



**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
September 10, 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; Harold Nally, Director of Human Resources; Chris Howes, CIO; Craig Dennis, Staff Regent; Dr. Sue Tallichet, Faculty Senate Communications Officer; Dr. Caroline Atkins, Assistant to the President; Staff Salute Recipients: Kristina Gullett, Kathy Hargett, Heidi McDaniel, Jen Timmermann, Betty Jo Wallace
----------------	--

Chair Purnell called the meeting to order at 1:00 p.m. and suspended the agenda to allow President Morgan to give an update on healthcare plans.

Dr. J Morgan, President	<p>Dr. Morgan reported the healthcare taskforce is currently focused on finding the employer/employee cost share ratio. Currently, MSU uses an 81/19 split in costs. \$400,000-\$500,000 must be found in the current 2018-2019 budget to be able to cover a 77/23 model for the 2019 insurance year. In order to find this money, there may be more job vacancies eliminated.</p> <p>Bids from insurance companies for fully-insured plans were as much as \$2.5 million more than the cost of self-insured plans. Therefore, the university will most likely continue being self-insured.</p> <p>Anthem will continue as the healthcare provider for university employees.</p> <p>The \$200 smoker surcharge and the \$200 surcharge for employee spouses who opt out of their employer-offered insurance plans are still planned for the 2019 insurance year.</p> <p>President Morgan and the Office of Human Resources intend for healthcare plans to be finalized by the end of September.</p>
--------------------------------	---

**Dr. Caroline Atkins,
Visiting Professor and
Assistant to the
President for Strategic
Initiatives**

Dr. Atkins worked at EKU for eight years, at Murray for nineteen years, with the Kentucky Council on Postsecondary Education (CPE) for a couple of years, and is now working here at MSU as a visiting Assistant Professor of Criminology and as an Assistant to the President for Strategic Initiatives.

Atkins relayed the following information about MSU's 2017-2021 diversity plan:

- We are in Year 2 of our diversity plan.
- Strategies in the diversity plan were submitted to the CPE in Year 1, with implementation dates through 2021.
- The CPE modeled the format of the diversity plan after its strategic agenda, and has three areas, or pillars:
 - 1) **Opportunity:** Making sure education is accessible.
 - 2) **Success:** Preparing students to be successful in college and engaged citizens once they graduate.
 - 3) **Impact:** Creating a diverse and skilled citizenry in Kentucky.
- Committees were formed to use those three pillars to identify strategies for MSU's diversity plan. Those strategies were passed to the chief diversity officer and to the provost before being submitted to the CPE.
- Atkins is currently writing a report for the CPE regarding the strategies and outcomes of Year 1 of the diversity plan.
- In 2017-2018, MSU had a 3.1% African-American population, 1.8% Hispanic, and 6.9% underrepresented minority populations.
- The diversity plan also looks at low-income students, veterans, single parents, LGBTQ students, and other groups on campus.
- Since arriving at MSU, Dr. Atkins has put together a small work group to reevaluate the current strategies, tweak the diversity plan, and send it out for feedback.

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

<p>Chair's Report</p>	<p>Chair Purnell reported the following:</p> <ul style="list-style-type: none"> • The joint resolution between Faculty Senate and Staff Congress was passed by Faculty Senate at their August 16 meeting. President Morgan has responded that future budgeting strategies will center on evaluating programs and services, concentrating on core areas, using less supplies and travel money, cutting some vacancies, and continuing employee reassignments and internal job postings. • Representative Ratliff will serve on the Quality Enhancement Plan (QEP) selection committee. • Constituent leaders will meet with President Morgan this week. • Dr. Lesia Lennex was elected Faculty Senate Chair-Elect and will serve as Chair beginning in August 2019. • The President's leadership council will meet September 12.
<p>Vice-Chair's Report</p>	<p>Vice-Chair Pace reported the following Staff Salute submissions.</p> <p>Staff Salutes:</p> <p><i>Kristina Gullett– She is a great person to work with. I have to call her all the time for issues with student bills and she is always able to help me quickly resolve the issue at hand. Thankful for someone who is kind and always willing to help when I need her. – submitted 8/31/2018</i></p> <p><i>Kathy Hargett- Kathy is a key member of the PPE team. She supports multiple offices, processes, students, and staff members. Leading up to the start of the fall semester, she has spent a lot of extra time in the Testing Center to ensure that we were able to meet the needs of students before classes began. She goes out of her way to support her coworkers and never complains. We sincerely appreciate her positive attitude. MSU is better because Kathy Hargett is an employee here. – submitted 8/15/2018</i></p> <p><i>Heidi McDaniel - Heidi always has a smile on her face and is always willing to help students however she can. She is a very important part of the Financial Aid team and we couldn't do it without her! –submitted 8/15/2018</i></p> <p><i>Jen Timmermann - Jen Timmermann quietly goes about championing the needs of transfer students at MSU. She has done incredible work in developing partnership opportunities with KCTCS institutions as well as out of state. She does an incredible job for this group of students and helps MSU develop stronger partnerships across our region. Jen is</i></p>

	<p><i>someone who is worthy of recognition for all that she does. –submitted 8/15/2018</i></p> <p>Betty Jo Wallace - <i>Betty Jo goes above and beyond to not only take care of the employees under the Student Affairs Umbrella, she assists students and families with her cheerful disposition. She steps outside her normal duties to assist in any matter or concern she is presented with and is a true asset to the University. –submitted 8/19/2018</i></p> <p>Vice-Chair Pace invited Assistant Vice President Oatman to give an update about the facilities committee which met to discuss money-saving strategies for the summer of 2019. An energy-modeling company was asked to see if savings can be found in some of the ideas the committee had discussed:</p> <ul style="list-style-type: none"> - A 4-day work week in the summer was assessed at the minimal savings of about \$4500 and was determined to not be worth implementation. - Closing buildings down just for the summer was determined to be impractical. - Closing a building permanently will be the most cost-effective strategy for facilities management. Specific plans will be proposed to President Morgan in the near future.
Secretary's Report	Secretary Rucker reported a balance of \$691.20 in the supplies budget. Purchase of a year's supply of certificate frames and certificate paper totaled \$258.80.

Committee Reports

Benefits & Compensation	No report.
------------------------------------	------------

Credentials & Elections	No report.
------------------------------------	------------

Staff Concerns	<p>Committee Chair Collins reported the following staff concerns were submitted since the August 2018 meeting:</p> <p>**CONCERN (submitted 8/8/2018)**</p> <p>I am an employee and signed up for graduate classes using my tuition waiver benefit. I have been charged several fees: two \$45 course fees, one \$35 "facility fee," and one \$55 Rec Center Fee. Is this a mistake? Why are you charging employees this fee? This is not going to do anything towards improving an already struggling graduate enrollment.</p>
-----------------------	---

I would like to know if this is some kind of mistake arising from the new self-service system.

RESPONSE (from Kellie Owen 8/10/2018):

The employee tuition waiver applies to tuition charges only and does not apply to mandatory student fees or course fees. The student recreation center fee was previously included in tuition rates, but is now being charged separately to be more transparent. This fee is required to be paid by all students (undergraduate, graduate, full-time, part-time and online students). This mandatory fee is \$9 per credit hour with a maximum charge of \$100 a semester. The facility fee is a new mandatory fee that will be used to pay repair expenditures for facilities that support the instructional mission of the university. This fee is required to be paid by all students (undergraduate, graduate, full-time, part-time and online students). This mandatory fee is \$5 per credit hour with a maximum charge of \$60 a semester. The \$45 course fee is more than likely the fee charged for online instruction. There is a \$15 per credit hour fee for online courses. This fee offsets additional costs incurred to provide online instruction, such as software and technology expenditures. You may contact the Office of Accounting & Financial Services at (606) 783-2019 to discuss any of the charges on your account in more detail.

****CONCERN (submitted by Jessica R. Harris 8/13/2018)****

I am also enrolled as a student at the university. I was surprised to learn that the Rec and Wellness fee and a facility fee have been assessed on my student account.

It was my understanding that Rec and Wellness was provided as part of our benefit package as an employee and we as staff already provide service to the university in the safety and maintenance of facilities.

I am aware the fees we separated from the base tuition to make tuition appear to be less expensive, but I don't understand why a) the tuition waiver would not cover the fees (since they always did before when it was added into the tuition) and b) why an employee would be expected to pay the fee in the first place.

RESPONSE (from Kelli Owen 8/15/2018):

We unbundled the student recreation center fee from tuition beginning fall 2018 to be more transparent and consistent with other public universities. This mandatory fee was previously included in the tuition rate and not separately identified. The fee is a mandatory fee charged to all students and is not covered by the employee tuition waiver since it is technically not tuition. The fee is \$100 per full time UG student per semester, or \$9 per credit hour to part time students and graduate students. Several years ago, MSU students voted and received Board of

Regents approval to implement a \$100 per semester mandatory fee to be paid by all students to provide resources to pay for the construction of a new Recreation and Wellness Center. Although employees are allowed to use the student recreation center without paying a membership fee as included in the benefits package, all students (including employees taking classes) are required to pay the mandatory fee that supports the debt service payment of the bond issued to finance construction of the student recreation center.

The facility fee is also a mandatory fee that will be used to pay repair expenditures for facilities that support the instructional mission of the university. This fee is required to be paid by all students (including employees taking classes). This mandatory fee is \$5 per credit hour with a maximum charge of \$60 a semester.

****CONCERN (submitted 8/14/2018)****

My concern is over the fees that have been removed from the employee tuition waiver and added as extra fees. The wellness center is part of an employee benefit.

Employees should be exempt from these extra fees. If a dependent waiver is used, the dependent would be responsible for extra fees, as they do not qualify for the employee benefit.

If employees who are also students are going to be charged for the wellness center, it should be removed from our personal benefits summary, as it is not really part of our compensation package.

RESPONSE (from Kelli Owen 8/15/2018):

See previous response.

****CONCERN (submitted by Leeann Akers 8/14/2018)****

Applying a recreation center fee to employees who are taking classes negates the part of our benefit package that includes the recreation and wellness center.

RESPONSE (from Teresa Lindgren 8/14/2018):

We unbundled the rec ctr fee from tuition beginning fall 2018. This mandatory fee was previously included in the tuition rate and not separately identified. The fee is a mandatory fee charged to all students and is not covered by the employee tuition waiver since it is technically not tuition. The fee is \$100 per full time UG student per semester, or \$9 per credit hour to part time students and graduate students (all graduate students including EdD students are charged tuition and mandatory fees on a per credit hour basis).

Although employees are allowed to use the rec ctr without paying a membership fee as included in the benefits package, all students (including employees taking classes) are required to pay the mandatory fee that supports the debt service payment of the bond issued to finance construction of the rec ctr. Other fees charged to students that are not covered by the employee tuition waiver include the \$5 per credit hour facility fee, \$15 per credit hour internet fee for online classes, and applicable course fees.

Hope this answers the question. Let me know if you need any other information.

****CONCERN (submitted 9/2/2018)****

Why are online students being charged a facilities and rec center fee? Even ECU provided an exemption to the facility fee for online students. I am not sure how online students are damaging buildings and creating the need for renovations?

RESPONSE (from Teresa Lindgren 9/5/2018):

The facility fee and the student recreation and wellness center fee are both mandatory fees that are assessed to all students except dual credit high school students. The facility fee is \$5 per credit hour with a maximum of \$60 per semester. The student recreation and wellness center fee is \$9 per credit hour with a maximum of \$100 per semester.

Funds generated from the facility fee are used to partially offset maintenance, repair and renovation expenses for facilities that support the instructional mission of the university. Physical facilities must be maintained to offer face-to-face classes as well as online classes. Although online instruction may not require physical classroom space, other physical facility space is maintained for faculty providing the instruction, student support staff, and technology equipment used to support all instruction and student support services.

In regard to the student recreation and wellness center fee, MSU students voted and received Board of Regents approval to implement a \$100 per semester mandatory fee to be assessed to all full-time students to pay for the construction of a new recreation and wellness center. The fee is pro-rated to \$9 per credit hour for part-time undergraduate students and for graduate students that pay tuition on a per credit hour basis. Funds generated from the fee are used to pay the annual debt service payment for the facility that opened in 2011. The students will be assessed this mandatory fee until the debt service for the facility is paid in full. Since all students (including online students) have access to use the student recreation and wellness center, it is appropriate that all students are assessed the fee.

****CONCERN (submitted 8/15/2018)****

REC Center fee \$9/credit hour: Full-time employees who are taking a course should not be charged this fee because it is a part of our benefits package furthermore I was told that all online, full-time, part-time, graduate and undergraduate students are paying this fee. Why would we charge our online students this fee if they live out of state and have no access to the rec center. Not sure if this transparency plan will benefit our university. It seems to be creating more of an issue with our tuition because it makes no sense.

RESPONSE (from Kelli Owen 8/15/2018):

See previous response.

****CONCERN (submitted 8/20/2018)****

Why are staff having to pay "mandatory fees" in addition to our "required fees"? I assume the required fees are internet fees, but the mandatory fees are facility fees (\$30) and a student rec center fee (\$54). Staff who are taking online courses, using their tuition waivers, should not have to pay a facility fee AND an internet/course fee. And staff should never have to pay a student rec center fee, as use of the rec center is one of the benefits we have that hasn't yet been taken away.

RESPONSE (from Kelli Owen 8/15/2018):

See previous response.

DISCUSSION: Members of Staff Congress discussed the topic of fees and tuition waivers.

Representative Alan Rucker said the fees can be explained as technicalities but the fact remains that this is double-dipping into employee benefits since use of the Wellness Center is part of the employee benefit package.

Representative Sexton countered that the tuition waiver only covers tuition for employees taking classes and that the fees are not technically part of tuition now that they are unbundled from tuition. Representative Carver pointed out that all students have been paying for the fee, even before the facility was finished being built and that, perhaps, employees using the tuition waiver should have been paying a Rec Center fee all along.

Representative Maxey asked why the fee was recently unbundled from tuition and was answered the fees are being directly paid toward the bond that paid to have the Wellness Center built – to keep the flow of money paid toward that bond as transparent as possible.

Staff Regent Dennis asked if all student populations, including early college students, are paying for this fee. Chair Purnell did not know but she and

Regent Dennis agreed the issue should be addressed at the next constituency leadership meeting.

****CONCERN (submitted 8/9/2018)****

Is there a work around for the fact that students who are RA's are limited in the institutional work study positions to which they can apply? I know there are some exceptions to this that allows them to work as Peer Leaders, SOAR guides, etc. If those options are possible, why can't some of our more involved and motivated students, like our RAs, choose to work elsewhere on campus especially with the push towards Earn to Learn funds?

RESPONSE (from Jeanette Johnson 8/29/2018):

For Financial Aid purposes, our goal is to have as many students as possible given the opportunity to work on the work-study program. This employment opportunity helps many of our students support their educational needs as well as personal needs such as groceries and housing. This often times keeps them from taking out loans or at least from taking out additional loans.

During this time of adjustment at the University, I think we can agree that we need all of the assistance we can get in carrying out our daily functions.

We have many “involved and motivated students” working on campus as well as the RA’s. We do not want to limit employment opportunities to many students just to ensure that select students get two positions.

For Payroll purposes, we allow for students to work in two departments if working as a Peer Advisor, UGF, Orientation Leaders, or Tutor. These positions are most always for a limited time in the second position. Due to time entry errors that have occurred when allowing exceptions, the current procedure for hiring one student per job will remain in place. When errors occur with time submissions, the system has “no forgiveness” and manual manipulations must be completed. Payroll has limited staff to correct these errors timely while remaining in compliance with outside governing agencies.

We, as a university, must remember that we should accommodate as many students as possible in order to assure that they succeed at MSU. In doing so, every effort should be given to provide these employment opportunities to all students.

DISCUSSION:

Representative Alan Rucker noted the policy was changed in 2014 so that RAs were not eligible to also work as institutional student workers for other departments. He feels this is unfair, since RAs, being motivated and enthusiastic in their work for MSU, can be valuable employees outside of

their work for the Housing department. He hopes that ongoing discussions will result in the changing of this limited policy.

****CONCERN (submitted 8/10/2018)****

Cotinine Testing: curious about how lawful it is to garnish wages if we do not participate in the cotinine testing. Also questioning the incentive behind punishing employees by garnishing wages that choose not to participate?

Kentucky Ky. Rev. Stat. Ann. § 344.040 (2004) Makes it an unlawful for an employer to discriminate against an employee because the individual is a smoker or nonsmoker, as long as the individual complies with any workplace policy concerning smoking. Further prohibits an employer from requiring that an employee or applicant for employment abstain from smoking or using tobacco products outside the course of employment.

RESPONSE (from Harold Nally 9/7/2018):

First, this is not a garnishment of wages. A garnishment is an order from a court or an appropriate agency requiring the withholding and forwarding of a certain sum to that court or agency. The charge to the employee is part of the contribution rate for health insurance.

This employee has cited certain portions of KRS 344.040. However, the employee did not consider KRS 344.040 (2)(a) which states that a difference in employee contributions rates for smokers and nonsmokers in relation to an employer sponsored health plan shall not be deemed to be an unlawful practice under KRS 344.040. Therefore, the difference in health insurance rates for smokers and nonsmokers is an exception to the general smoker discrimination law.

****CONCERN (submitted by Tammie Sanders 8/14/2018)****

Students with 8 am classes NOT having enough time to eat breakfast on campus. It is my understanding that all Campus Dining doesn't open until 7:30 am. Is it possible for the "Rock" to open at 7:00 am?

RESPONSE (from Bill Redwine 8/23/2018):

I had an opportunity to discuss an earlier daily opening with the dining services management. I am pleased to report that effective today, August 23rd The Rock will be opening thirty minutes earlier, at 7 a.m. for breakfast. That should provide students with sufficient time to eat before class. We had to develop a slightly new staffing schedule to accommodate that and maintain sufficient staffing for late night. Staffing is an issue and we have to make sure we can accommodate the 500+ customers who routinely visit during the late night times. We are working on the hours for ADUC when it reopens now.

****CONCERN (submitted 8/17/2018)****

Will the staff salute page ever be updated to show all the other well deserving people that have earned this salute?

RESPONSE (from Vice-Chair Lora Pace 8/17/2018):

Yes – I didn't realize this needed to be done, so I will see where we are and try to get it updated ASAP.

****CONCERN (submitted 8/22/2018)****

The Red Flag Reporting website needs to be updated. Under one area reports are being sent to Joe Hunsucker and/or Ladonna Purcell. Since Ladonna isn't with MSU anymore another option needs to be available to employees.

RESPONSE (from Jane Fitzpatrick and Joe Hunsucker):

Jane Fitzpatrick 8/22/18:

I believe Joe Hunsucker has already taken care of the concern.

Thank you for pointing out the need.

Joe Hunsucker 8/23/18:

DDAF is in the process of updating the RedFlag site. I've reached out to Harold & Andrea to provide their information.

****CONCERN (submitted 8/23/2018)****

Just wondering what the purpose of the Office Conference and Event Services is in light of recent changes. Most, if not all, units now use the Rendezvous system to reserve meeting space, and per a recent communication, they no longer set up any A/V or technology needed for the meeting/event.

We were directed to pick up the needed items prior to the event and informed we would be responsible for set up as they no longer have an A/V technician on staff? So this has become another "self-serve" aspect. I'm wondering how this will translate once ADUC is re-opened.

Whether on campus, or an outside client, I would find this "self-serve" feature an obstacle and inconvenience. After all, "Services" are what they offer in the Office of Conference and Event Services, correct? Given that ADUC is not currently open for such events, I am at a loss as to why they are unable to assist with room set up.

RESPONSE (from Taunya Jones and Russ Mast 8/24/2018):

Taunya Y. Jones, 8/24/2018:

Yes, most people use the Rendezvous Scheduling System for scheduling meeting space on MSU's campus. The goal of using Rendezvous has always been to use the university space as efficiently as possible.

Rendezvous is a stand-alone system; meaning that accounts are not created/deleted according to LDAP like other university systems. The Office of Conference & Event Services maintains the rooms available and access to the system. Therefore, we add each account separately and with the frequent moves and consolidation of offices on campus this continues to be a huge job. Along with this, OCES also completes work orders for the Movers, Grounds, and Custodial via Facilities' work order system (School Dude) to make sure that each event has what they need in order to be successful.

OCES has always had laptops, projectors, portable sound systems, etc., for check-out. These are simple items to hook-up / use and the student organizations use them daily. It is true that some set-ups were done when we had the AV position but now OCES has neither an AV Tech nor a vehicle to transport these items.

Since the renovation of ADUC, the campus community has had to use other venues that may not be suitable for the activities that they are planning; thus, they have to check out items such as projectors, screens, and laptops and use them in spaces that may seat their attendees but do not have the technology needed. Once we are back in ADUC, the rooms will have the technology and no checkout will be needed in the building.

If picking up needed technology is an issue I would suggest finding a room that will seat your number of attendees and already has the technology needed for your event. OCES is always happy to help locate space.

Russ Mast, 8/24/2018:

I would add that once ADUC is back on-line, most of the campus needs for meeting space and technology will be able to be accommodated in one facility. It is our goal to have the facility open seven days a week while school is in session. There will be times when ADUC is closed for recognized university holidays and campus closures. However, ADUC will be an excellent facility to hold meetings and events. It will also employ several student workers similar to the system used in the Recreation & Wellness Center. We always appreciate suggestions and comments to help us serve the campus in a more efficient way.

****CONCERN (submitted 9/5/2018)****

It appears that the President has moved from his on-campus residence due to a mold issue. Is the university paying for his new residence and the cost to move him from on-campus housing to the new location?

RESPONSE (from Regent Craig Dennis):

See Regent's Report.

****CONCERN (submitted 9/2/2018)****

Why are we the only college in the state of Kentucky that does not have an on-line system for obtaining a parking permit or paying a parking ticket?

RESPONSE (from Chris Howes 9/10/2018):

A group in IT are doing very preliminary work on an online parking system within Colleague.

****CONCERN (submitted 9/2/2018)****

The grounds on campus are terrible. Weeds growing everywhere, bushes not trimmed and trash cans full of garbage. Why would someone want to come to MSU when it looks disgusting? Also, why are facilities maintenance staff allowed to smoke in university owned vehicles? I thought we were a tobacco free campus?

RESPONSE (from Kim Oatman 9/5/2018):

Not all the grounds on campus are terrible, but at times some of the grounds need more attention. The Landscaping & Grounds group lost 5 staff over the course of the summer. This included 2 key leaders that left toward the middle/end of the summer. FM is currently contracting a portion of mowing out and it is the plan to include more contracting work next summer to help fill the gap that resulted from the reduced staff. Unfortunately due to the timing of the mid/late summer loss of staff it is not feasible to get the proper contract help in this season. So the frequency of tending to mowing and landscape beds this summer has changed. The campus is still getting mowed and weeds are getting pulled, just less frequently. This is why at times, some parts of campus may appear to be unattended. The landscaping and grounds issues this summer have been further amplified by the record levels of rainfall which has significantly increased the requirements for mowing, trimming and weeding.

With regard to facilities maintenance staff smoking in vehicles...In a recent FM leadership meeting FM leaders were encouraged to remind all FM staff that smoking is only permitted in designated areas on campus and strictly prohibited in university vehicles. FM is committed to enforcing all university policies including this one. Please call FM at 783-2066 to report violations.

****CONCERN (submitted 9/4/2018)****

While the air conditioning is cranking currently this morning in Ginger Hall, it is also 84 degrees in my office. We are having classes in rooms that are too hot. This wasn't an issue Friday late. It appears that the AC was

turned off over the long weekend and it takes too long to cool down Tues morning. We are also hearing that Lappin Hall is hot as well. What can we do to prevent these issues on late summer days that are expecting to reach the 90's?

RESPONSE (from Kim Oatman 9/4/2018):

FM does not shut the chiller off or even set it back over the weekend in Ginger. We are experiencing mechanical malfunctions with the cooling system in Ginger that causes it to shut down unexpectedly. Unfortunately it will require a long and extended outage to troubleshoot the problem and make repairs, so the goal is to try to keep it running as best as possible until the end of cooling season.

Regarding Lappin... We are experiencing some problems with the new chillers which we are working with the contractors and consultants on to fix. However, even though we replaced the chillers, there is still a lot of old equipment in the building (fans, coils, valves, dampers, etc...) that are still over 50 years old and did not get replaced. Many of the problems with the cooling in Lappin stem from these old components in the building. FM is working on solutions to help resolve this.

****CONCERN (submitted 9/5/2018)****

Why were there jail inmates being used on-campus as movers in Button Drill Room?

RESPONSE (from Kim Oatman 9/5/2018):

I am not aware of any jail inmates being used on campus? Please let me know if you have any additional information on this?

UPDATE 9/10/2018: Kim Oatman reported that the person who submitted this concern may have seen inmates picking up a load of furniture that will be refurbished for MSU.

****CONCERN (submitted 9/5/2018)****

There is a black mold problem throughout the campus in the President's House, Lappin, and Baird which is a serious health and safety concern. Will there be a professional outside company coming in for mold remediation?

RESPONSE (from Kim Oatman 9/5/2018):

There have been several reports of mold on campus and FM is assessing each one individually. While mold is serious and needs to be addressed, it is not uncommon to have mold/mildew develop in these warm humid conditions. FM personnel will only clean the mold if it is safe to do so. Outside cleaning companies will be utilized if necessary.

During the meeting, Kim Oatman further advised employees to allow individual air conditioning units to cool slowly on a low or medium setting

	before turning it all the way up to the highest setting. Those units can cause condensation and aggravate existing mold problems. Keeping windows closed will also help, as well as properly disposing of food and drink waste in a timely manner.
--	--

Sustainability Report: Representative Niehoff reported the following:

- The bike share contract is still being negotiated but should have no problems getting off the ground.
- The Triplett Creek watershed project was completed in early September.
- If employees see opportunities in their offices and buildings to save energy, they should place a work order. These opportunities may include caulking windows, adding weather stripping, or adding window film to keep the heat out.

Regent's Report: Staff Regent Dennis reported the following:

The Morehead State University Board of Regents 3rd quarter meeting was called to order on Thursday, September 6th 2018.

After employee recognition, the BOR went into executive session (closed session).

After executive session, the BOR returned to view, discuss, and vote on the **Consent Agenda** that included:

- a. Approval of minutes of the June 7th and August 9th BOR meetings.
- b. Approval tenure & rank promotions for faculty
- c. Ratify personnel actions (nothing of note or out of the ordinary)
- d. Approve revisions to the Student Code of Conduct (mainly title changes)
- e. Approve OVC governing board certification (this is standard each year for MSU to provide the OVC with assurance that the President will serve as the administrator of athletics at MSU)

The board approved all items in the consent agenda after discussion and debate. Most discussion consisted of simple questions and no real concern.

The President then presented his **recommendations for action**, which included:

- a. **Approved** - Revisions to PAc – 2 – Promotion to Professor. This was approved by faculty Senate and the BOR approved.
- b. **Approved** - Authorization of program closures. These programs were approved for closure in recent years and BOR approval was the final step in the process of formally closing the programs. Education Specialist, Health Ed P-12, Health & PE P-12, Physical Ed. P-12, and the Astronomy Minor (the department is changing this to an Astrophysics minor).
- c. **Approved** - Change in graduation fee – This recommendation was made because MSU had not built the costs into the graduation fees for doctoral students. This cost includes the regalia (gown & hood) which is more costly than a simple cap and gown. The new doctoral fee for graduation is \$150.00. This actin also reduced the late fee to students (if they apply after the deadline) from \$20.00 to \$10.00. All students have to pay these fees regardless if they participate in the graduation ceremony.

- d. **Approved** – Disposal of property located by the old America Legion building. (This was less than 1/12th of an acre that was simply no use for MSU and a possible liability).
- e. **Approved** – Changes to the President’s contract to exempt him from living in the President’s house. Recommendation from Dr. Morgan that repairs to the President’s home start so that water and mold damage will be lessened. After several instances with Dr. Morgan’s family feeling ill (one child was in the hospital for a few days) The house was tested for mold and there is mold on all 4 floors with black mold in the basement. The President’s family moved to the Hampton Inn after the mold was found where they lived for a few weeks before finding, and leasing, a home off campus. Dr. Morgan is paying for the 2-year lease. After moving his family of 5 three times in 13 months, he stated he wanted to give them some stability. He felt a 2 year lease would give them time to settle and for a decision to be made on the President’s house. His recommendation was not to make a decision now but to get more information (cost estimates, future use of the house, etc.) and make an informed decision later. Facilities feels there is water drainage issues around the house and under the basement slab. The “rough” estimates include a total possible cost of \$100,000.00 to \$150,000.00. Just replacing the heating and cooling units and ductwork could cost \$54,000.00 (all have mold in them).
- f. **Approved** – An inter-agency agreement with MSU police and several other law enforcement agencies to provide jurisdiction to MSU police in other areas/campuses in case of a nature disaster, terrorist event, etc. This would allow MSU police to help other agencies and other agencies to assist MSU police should something happen here on campus and they need assistance.
- g. **Approved** – Revisions to the MSU Police Operating Procedures Manual (This reflects the addition of BACKUPPS)
- h. **Approved** – Confirm the New Board members for the Friends of Kentucky Folk Art Center Inc. (FKFAC). Dr. Morgan presented a list of directors (MSU as an entity is responsible for approving the board members) for approval. This complies with the incorporated by-laws of the FKFAC. It was also recommended that the FKFAC board meet during the month of September to hold their annual meeting. MSU Vice President Jim Shaw is the only MSU employee, and local, board member.

Dr. Morgan also gave reports on:

- a. **Real property leases.** The only new information here was that Dr. Morgan stated we are working to negotiate a better lease rate for our campus at MSU-Mt. Sterling.
- b. **Personal Service Contracts.** This report includes contracts for outside attorneys, consultants, etc.

Dr. Morgan gave updates on the following topics:

- a. The university and city leaders are still working to lease **Laughlin Health Building** to the city as a local recreation center. It looks good but no final contract has been signed.
- b. Dr. Morgan gave the BOR a report on the RFP that went out to examine the feasibility **health insurance** from an outside vendor instead of MSU being self-insured. He reported that both Anthem and Humana were both 2 to 3 million dollars more expensive than being self-insured. He also reported that HR is still working on the best cost split (between MSU and the employees) percentage. Currently the percentages are 81% MSU and 19% employee. If that percentage were to stay the same, he said the cost would be another \$400,000.00 to \$500,000.00. A more realistic split would be somewhere in the mid-70s (MSU) and mid 20s (employee).

- c. **Enrollment** – Dr. Morgan said that freshman enrollment was up but numbers for sophomores, juniors, and seniors were down because of a big graduating class last year and lower retention rates for these populations in previous years.

Future BOR Meetings

Audit Committee Meeting – Friday, October 19, 1:30pm

Work Session – Friday, October 19th, 2:30pm

Quarterly Meeting – Thursday, December 8th, 10:30am

Human Resources Report: Director Nally reported 82.4% of employees had completed the harassment training. All employees are required to complete the training.

If employees did not meet the biometric screening requirements in Campaign 1, they have until November 30th to complete the screening. Employees now enter their own screening results on the wellness portal.

Upcoming events for the Wellness Program include:

- MSU vs YSU Steps Challenge - 9/10/2018 to 10/8/2018
- Group Walks -Tuesdays at 4:30 p.m. and Thursdays at 12:00 p.m., meeting on the sidewalk in front of Allie Young lawn.
- Breast Cancer Awareness Walk – Friday, October 26 at 12:00 p.m. (Rain Delay Date – 10/29/2018).
- Weight Watchers Meetings – Each Wednesday with weigh-in beginning at 11:30 a.m. and meetings beginning at 12:00 p.m. Contact Alicia Parker Webb for more details.
- MSU Farm Market – produce available through the end of September.
- Yoga – Gaylena Cline will teach yoga at the Rec Center on Tuesdays at 12:00 p.m. and Thursdays at 5:10 p.m., free of cost.

Cabinet Report: In lieu of a cabinet report, President Morgan provides regular updates to Staff Congress and its Executive Council.

Old Business: No old business to report.

New Business: No new business to report.

Announcements:

- Friday, September 14 – Sunday, September 16: Parents and families are invited to enjoy Family Weekend activities across campus. More information can be found at <http://www.moreheadstate.edu/familyweekend>.
- Saturday, September 15: The Morehead Arts & Eats Festival will take place from 11:00 a.m. – 4:00 p.m. on Main Street in Morehead.
- Monday, October 1: The 2019-2020 FAFSA form will be available for students applying for financial aid.
- Monday, October 1: The next Staff Congress meeting will be at 1:00 p.m. with the location being dependent on the elevator repair situation in the Combs building.

➤ Don't forget to check www.msueagles.com for upcoming MSU athletic events.

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

Chair Purnell adjourned the meeting at 2:40 p.m.

Minutes submitted by: Laura Rucker