



**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
August 6, 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.

<b>Guests:</b>	Harold Nally, Director of Human Resources; Chris Howes, CIO; Craig Dennis, Staff Regent; Dr. Sue Tallichet, Chair of Faculty Senate; Joe Stiltner, Police Department; Chief Merrell Harrison, Police Department
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Chair Purnell called the meeting to order at 1:02 p.m.

<b>Motion:</b>	To approve the minutes from the July 2018 meeting.	
	<b>Proposed:</b> Rep. Fletcher	<b>Seconded:</b> Rep. Surmont
<b>Called for Vote:</b>	Motion passed.	

<b>Chair's Report</b>	<p>Chair Purnell reported the following:</p> <ul style="list-style-type: none"> <li>• Select staff are being reassigned to other positions on campus to fill necessary vacancies. Some reassignments are being made by memo, with no application process, and some are being made by internal job postings. The OHR reassignments questioned at the July 2018 Staff Congress meeting were made or under consideration earlier in the year and were the result of a separate review of all reassignments made prior to the suspension of language in UAR 324.03. The review of reassignments was done by the law firm that completed the adverse impact study for the purposes of workforce reduction.</li> <li>• President Morgan called together a healthcare planning group comprised of constituency leadership, healthcare taskforce members, HR representatives, and a representative from Budgets &amp; Financial Planning on July 31 to discuss updated proposals for employee</li> </ul>
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	<p>insurance plans. The group is optimistic they will find a less drastic employer/employee contribution ratio than a previously proposed 70/30 split. Healthcare plans will be finalized by September 15.</p> <ul style="list-style-type: none"> <li>Administration and staff must complete the <u>Mosaic: Prevent Discrimination and Harassment</u> training by August 31. Faculty must complete the training by September 30.</li> </ul>
<p><b>Vice-Chair's Report</b></p>	<p>Vice-Chair Pace reported three Staff Salute submissions.</p> <p><b>Staff Salutes:</b></p> <p><i><b>Esther McClain</b>– We are very lucky to have Esther in the Upward Bound office. She always has the answers and is willing to help out wherever needed. She provides great leadership to the office staff and offers insightful opinions that are beneficial to the program. – submitted 6/14/2018</i></p> <p><i><b>Joe Stiltner #1</b>- Joe is very dedicated to the daily operations of the traffic office. This time of year he is extremely busy selling parking passes and manually entering in each parking pass purchased. With his busy schedule he still greets every visitor with a warm welcome and enthusiasm. Thanks Joe! – submitted 7/13/2018</i></p> <p><i><b>Joe Stiltner #2</b> - Joe Stiltner works tirelessly during the year to coordinate the parking responsibilities for MSU. He always has a helpful attitude and goes out of his way to assist faculty, staff and students. I always look forward to working with Joe because he provides creative answers that allow all of us to work better cooperatively. MSU is better because Joe Stiltner is here. –submitted 7/30/2018</i></p> <p>Police Chief Merrell Harrison attended the August meeting with Joe Stiltner and recognized Joe for his outstanding work in the traffic office, manually inputting 4500 parking passes, dealing with software, accidents, and case work.</p>
<p><b>Secretary's Report</b></p>	<p>Secretary Rucker reported a balance of \$950.00 in the supplies budget.</p>

**Committee Reports**

<p><b>Benefits &amp; Compensation</b></p>	<p>Committee Chair Savard-Hogge reported the committee is working on the possibility of hiring student workers to assist fractionalized staff teaching FYS classes.</p> <p>The committee looks forward to receiving updates on healthcare plans in the coming months.</p>
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<p><b>Credentials &amp; Elections</b></p>	<p>Committee Vice-Chair Surmont reported a clarification regarding full-time staff receiving fractionalized teaching assignments. As long as the EEO category remains the same, the staff member is considered full-time and remains eligible to serve on Staff Congress.</p> <p>The committee will review the geographic areas of Staff Congress representation once the moves to ADUC are complete. Each representative's constituency list will be reviewed to ensure every staff person on campus has a representative. If a staff member does not currently receive updates from a Staff Congress representative, Krys Lynam or another member of Staff Congress should be contacted.</p>
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<p><b>Staff Concerns</b></p>	<p>Committee Chair Collins reported the following staff concerns were submitted since the July 2018 meeting:</p> <p><b>**CONCERN (submitted 7/24/2018)**</b></p> <p>This is not a criticism, just a concern. I was wondering if the shrubbery surrounding buildings would be trimmed and maintained prior to student move-in days in August. Some of the shrubs in front of the dorms need trimming and the beds need weeding. Just concern about the first impression for parents and students arriving on campus. Thank you so much and we appreciate the work the grounds crew and all of facilities performs on the daily to keep our campus looking inviting and beautiful.</p> <p><b>RESPONSE (from Kim Oatman 7/24/2018):</b></p> <p>Thanks for the comment and concern. FM recently contracted a portion of the campus mowing, so this has allowed our Grounds Crews to shift some focus onto landscaping beds and shrub maintenance. The goal is to have campus ready for move-in day.</p> <p><b>**CONCERN (submitted 7/24/2018)**</b></p> <p>With the budget cut we have now in place why is our MSU PD spending valuable \$\$ on doing work in the city on Hwy 519 US 60 and other parts of the county? That is money for gas and equipment that we do not recoup from the city and state. They get a return from taxes and court funds. We get nothing from the state this year and the city does not pay our gas and salary. I just think if Morehead needs more PD they should have to pay for them not US. And what happens when our guys are off campus and we have emergency? I know that will cut down on the time it takes to get there.</p> <p><b>RESPONSE (from Chief Merrell Harrison 8/3/2018):</b></p> <p>Our officers spend the majority of their time on campus or on the perimeter of campus. US 60 East and West and KY 519 area have a large population</p>
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of students and we regularly contact them in off-campus properties for a variety of reasons, including backing up city, county, and state police officers on calls of large parties or disturbances. In addition, a few times each year, we receive Federal Grant money for seatbelt and DUI enforcement. This time is generally spent around major roadways such as US 60 or KY 519. We do not normally patrol on the North side of the county with the exception of the University Farm and Procurement Services. Morehead City Police will come to campus and back us up on calls as well. We work well together and neither request anything from the other for the mutual assistance. Last, we do not leave campus unattended as we have policy in place that one officer must be on campus at all times. My door is always open to anyone with questions or concerns about MSUPD operations.

**\*\*CONCERN (submitted 7/26/2018)\*\***

Since there was the recommendation to suspend LiveWell incentives, I was wondering if employees complete the second phase of the LiveWell program (July - December), will they get the incentive money deposited into their account for that time period? I know the suspension was going forward with the new plan year of January 2019, but will employees still receive the incentive money for completing in December 2018?

**RESPONSE (from Harold Nally 7/30/2018):**

MSU's wellness program will continue through November 30, 2018 and incentives earned during Phase 2 (June 1 – November 30) will be awarded on the scheduled date of December 15, 2018.

**\*\*CONCERN (submitted 8/6/2018)\*\***

I just wanted to let others across campus know that the air conditioning in Howell McDowell gets turned back on the weekends. When I entered my office on Monday, 8/6/18, my thermostat was reading 80 degrees. The office was very hot and humid, but I understand that we turn back the temperature on the weekends to save money.

**Sustainability Report:** Representative Niehoff reported much of her work is currently devoted to the risk management side of her job but looks for the bike share program to come together soon.

Representative Lowe asked if the changes in the plastic recycling market with China had an impact on our own recycling center. Niehoff indicated, yes, it does, but our recycling center usually sells more cardboard and metal. All material dropped off for recycling should be clean or else it may not be possible for the recycling center to use.

Representative Hunsucker asked if the bike share program would cost the university money. Niehoff indicated it would not. The money for the bikes and the bike stations will be donated and sponsored.

**Regent's Report:** Staff Regent Dennis reported an August 9 meeting of the Board of Regents will include the following:

- Oath of office for new members
- Election of officers – Vice President & Secretary
- Appoint treasurer
- Group photo

Work Session/Discussion

- Faculty & Staff Recognition
- 2018-2019 University Goals (Dr. Morgan)
- SACS Accreditation – Jill Ratliff
- New Capital Campaign – Jim Shaw
- Library Orientation – Dean Gregory
- BOR Evaluation Process – Chair Walker
- Kentucky Folk Art center update – Dr. Morgan

New Member Orientation 1:00pm - 3:30pm

Other upcoming meetings and events of the Board of Regents include:

- Quarterly Meeting: Thursday September 6<sup>th</sup>
- Audit Committee Meeting: Friday, October 19<sup>th</sup>
- Work Session: Friday, October 19<sup>th</sup>
- CPE New Board Member Orientation & Training: Monday, October 22
- Quarterly Meeting: Thursday, December 6<sup>th</sup>
- Fall Commencement: Saturday, December 8<sup>th</sup>
- Work Session: Thursday, February 28<sup>th</sup>
- Quarterly Meeting: Thursday, March 28<sup>th</sup>
- Audit committee & work session: Thursday, May 16<sup>th</sup>
- Quarterly Meeting: Thursday June 6<sup>th</sup>

**Human Resources Report:** Director Nally further reported on the healthcare plans that Chair Purnell addressed in her report. The July 31 meeting of constituency leaders, the healthcare taskforce members, and HR employees was a review of the results of the RFP for insurance plans. The group looked at Anthem and Humana bids, with both fully-insured and self-insured options. Aetna, Cigna, and UHC all declined to submit bids. The group will continue to work on these plans through August and hope to have plans finalized by September. Nally was encouraged by the work the group had done.

Nally also reminded employees to complete the harassment training.

**Title IX Presentation:** Vice-Chair Pace presented information regarding sexual misconduct and Title IX compliance at MSU, including:

- Title IX states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”
- MSU prohibits sexual misconduct as detailed in policy PG-6.

- Male to female sexual misconduct holds the highest number of reported incidents at MSU.
- Consent to sexual activity must always be given.
- MSU employees with the exception of mental health counselors are required to report sexual misconduct and harassment incidents to administration.
- Incidents of sexual misconduct must be reported to Harold Nally or Lora Pace.
- Once an incident is reported, Title IX staff will contact those involved, an investigation is conducted, a hearing is called if warranted, and sanctions are enacted if necessary.
- Off-campus incidences involving students or employees must be reported.
- Inform the student or person who experienced the misconduct that you must report the incident. Confidentiality cannot be promised.
- Not complying with Title IX and not reporting an incident can result in loss of federal funding for the university.

Representatives discussed the need for this information to be presented to faculty, to all supervisors, and to fraternity and sorority organizations. The point was made that incidents involving faculty members had been reported before but seemed to be disregarded. Faculty and staff relationships with students are not banned but are strongly discouraged.

**Cabinet Report:** No report.

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

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

**Announcements:**

- Wednesday, August 6: The Faculty/Staff Breakfast will be in the Button Drill Room from 8:00 a.m. to 9:30 a.m. Convocation will follow in Button Auditorium from 9:30 a.m. to 10:30 a.m.
- Sunday, August 12: Students, faculty, and staff are invited to the Street Dance/Ice Cream Fest from 6:00 p.m. to 8:00 p.m. at the ADUC Commons between ADUC and Lappin Hall.
- Monday, August 13: Fall 2018 classes begin.
- Wednesday, August 29: The closing reception of the Bluegrass Biennial: A Kentucky Juried Art Exhibition will take place from 5:00 p.m. to 7:00 p.m. in the Golding-Yang Art Gallery.
- Monday, September 3: MSU will close for Labor Day.
- Monday, September 10: The next Staff Congress meeting will be in Combs 413 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. Collins	<b>Seconded:</b> Rep. Fletcher
<b>Called for Vote:</b>	Passed	

Chair Purnell adjourned the meeting at 2:11 p.m.

Minutes submitted by: Laura Rucker