



**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
July 9, 2018**



MEMBERS:

Jamey Carver	John Haky	Sabra Lowe*	Kerry Murphy*	Laura Rucker
Mica Collins*	Amanda Holbrook	Krys Lynam	Holly Niehoff*	Shana Savard-Hogge
Sharon Cooper	Karla Hughes	Tina McWain	Lora Pace	Gabria Sexton
Rhonda Ferguson	Joe Hunsucker	Susan Maxey	Clarissa Purnell	Sherry Surmont
Richard Fletcher	Jarred Hunt	John Mahaney	Garrick Ratliff	Jessica Thompson
Andrea Fryman	David Litteral	Gardner May	Alan Rucker*	Krista Utterback

*Denotes member was absent.

Guests:	Dr. J. Morgan, President; Kim Oatman, AVP Facilities & Operations; Harold Nally, Director of Human Resources; Chris Howes, CIO; Craig Dennis, Staff Regent; Dr. Sue Tallichet, Chair of Faculty Senate; Xavier Scott, Instructional Designer; Carry Harris, College of Education
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Chair Purnell called the meeting to order at 1:00 p.m.

Motion:	To approve the minutes from the June 2018 meeting.	
	Proposed: Rep. Lynam	Seconded: Rep. Holbrook
Called for Vote:	Motion passed.	

Chair's Report	<p>Chair Purnell reported the president informed constituency leadership of the following:</p> <ul style="list-style-type: none"> • MSU cut \$11.5 million from its budget, \$9 million of which was in savings from personnel reductions. • The 2018-2019 operating budget was conservatively built around an incoming class of 1200 freshmen. Assuming this, the budget is balanced. • Retention from Fall 2017 to Spring 2018 was lower than expected. • President Morgan will meet with leadership in July to assess further instructional needs for FYS and course vacancies. Currently, 15-20
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	<p>FYS instructors are still needed. Some staff with baccalaureate degrees may be asked to teach.</p> <ul style="list-style-type: none"> • A 5% budget reserve has been established. • The Office of Human Resources is further investigating different options for healthcare plans for 2019. • The president’s healthcare taskforce will meet again on July 31. • Butler Hall will be razed. • Budget losses continuing over at least the next three years include: <ul style="list-style-type: none"> - the KERS employer contribution increase in 2019, - the KTRS employer contribution increase in 2021, - the loss of the Saudi student enrollment contract, - the state’s performance funding model from which MSU does not benefit, - and fixed facilities costs. • MSU will lose \$3.8 million in the state’s performance funding model in 2021 unless the model is revisited. • Custodial services for the CHER building have been outsourced, but the building and its operations will remain under the control of MSU. • Some jobs may be outsourced as vacancies occur but the president does not want to do any mass outsourcing as a budget-cutting strategy. • President Morgan is putting together a committee to discuss alternative work schedules for summer 2019. He will take proposals for energy savings, etc. Chair Purnell noted there is no intention to reduce pay. <p>Chair Purnell also reported the supplies budgets for Staff Congress and Faculty Senate had been reduced from \$2000 to \$950 for the new fiscal year. The reduction in the supply line was agreed to by the Chairs prior to implementation.</p> <p>A joint resolution between Staff Congress and Faculty Senate has been drafted to address the loss of employee positions and the loss of benefits. A vote will be taken in the New Business portion of the meeting.</p>
Vice-Chair’s Report	<p>Vice-Chair Pace reported there were two Staff Salutes submitted online since the June meeting. Staff Congress would like to begin presenting certificates to these outstanding employees and departments. Xavier Scott received the</p>

	<p>certificate for the Instructional Design team. Carry Harris received the certificate commending her and faculty member Dr. Tim Simpson.</p> <p>Staff Salutes:</p> <p><i>David Flora and Instructional Design Team– I would like to nominate David Flora and his team for their commitment to providing excellent customer service and the resources and training staff who were fractionalized need before they start their teaching experience this fall. I have heard nothing but positive feedback from this group and their support of staff and all instructional personnel. – submitted 6/7/2018</i></p> <p><i>Carry Harris and Tim Simpson-This past week, MSU had over 60 doctoral students from across Ky and the south on campus for a series of classes. During this time the AC went out in Ginger Hall. Dr. Simpson and Cary worked to move all classes to other buildings. They also served lunch during these days. They are an excellent example of servant leadership. I am glad that I get to work alongside people who put students first and will work to do what is best. – submitted 6/21/2018</i></p>
Secretary's Report	Secretary Rucker reported there is a balance of \$950.00 in the supplies budget.

Committee Reports

Benefits & Compensation	<p>Committee Chair Savard-Hogge reported the committee work for the year will include reviewing university policies, examining the issues of reclassifications and reassignments, proposing ideas for a supervisory toolkit, possible resource support opportunities for fractionalized staff, and discussion of proposed healthcare policies.</p> <p>Discussion:</p> <p>Regent Dennis asked how the workloads for fractionalized staff will be decided and if equivalent time off could be utilized. Committee Chair Savard-Hogge pointed out there may be inconsistencies in how this would be dealt with across campus, considering that split between teaching and job duties would be decided by supervisors. Chair Purnell and Faculty Senate Chair Tallichet indicated they had received positive feedback regarding faculty mentorship of staff teachers. Tallichet suggested staff look into using graduate assistants for grading or to help fill needs in work distribution.</p> <p>Regent Dennis asked if HR had given supervisors guidelines or training to deal with redistributing workloads. OHR Director Nally wondered if some feedback could be gathered on this topic to assess the concerns.</p> <p>Representative Hughes expressed concern that staff with master's degrees might be unusually burdened by fractionalized workloads while co-workers</p>
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without master's degrees making the same amount of money would not. President Morgan pointed out that ECU cut all of their professional advisors and that he preferred to utilize qualified staff in the classroom rather than have to eliminate more positions. Vice-Chair Pace indicated that staff with bachelor's degrees and partial master's degrees may be asked to teach First Year Seminar because there is still a need. Director Nally and President Morgan agreed there would be more discussions on how to iron out the kinks in the fractionalized load strategy and the Benefits & Compensation committee will be involved in those discussions going forward. President Morgan plans to lead by example by teaching courses himself.

<p>Credentials & Elections</p>	<p>Committee Chair Lynam welcomed new members Jamey Carver, Sharon Cooper, Rhonda Ferguson, David Litteral, John Mahaney, Gardner May, Garrick Ratliff, Gabria Sexton, and Krista Utterback to their first official meeting.</p> <p>Lynam reported the Credentials & Elections committee met on June 25 to discuss updating representative constituency lists, the value of standing university committees, the verbiage of Staff Congress bylaws, term limits of officers taking over at mid-term, and redistricting Staff Congress representational areas once ADUC has been reopened.</p> <p>Committee Vice-Chair Maxey reported the following staff concerns were submitted since the May 2018 meeting:</p> <p>**CONCERN (submitted 6/14/2018)**</p> <p>Why were wages garnished for not meeting the wellness pledge? I cannot use the HSA to buy groceries; I CAN use my paycheck to buy groceries. While the HSA has significant monetary value, it is not the same as my wages. It does not equate to cash. My paycheck equates to cash that I can spend anywhere. I do not think this is legal.</p>
<p>Staff Concerns</p>	<p>RESPONSE (from Harold Nally 6/25/2018):</p> <p>Employees sign the pledge to complete the Live Well Pledge during Open Enrollment with the understanding they are making a commitment to fulfill the following requirements by May 31, 2018. They are</p> <ol style="list-style-type: none">1. Complete the Personal Health Assessment on the wellness portal (10 WellPoints) AND2. Complete ONE (1) of the following:<ul style="list-style-type: none">- Biometric Screening on campus (10 WellPoints)- Preventive Care Exam by Personal Health Care Provider (10 WellPoints)

The statement on the Live Well website explaining recovery of funds from employees that did not meet their pledge reads as follows:

MSU expects employees and their spouses to stand by their Live Well Pledge; therefore, if you break your pledge you will be expected to pay back the \$100 HRA/HAS contribution, which will be deducted equally from your June 15 and 30 2018 pay.

Director Nally noted during the July Staff Congress meeting that 179 employees did not meet the requirements of their pledge.

****CONCERN (submitted 6/19/2018)****

I find it very ironic that as a university we are in a budget crisis where people are getting laid off, no raises, no extra pay for teaching classes, but yet HR and the President seems to be able to find money to constitute two increases in the HR office. Back dating them at that when neither is doing the duties as their title states.

RESPONSE :

Director Nally relayed during the July Staff Congress meeting that HR had eliminated two positions as these reassignments were made and lost a third due to retirement. President Morgan also addressed this issue during the July Staff Congress meeting, saying these reassignments were made before a UAR dealing with salary increases was changed. As the plans for workforce reduction were made, 5 or 6 positions were categorized as positions to compensate accordingly. The reassignments were not exclusively in the Human Resources department and the increases in pay were recommended by an outside attorney.

****CONCERN (submitted 6/20/2018)****

I have a concern pertaining to the Healthcare Taskforce and the strict confidentiality / directive not to share information with Staff Congress. Can HR or the President's office please explain why the discussion and recommendations were to be kept secret from Staff Congress? The lack of transparency is troubling. Shouldn't staff be a part of the discussion, or at least be given a chance to provide feedback before the recommendations are put to a vote at the Regent's level?

RESPONSE (from Harold Nally):

Director Nally responded during the meeting to this issue and will further address the taskforce's proposals during his HR report:

The Board of Regents were presented this information but they do not vote on health insurance proposals. The Sibson data that the taskforce used to build their proposals is proprietary and should not be distributed. As these

were just proposals, Nally did not feel it appropriate to present this information to Staff Congress at the time.

****CONCERN (submitted 6/25/2018)****

If employees retired May 31, 2018 and subsequently completed all the requirements for the LiveWell program on May 31, 2018, why do they not get the incentive money?

I know they are not employed as of July 1, 2018, but is there something in writing that would allow retirees to know they would not receive the incentive money prior to their retirement? It would seem if an employee completed the requirements by the deadline and were employed the day of the deadline, they would be eligible. –follow up question from Chair Purnell

RESPONSE (from Harold Nally):

Wellness incentives for Phase 1 are deposited into an HRA or HSA on July 1. HRAs terminate after the last day of employment, so if an employee separates prior to July 1, they no longer have an HRA in which to deposit funds. If the employee has an HSA, after separation from employment, MSU is no longer the HSA sponsor, thus does not have access to the former employees HSA (personal bank account) to deposit funds.

In reviewing our benefits materials I did not see a statement that addresses this employee's concern. Human Resources will include a statement concerning HRA/HSA and separations prior to July 1 in future benefits and open enrollment guides. We will communicate this as well during our open enrollment session.

****CONCERN: (submitted 6/25/2018)****

I would like to know how and why employees in HR were re-classed and given raises while we are in such budget constraints. It is my understanding that an employee in HR received a re-class and has less responsibilities than before the re-class but still received an \$8,000 per year raise. MSU just laid off several people but now we have funds to re-class and give raises to HR employees. I just find this ironic, and such a timeless issue. For the whole time that I have been employed at MSU, HR somehow manages to re-class most, if not all of the employees in the department without additional duties being added to their job descriptions. If we have funds to re-class HR employees then why are we not paying the staff members who are being asked/forced to teach classes? These individuals are taking on additional responsibilities but not being compensated for it, while jobs are being re-classed in HR and duties are being removed from their job descriptions and they are receiving pay raises.

RESPONSE (7/6/2018 email from Harold Nally):

Thank you for your concern. We understand the perception, especially without knowing the facts surrounding staffing in Human Resources.

There have been numerous reassignments of personnel across campus. These staffing reassignments have occurred for various reasons, mostly because of retirements, resignations and or layoffs. Employees are realigned in a manner to make best use of an employee's skill and ability so that delivery of services will continue with the least disruption (internal and external to the university). Reassignment actions can affect an employee in three different ways. An employee may: 1) receive an increase to salary because of reassignment to a higher grade, 2) maintain current salary because of a lateral move, or 3) receive a decrease to salary because of reassignment to a lower grade.

Personnel leaving the University for whatever reason included staff in the human resources office as well. The HR Office has had three experienced employees either retire or resign this past fiscal year. There were two losses recently with the retirement of the Employment and Records Manager and the movement of our Benefits Manager to Payroll to address the staffing shortage in the Payroll Office. To address service levels, it was critical the office realign duties. A reorganization was put into place, and compensation was provided in accordance with UAR 324.03. Notice of these reassignments was given prior to the President's amendments to UAR 324.04. This regulation has been consistently applied for not only these reassignments, but also for those across campus that took place prior to the changes to UAR 324.04.

Furthermore, the Office of Human Resources was mandated to eliminate two positions from our budget. The positions eliminated were Human Resources Specialist and Employment & Records Manager. The individual holding the Human Resources Specialist position was reassigned to the Benefits Manager position when becoming vacant. The duties of the Employment & Records position was consolidated into the HR Employment Specialist position. The lower level positions were eliminated and the higher level positions were maintained in order to continue operations in the Benefits and Employment areas.

Director Nally would like to clarify the employee did not receive an \$8,000 increase and that figure is incorrect.

See also meeting discussion from previous question regarding HR reassignments.

****CONCERN (submitted 5/14/2018)****

I've noticed a ton of greenery/flowers being planted across campus, which all look great initially. However, after a few days they look neglected and dead. Is anyone responsible for watering flowers after they are planted? They ones directly outside my office looked so terrible I have started watering them myself.

RESPONSE (from Kim Oatman 6/25/2018):

In the spring we do a lot of planting and we do have a Grounds Crew responsible for following up with maintenance of our plants. We rely as much as possible on the rain, but we do water when necessary. Thanks for helping us out with the watering.

****CONCERN (submitted 7/2/2018)****

Health Care: I am concerned with the proposed increase in our individual Health Care costs. The increase in the cost of carrying your spouse is misguided. While a spouse may be able to attain coverage from their workplace, the choice to be included in your spouse's program helps decrease the cost of coverage because of sheer numbers. Also, while I am not a smoker, I feel it is unfair to increase their surcharge when having diabetes or other health concerns are at least as detrimental. What about removing the option of FREE health care given to an MSU employee whose spouse is also an MSU employee. Was there any discussion of basing the cost of individuals health care on their income from MSU even discussed? I would like for Staff to be made aware of the options that were considered to decrease MSU's health care costs and how the decision to increase surcharges and decrease incentives was decided upon. I feel there may be other options to explore. Thank you for your time.

RESPONSE (from Harold Nally 7/6/2018):

At the July Staff Congress meeting, Director Nally pointed out that claims made by employee spouses constituted a large portion of the costs that the University pays, indicating that spouses are expensive to cover. He felt that a substantial tobacco surcharge was self-explanatory.

****CONCERN (submitted 7/2/2018)****

My concern is the air conditioning in the buildings which are shut off during the weekends. Consistently when we walk in on Mondays, it is similar to sauna-like temperatures. We are located in Ginger Hall and the conditions create lower productivity because of the heat as well as low morale. Of course the Howell McDowell bldg remains to be air conditioned. I understand the need to cut unnecessary air to certain buildings but let me assure you that it is not cost feasible to cut the air off during the weekend to

	<p>buildings where there is academic work being done, it is both a distraction and an ongoing nuisance throughout the day. We had a student come in for advising and they were astounded at the temperature of our building. This does not set a good tone for the students nor does it for the remaining employees. We understand cutbacks are necessary but I feel this is affecting the morale, productivity and health of the employees.</p> <p>RESPONSE (from Kim Oatman 7/2/2018):</p> <p>The cooling problem in Ginger is due to mechanical malfunctions of the chiller, cooling tower and control system. It is not caused by the weekend shut-off procedures. We do dial temperatures back in certain buildings over the weekends to save energy, but Ginger is not one of those buildings. We are working hard to resolve the cooling system malfunction and hope to have it corrected soon.</p> <p>Thanks and sorry for the inconvenience. KHO</p> <p>Mr. Oatman also attended the July Staff Congress meeting to address any further questions about facilities.</p>
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Regent's Report: Due to time constraints, Staff Regent Dennis was not able to give a report during the meeting, but subsequently submitted the following dates of interest:

Wednesday, July 11 - Constituency Leaders meeting with Dr. Morgan

Tuesday, July 31 - Meeting with Dr. Morgan

Thursday, August 9 - Board of Regents Training and Board of Regents work session

Human Resources Report: Director Nally reported the following:

- New dental insurance cards have been distributed and should have been received by enrollees. 276 employees signed up for the Basic Plan and 246 signed up for the Buy Up Plan. Including employee dependents, those numbers total 586 enrolled in the Basic Plan and 542 for the Buy Up Plan.
- Supervisors should be aware that the performance improvement plans (PIP) are to encourage growth in employees and to address performance deficiencies. Supervisors who are considering implementing a PIP should contact Harold Nally (h.nally@moreheadstate.edu) or Michelle Hardin (m.hardin@moreheadstate.edu) via email to schedule a consultation meeting.
- The healthcare taskforce's proposals to the Board of Regents were informational and were not voted upon. The taskforce included Harold Nally, Suzanne Hogge, Teresa Lindgren, Amy Moore, Clarissa Purnell, Dr. Greg Russell, Dr. Shannon Smith-Stephens, Dr. Timothy Thornberry, and Trace Webster. These members gathered feedback from constituents and constituency leadership, but did not conduct a formal survey of employees regarding the prioritization of benefits.
- The taskforce had the specific purpose of finding 1.5 million dollars in savings in university healthcare costs.
- Recommendations of the taskforce included suspending employer contributions to HRA

accounts, reducing employer contributions to HSA accounts by 50%, increasing the monthly spousal surcharge to \$150, increasing the tobacco user surcharge to \$200 per month, suspending wellness incentives, and evaluating various monthly premium models.

- The taskforce will meet again once new RFPs for monthly premiums have concluded. Decisions regarding 2019 healthcare plans will be made throughout the fall in order to be ready for open enrollment.

Cabinet Report: A Cabinet liaison has not yet been assigned to Staff Congress; however, as President Morgan regularly attends meetings of Staff Congress, assignment of a cabinet liaison is not currently necessary.

Old Business: No old business to report.

New Business: There was a motion to pass a joint resolution with Faculty Senate regarding the reduction of workforce and the reduction of employee benefits. The members of Faculty Senate will review this resolution in the fall.

Motion:	To pass a joint resolution with Faculty Senate.	
	Proposed: Rep. Thompson	Seconded: Rep. Rucker
Called for Vote:	Motion passed.	

Announcements:

- Thursday, July 17: There will be SOAR events on campus from 10:00 a.m. to 1:30 p.m.
- Thursday, July 19: There will be SOAR events at the Mt. Sterling campus from 9:00 a.m. to 12:00 p.m.
- Friday, July 27: Summer 2 Session ends.
- Sunday, August 5: Early arrival move-in begins for students with approved campus activities.
- Monday, August 6: The next Staff Congress meeting will be in Combs 413 at 1:00 p.m.
- Wednesday, August 13: Freshman students move in.
- Monday, August 13: Fall 2018 classes begin.
- Don't forget to check www.msueagles.com for upcoming MSU athletic events.

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

Chair Purnell adjourned the meeting at 2:57 p.m.

Minutes submitted by: Laura Rucker