



**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
November 5, 2018**



MEMBERS:

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

*Denotes member was absent.

Guests:	Dr. J. Morgan, President; Harold Nally, Director of Human Resources; Chris Howes, CIO; Craig Dennis, Staff Regent; Dr. Sue Tallichet, Faculty Senate Communications Officer; Staff Salute Recipients: Theresa Davis, Josh Hardyman, Scott McGlone, Brenda Porter, Xavier Scott, Sunshine Stamper
----------------	--

Chair Purnell called the meeting to order at 1:00 p.m.

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

Chair's Report	<p>Chair Purnell reported:</p> <ul style="list-style-type: none"> The next two Self-Service modules will be available to use on November 16. MSU users can find the Banking and Tax modules on their MyMoreheadState accounts. <p>CIO Howes noted additional information will be released in the second full week of November. All tax forms will be available online, including the 1095C form which was not available previously. Any questions regarding these modules can be directed to Chris Howes.</p> <ul style="list-style-type: none"> Chair Purnell researched facility and recreation fees at other public Kentucky universities after several concerns had been submitted to Staff Congress. While MSU is the only institution that charges a facilities fee for online courses, she found that our fees are the lowest
-----------------------	---

	<p>in the state. Further discussion will be had with President Morgan at the constituency leadership meeting on Friday, November 9.</p>
<p>Vice-Chair's Report</p>	<p>Vice-Chair Pace reported the following Staff Salute submissions.</p> <p>Staff Salutes:</p> <p><i>Alicia Stidam, RN– Mrs. Stidam is a great asset to the MSU community and especially to the students of MSU. Her ability to show compassion and care to her patients doesn't go without notice. Her tireless efforts and long days are appreciated by the students she tends to each day. – submitted 10/15/2018</i></p> <p><i>Xavier Scott – Xavier has gone above and beyond in his work for First Year Seminar. In spite of his regular job responsibilities, Xavier has not only organized and posted the material, but has extensively edited the content. He never seems to get frustrated. Plus he is teaching a section of FYS! – submitted 10/16/2018</i></p> <p><i>Theresa Davis – Theresa is the cornerstone of the Provost's office. She is always willing to help anyone who needs it and greets you with a smile when you enter her office. She is frequently here working late in the afternoon which does not go unnoticed. Theresa is an asset to MSU. – submitted 10/29/2018</i></p> <p><i>Scott McGlone – Scott and his guys are the hardest working crew on campus and they don't always get the recognition they deserve! There were many, many activities happening during Homecoming and Scott was pulled in many different directions. But he never complained or seemed irritated. He completed every task asked of him with a smile. He truly went above and beyond and embodied "other duties as assigned." It often goes unrecognized, but our university would not be the same without Scott! – submitted 10/29/2018</i></p> <p><i>Cathy Vance– Cathy is a hidden gem on the MSU campus. She carries a heavy load of responsibility on the MSU campus and works some very long days. Cathy is a dedicated worker who is excellent at her job and would be very difficult to replace. We are very fortunate to have her at MSU. – submitted 10/29/2018</i></p> <p><i>Craft Academy Staff: Brenda Porter, Sunshine Stamper, and Josh Hardymon – Brenda, Sunshine, and Josh are always putting in extra time to do things for our students: cooking breakfast for 120 of our students, taking our students to the hospital when they are sick, and hosting parties and activities on the weekends. They always go above and beyond to make sure the Craft Academy is a home away from home for our students.</i></p>

Secretary's Report	Secretary Rucker reported a balance of \$691.20 in the supplies budget. There were no new expenditures.
---------------------------	---

Committee Reports

Benefits & Compensation	Committee Chair Savard-Hogge had no report.
------------------------------------	---

Credentials & Elections	Committee Chair Lynam was absent. No report.
------------------------------------	--

Staff Concerns	<p>Committee Chair Collins reported the following staff concerns were submitted since the October 2018 meeting:</p> <p>**CONCERN (submitted 10/9/2018)**</p> <p>“We unbundled the student recreation 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” – Per this conversation noted in September Staff Congress notes, my question would be, was tuition then lowered to reflect this fee unbundling?</p> <p>It would seem that since the argument is that the fee was included all along that when it was separated this would have resulted in the same amount deduction from tuition.</p> <p>However, I do not believe that was the case? Therefore, are these not just additional fees that not only double-dip into supposed “employee benefits”, but result in students paying roughly \$1,600,000 more in monies to attend MSU? Will this not have an effect on enrollment and employee morale once awareness of this surfaces?</p> <p>Chair Purnell (included in referral of question to Teresa Lindgren): If employees using the tuition waiver should be paying the Recreation and Wellness Center fee as students, why did the tuition waiver cover that fee in the past when the tuition was bundled? Was there a mistake in the application of the tuition waiver for employees or incorrect billing? Should MSU employees using the tuition waiver have been charges in the past for this fee? Employees are having a hard time understanding why this fee was once covered by the tuition waiver and it is not being covered now tuition was unbundled.</p> <p>RESPONSE:</p> <p>Above email sent to Teresa Lindgren 10/10/18, 10/22/18, and 10/30/18.</p>
-----------------------	---

****CONCERN (submitted 10/9/2018)****

Would it be possible for the Livewell program to limit the amount of emails they send out each day/week? I really appreciate all of the information they send but I feel it would be better if they sent out a weekly newsletter instead of 3-4 emails per day.

RESPONSE (from Harold Nally 10/19/2018):

Thank you for your concern. We are very mindful that employees receive many emails daily. A monthly calendar goes out at the beginning of each month with the majority of events and important dates on it. We try to limit emails from Livewell/Benefits to once per day, however, during peak times there may be more as reminders need to be sent so employees are aware of important dates/deadlines such as Open Enrollment and the Benefits Fair.

****CONCERN (submitted 10/19/2018)****

A staff concern was entered on 9/24/18 about surcharges. Harold responded to the concern on 9/26/18 and stated that surcharges for the 2019 year would not be set at \$200. Can you please address this with HR to see why the smokers surcharged doubled from \$100 to \$200 even when Harold stated it wouldn't be \$200? The sentence in Harold's response reads, "This is not finalized but be assured the surcharges will not be set at \$200."

RESPONSE (from Harold Nally 10/19/2018):

On September 26, 2018 I did state that "This is not finalized, but be assured the surcharges will not be set at \$200". Given at that time this was true based on the information received. Unfortunately, after this was published our projections were reconfigured with the last details which changed the tobacco surcharge back to the original recommendation of the Taskforce to \$200. The tobacco surcharge is \$200. The spousal surcharge is \$150.

****CONCERN (submitted 10/19/2018)****

Paint RESERVED in the reserved parking spaces. Someone is in my spot at least 3 times a week when I come back from lunch. Someone also parks in the 00 without a faculty/staff tag leaving me nowhere to park.

RESPONSE (from Kim Oatman 11/13/2018):

The reserved parking spaces all have painted numbers which identify the spaces as reserved parking. It is stated in the MSUPD campus parking pamphlet that numbered spaces are reserved. It would be costly to install and maintain painted reserved markings and would not likely resolve the problem of these parking violations. Please contact Campus Police to report violations of a reserved parking space and the violator's vehicle will be towed. LiveSafe may also be used to report these violations.

****CONCERN (submitted 10/26/2018)****

There are two really big pot holes in the parking lot in behind Howell McDowell. Can those be fixed?

RESPONSE (from Kim Oatman 10/31/2018):

Yes. Goal is to get them and others on campus patched before the asphalt plant closes.

****CONCERN (submitted 10/29/2018)****

Is there a reason staff receives the Staff Newsletter/Minutes almost a full month after the meeting has taken place? This has been frustrating to be notified of issues and dates weeks after they were scheduled? Could something be done to insure the staff is able to staff well informed and current by dispensing the report within a week? I received my October 1 meeting report on October 29.

RESPONSE (from Chair Purnell 10/29/2018):

Thank you for your concern and for reading the Staff Congress newsletter. While Staff Congress tries to distribute the newsletter by the 15th of each month, we occasionally encounter circumstances that prevent us from distributing the newsletter as quickly as we would like. We apologize for any inconvenience this may have caused and will be more diligent in the future to ensure our newsletter is released in a timely manner. Staff Congress meetings are open to staff and occur at 1:00 p.m. on the first Monday of each month. Please feel free to reach out to myself or any Staff Congress Representative for specific dates and meeting places.

--Clarissa Purnell, Staff Congress Chair

Campus phone: 783-9372

Email: c.purnell@moreheadstate.edu

Sustainability Report: Representative Niehoff reported the Sustainability Committee will meet again on November 13 at 2:30 p.m. in the Educational Services Building. Meetings are open to the public.

Regent's Report: Staff Regent Craig Dennis reported the Board of Regents held an audit meeting on October 19. Kentucky statute requires the University must have an external and an internal audit of its finances. Dean Dorton Allen Ford, PLLC found no real issues in their audit and neither did the University auditor, Joe Hunsucker. While the amount of unfunded liability for pension contributions must be documented and reported, all public institutions have this cost on their books at this time.

President Morgan noted that the 2-3 million dollars of pension liability skews the way the account looks but insisted that MSU is \$1,000,000 healthier financially than last year. The unfunded liability has no bearing on our financial health this year, it simply must be reported. Pension contributions to KTRS will

increase by 2% for new hires beginning January 2019. In July 2019, KERS contributions will increase by 66%.

Representative Hunsucker reported the internal audit looked good and that a new disaster relief fund has been established.

Regent Dennis also noted a digital back-up for university data had been established offsite.

Faculty Senate Report: Dr. Sue Tallichet reported the Faculty Senate has been working to update and clarify PACs. They are working on updating their constitution, as has Staff Congress and SGA.

Staff should respond to the survey sent in campus email regarding the new General Education Proposals. The LUX General Education Program Proposal and Implementation Review Committee is gathering feedback from staff as it works to facilitate General Education reform.

Corey Burkes, a student, addressed the Faculty Senate in their October 18 meeting regarding training for faculty to deal with seizures in the classroom. Representative Rucker noted that he hoped to get RAs and other Housing staff training, as well.

Representative Collins asked for confirmation that fractionalized staff would continue to teach in 2019. President Morgan said that the need will be determined as we learn what enrollment looks like, particularly for the fall 2019 semester.

Human Resources Report: Director Nally reported:

- Open Enrollment for benefits is from October 29 through Friday, November 16.
- Enrollment is passive this year, unless you want to change your plan.
- If staff want to continue their FSA or start a new FSA, enrollment will be necessary.
- The Breast Cancer Awareness Walk on October 26 had a great turnout, in spite of the rain.
- The Benefits Fair was Thursday, November 1 and was a success. 154 people signed in and took advantage of the information, booth activities, and flu shots.
- UAR 301.03 on Staff Performance was successfully updated thanks to the help of Chair Purnell, Secretary Rucker, and Representative Fletcher.

Cabinet Report: President Morgan reported that expenses for the current fiscal year are stable. Freshmen enrollment was up 10%.

Vice-Chair Pace asked for an update on the mold situation and President Morgan relayed that Baird Hall, Cartmell Hall, Alumni Hall, Nunn Hall, and Normal Hall all had mold. Clean up in Normal Hall has been completed and Baird Hall still needs to have some carpet replaced. Representative Alan Rucker of Housing commended the teams from Facilities on their hard work to control the problem. Representative Gardner May said facilities crews should be proud of all the hard work they have done. President Morgan added that some contracted workers were needed to help. Representative Niehoff noted many other universities and institutions were reporting mold this time of year.

Regent Dennis asked for an update on the renewed push for voluntary reductions and phased-out retirement proposals. President Morgan noted the deadline for proposals is in February 2019 and if any employee is considering retirement, stepping down, or working a 9, 10, or 11 month contract, they should submit a proposal to their supervisor.

Representative Ratliff asked when ADUC would be open. President Morgan relayed that ADUC will be open on Monday, November 12 with the operating hours of 8:00 a.m. – 8:00 p.m., Monday through Friday. ADUC will close during Thanksgiving and Winter Breaks for final completion.

Old Business: A second reading of Staff Congress constitution revisions will take place at the December 2018 meeting.

New Business: None.

Announcements:

- Thursday, November 1 – Monday, November 12: Advance Registration for Winter Session and Spring Term 2019 classes.
- Friday, November 16: The Black Gospel Ensemble’s Fall Concert will be at 7:30 p.m. in Baird Music Hall.
- Monday, November 19: The last day for students to drop a second half-semester class with a grade of “W.”
- Wednesday, November 21 – Friday, November 23: MSU will be closed for Thanksgiving Break.
- Tuesday, November 27: A Holiday Carnival will be held in ADUC from 5:00 p.m. to 7:00 p.m. Enjoy activity booths with letter-writing to Santa, face-painting, holiday crafts, and more.
- Thursday, November 29 – Friday, November 30: The MSU Student Art and Craft Fair will take place in the Golding-Yang Art Gallery from 9:00 a.m. to 5:00 p.m.
- Saturday, December 1: The Appalachian Holiday Arts and Crafts Fair will be held in the Laughlin Health Building from 9:00 a.m. to 5:00 p.m.
- Monday, November 5: The next Staff Congress meeting will be at 1:00 p.m. in Combs 413, unless ADUC is available. Representatives and guests will be informed of location change.
- Don’t forget to check www.msueagles.com for upcoming MSU athletic events.

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

Chair Purnell adjourned the meeting at 1:35 p.m.

Minutes submitted by: Laura Rucker