> <p>Representative Pace praised the committee for their fantastic work on Earth Day festivities. SOAR visits were happening simultaneously and visiting families enjoyed these events.</p>
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<p><b>Staff Concerns</b></p>	<p>Committee Chair Cooper reported the following staff concerns were submitted since the April 2018 meeting:</p> <p><b>**CONCERN (originally submitted 3/27/2018)**</b></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><b>RESPONSE (from Chief Merrell Harrison):</b></p> <p>We will increase patrol to try to locate these violators. We will also send out some PSA's on our social media regarding traffic safety. Thank you for sharing your concerns.</p> <p><b>**CONCERN (submitted 4/6/2018)**</b></p> <p>I noticed that Health Equity lists 12/31/2018 as the effective end date for my LPHRA. Does this mean that I must spend the balance in the account by that date? If I don't spend all the money in the account, what happens to the balance? Does Health Equity get to keep it or will it be returned to MSU?</p> <p><b>RESPONSE (from Harold Nally):</b></p> <p>All accounts with Health Equity are associated with our Anthem Insurance and each year insurance begins 1/1 and ends 12/31. During open enrollment we select our insurance for the following year. The only reason it has an end date is because that rolls in from Anthem. The LPHRA account will continue as long as you are employed with MSU. Once you leave the university anything in that account will revert back to MSU.</p> <p><b>**CONCERN (submitted 4/18/2018)**</b></p> <p>I am very concerned that MSU is not developing new academic programs or innovative delivery for programs. At the same time, we are also not eliminating low enrollment programs as part of our budget cutting processes. Every other university in the state is doing this work (and being</p>
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aggressive about it as well) and will be in better position to grow in the future than we will be as a result.

**RESPONSE (from Steve Ralston):**

Perhaps unlike many of our sister state institutions, we have been actively engaged in strategic planning around our academic programs during the last four years. Among the results of the 2014-2015 Self-Study were the elimination and modification of some academic programs, including the loss of faculty lines. With the end of the Self-Study we put into place a process whereby new academic programs might be launched that hold market value. Since then, the successful family nurse practitioner graduate degree and the BSN spring cohort have been added, among others. In addition, we created the most robust and successful Winter term in the state. The Winter term provides students with increased opportunity to progress toward graduation.

**\*\*CONCERN (submitted 4/20/2018)\*\***

Is there or will there be an option to use 2 Factor Authentication with our Eagle Accounts? Thanks.

**RESPONSE (from Chris Howes):**

Two factor authentication, also known as multi factor authentication, provides an extra layer of security. Two factor authentication often uses mobile phone SMS technologies for facilitating the authentication process. Currently, the MSU technology environment is not conducive for two factor authentication. However, we continue to evaluate technologies that improve our cybersecurity posture, including two factor authentication.

**\*\*CONCERN: (submitted 4/25/2018)\*\***

Can we get two-factor authentication for our Eagle accounts?

**RESPONSE :**

See answer to previous question.

**\*\*CONCERN (submitted 4/27/2018)\*\***

I am requesting clarification for those employees who have opted to sever employment with the university, through voluntary separation, retirement or 'phase' retirement. How long after leaving MSU does a departing employee have to exhaust funds in an FSA, HRA, HSA or LPHRA?

**RESPONSE (from Harold Nally):**

If an employee has remaining funds in an HRA, FSA and/or a LPHRA these dollars are forfeited by the employee when they leave the

	<p>university. The HSA is owned by the employee and they are entitled to take this account with them when they leave the university.</p> <p><b>**CONCERN (submitted 5/1/2018)**</b></p> <p>If employees are laid off due to budget constraints, will they be eligible for unemployment benefits?</p> <p><b>RESPONSE (from Harold Nally):</b></p> <p>Human Resources will not tell a departing employee if they will be eligible for unemployment benefits. We inform employees they may sign up for unemployment benefits with the Office of Employment and Training, Division of Unemployment Insurance. This agency will make the determination as to the person's eligibility. Morehead State University in the past has not contested unemployment benefits for laid off employees.</p> <p><b>**CONCERN (submitted 5/2/2018)**</b></p> <p>It's getting very close to the time that we will be losing our dental insurance. Would like to know if there will be a six month gap; what our options are for that time frame (COBRA?); and what will be offered/covered starting in January 2019.</p> <p><b>RESPONSE (from Harold Nally):</b></p> <p>There's a dental coverage RFP out with a Friday, May 11 deadline. The plan is for alternatives to be available July 1 with a payroll deduction option. HR is looking into whether a person would be able to put additional funds into their FSA account.</p>
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**Human Resources Report:** Director Nally reiterated his previous discussion of dental insurance participation of 67% of dental insurance plan holders.

The deadline for performance evaluations is Friday, May 11. OHR has received questions about the performance development plan used if improvement is needed, which is being drafted and should be ready soon.

**Cabinet Report:** A new cabinet liaison to Staff Congress will be appointed at a later date.

**Old Business:** No old business to report.

**New Business:** No new business to report

**Announcements:**

- Sunday, April 29 through Friday, May 11 – The Camden-Carroll Library will be open extended hours. See <http://www.moreheadstate.edu/Academic-Services/Library/Hours> for full schedule.

- Monday, May 7 through Friday, May 11 – Finals Week
- Tuesday, May 8 – Annual Employee Service and Recognition Picnic: 10:45 a.m. – 1:30 p.m. on the Allie Young Lawn
- Saturday, May 12 – Commencement Ceremony: 10:00 a.m. and 2:00 p.m.
- Saturday, May 12– Summer hours at the Recreation and Wellness Center:
  - Monday – Friday: 6:00 a.m. to 8:00 p.m.
  - Saturday: 9:00 a.m. to 4:00 p.m.
  - Sunday: 3:00 p.m. to 8:00 p.m.
- Tuesday, May 15 – Grades due in the Registrar’s Office by 10:00 a.m.
- Monday, May 21 through Friday, June 1 – Summer Intersession
- Monday, May 28 – Memorial Day: University Closed
- Monday, June 4 – Summer 1 Session begins
- Monday, June 7: The next STAFF CONGRESS meeting will be at the Baptist student center (BCM) on University Street and will include a new member orientation and luncheon before the regular meeting at 1:00 p.m.
- Don’t forget to check [www.msueagles.com](http://www.msueagles.com) for upcoming MSU athletic events

<b>Motion:</b>	To adjourn	
	<b>Proposed:</b> Rep. Fletcher	<b>Seconded:</b> Rep. LaFontaine
<b>Called for Vote:</b>	Passed	

Chair Purnell adjourned the meeting at 2:14 p.m.

Minutes submitted by: Laura Rucker