

Staff Congress: At-A-Glance

March 4, 2019

Chair Report: Clarissa Purnell

Chair Purnell reported that the discussion regarding fractionalized staff continues. President Morgan has relayed by fractionalizing staff to teach, 10-12 FTE jobs were not eliminated. President Morgan would like to offer fractionalized staff some sort of one-time compensation or recognition but that decision has not been finalized.

Vice-Chair Report: Lora Pace

Vice-Chair Pace reported two Staff Salute submissions were made since the February 2019 meeting. A Staff Salute certificate was presented to Doug Snedegar, Director of EagleCard & Document Services and to Chris Howes, Assistant Vice President for Technology. Holly Pollock, Director of Undergraduate Admissions, was also nominated for a Staff Salute but was unable to attend the meeting to accept the certificate.

Vicky Cooper, from Regional Education and Outreach, was invited to the January 2019 meeting of Staff Congress to accept a Staff Salute award but was unable to attend. Her certificate was presented to her this March with a picture taken with Chair Purnell.

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Staff Salutes:

Doug Snedegar– “Doug goes above and beyond what’s required of him to provide great customer service and has an excellent turnaround time in getting needed items to a department quickly. The EagleCard Office wouldn’t be the same without him.” – submitted 2/28/2019



Doug Snedegar, Director of EagleCard & Document Services Chris Howes, Assistant Vice President for Technology

Chris Howes– “I would like to recognize the positive changes that IT has made under the leadership of Chris Howes. There have been a number of improvements in technology at MSU in the past year and it is much appreciated.” – submitted 2/15/2019

Staff Salutes:

Holly Pollock– “*Holly is one of the most positive and dedicated employees on campus. She is always professional, prepared, and kind to everyone she comes into contact with across campus.*” – submitted 2/15/2019

Vicky Cooper– “*Vicky is the behind the scenes person in our office. She is the person who consistently volunteers to help others within the department and the community to do their jobs. Whenever, she is asked she pleasantly responds, yes, I am glad to help. She goes out of her way to help others within and outside of the department. She is a great ambassador for MSU in the community. However, she never wants to take credit or be recognized. We want to recognize her for an outstanding job.*” – submitted 12/3/2019



Benefits & Compensation:

***Committee Chair Savard-Hogge** reported the Employee Benefits University Standing Committee will meet March 13, 2019 at 2:00 p.m.

Credentials & Elections:

***Committee Chair Lynam** reported:

- Staff Congress members who are reassigned to new jobs or who moved to a new building in a different representational area may complete the current year through June but would need to run for re-election to start a new term in July 2019.
- Elections for Staff Congress representative seats will be held online Wednesday, April 17 and Thursday, April 18. Nominations of full-time employees will be accepted until 4:00 p.m. on Friday, March 29 using the SC Nomination Form sent via mass email.

Vacant Positions

The following Staff Congress positions (with specified terms) will be filled through the 2019 election process. All position responsibilities will begin on July 1, 2019. Representative term lengths will be determined by the number of votes received. Please note the revised Geographic Breakdown for the 2019 Election based on unit relocations across campus during 2018-19.

CATEGORY	REPRESENTATIVES TO BE ELECTED
Area 1	2 representatives – 3-year terms
Area 2	2 representatives – 3-year term 1 representative – 2-year term 2 representatives – 1-year term
Area 3	2 representatives – 3-year terms 1 representative – 1-year term
Area 4	2 representatives – 3-year terms 1 representative – 1-year term
Area 5	2 representatives – 3-year terms 1 representative – 1-year term

Area Geographic Breakdown for 2019-2020:

Area 1: CHER Building, Enrollment Services, Howell-McDowell Adm. Bldg., Kentucky Traditional Music Center, Kentucky Folk Art Center, Procurement Services, University Farm/Vet Tech

Area 2: ADUC, Allie Young Hall, Button Hall, Camden-Carroll Library, Combs Building, Fields Hall, Lappin Hall, Lloyd Cassity, Reed Hall

Area 3: Alumni Tower, Claypool-Young Art Building, Ginger Hall, Rader Hall, Recreation & Wellness Center, Space Science Center

Area 4: Baird Music Hall, Breckinridge Hall, Grote-Thompson Hall, Laughlin/Wetherby, Rice Maintenance Building

Area 5: AAC, Eagle Center/Wellness Center, Eagle Trace, Educational Services Building, Ashland SBDC, Montgomery Co. Adult Ed Center, MSU @ Ashland, MSU @ MTST, MSU @ Prestonsburg, Power Plant, All other off-campus locations.

Sustainability Report: No report.

Staff Issues:

***Committee Chair Maxey** reported the following staff concerns were submitted since the February 2019 meeting:

****CONCERN (submitted 1/29/2019)****

What is being done at MSU to balance the workload for staff that our teaching FYS and staff that are not having to teach FYS? No duties are being removed off the job duties for staff teaching. Staff not having to teach are not being asked to do another task since they can't teach? What about the new UAR? Does this change who/can and can't teach?

RESPONSE (from Chair Purnell):

Staff Congress leadership spoke with President Morgan in fall 2018 regarding redistribution of workload for those staff teaching FYS. President Morgan indicated that it would be up to each staff member's supervisor to redistribute duties within a department/unit for staff teaching FYS or a program class. Only an immediate supervisor will be able to assess what duties, if any, may be redistributed given staffing and skills within a department/unit. Staff Congress has heard of instances where some supervisors were able to redistribute duties of staff who taught within their department/unit, as well as instances where those who taught did not have duties redistributed. Staff Congress encourages all staff who are teaching (fall or spring), to speak with their immediate supervisor about workload redistribution. Unfortunately, a new UAR was mentioned in this concern, but the UAR number or title was not provided; therefore, the last part of this concern cannot be addressed at this time. If the person who submitted this concern would like to email the UAR number or UAR title to staffcongress@moreheadstate.edu, to me at c.purnell@moreheadstate.edu or submit a follow-up concern with more information, we would be happy to look at the UAR you are referencing in this concern.

****CONCERN (submitted by 2/4/2018)****

Why are there four unfinished electrical junction boxes around the flower beds in the courtyard of the brand new ADUC? This was a multi-million dollar project and these four junction boxes with loose wires hanging out are beyond tacky. It looks like they were meant for lights. If we don't have money for lights, then here's an idea--put some metal covers over them.

This past weekend there were two kindergarten age kids playing IN THE WIRES. I told them they better not do that. I don't know if you've got live electricity in there, but it's likely that you do. Either way, do you want kids digging around in there? No, you don't. This is beyond tacky.

Why can't we start making the place look a little better around here?

There's also a major gas leak between East Mignon and Mignon Hall around the area of the steps leading from the Rock that needs to be addressed before that entire area of campus blows up.

RESPONSE (from Kim Oatman, AVP Facilities and Operations):

Regarding ADUC wires – Although the ADUC project looks essentially complete, it's not. We still have several outstanding items that must be resolved and completed and these loose wires fall in that category. They are not live wires, so not unsafe, but the complainant is correct it needs to be corrected and it will be.

Regarding gas smell near Mignons– we will check the area out today to make sure nothing is leaking. It would be helpful to know if it is a natural gas odor or a diesel/gasoline odor. We do have generators in these buildings that use differing kinds of fuel and this may be the source, but we will check it out.

We appreciate receiving these concerns through staff congress, however the best way to make Facilities Management aware of issues (particularly life-safety issues that may need immediate attention) is to call our office at 606-783-2066.

****CONCERN (submitted 2/8/2019)****

In looking at the Board of Regents Agenda Book from December 2018 on the website, there were only two staff members listed as receiving supplemental pay for teaching courses. Yet, there were more staff members who were being paid to teach, even those who were identified as fractionalized. I don't understand why the BOR book list did not include all who were receiving supplemental pay? How were the people selected who received supplemental? Why would they receive supplemental when their job description already includes teaching duties? Interesting that our staff regent is one of these people.

RESPONSE (from Dr. Bob Albert, Provost):

Some staff members did receive supplemental pay for teaching in the fall term. Those cases fell into a few categories. 1) Staff members were eligible for teaching-related supplemental compensation if they had fulfilled their fractionalization obligation; 2) Staff members teaching as part of grant funded programs were eligible for teaching-related supplemental compensation; 3) Part-time staff members were not fractionalized, so if they taught, they received supplemental compensation. And as I noted at the Staff Congress meeting last week, we missed a few cases that did not fall into one of these three categories.

RESPONSE (from Craig Dennis, Staff Regent):

When the BOR agenda book came out I noticed there were only 2 names of staff showing as receiving supplemental pay for teaching. I asked President Morgan why my name was not in the agenda book because I was being paid to teach MSU 499C. His response was he did not know but would investigate. In my role as Staff Regent, and an MSU employee, I try to be as transparent as possible.

In 2007 I was asked by the Dean of the Caudill College of Arts, Humanities, and Social Sciences to teach MSU 499C and have been doing so since.

I am fractionalized (since last spring 2018) at .2 which means I teach two FYS courses per year with no supplemental pay. I taught one FYS class in the 2018 fall semester and I am teaching another FYS class this spring 2019 semester, neither with supplemental pay. I have taught, and continue to teach MSU 499C, since 2007 with supplemental pay. These are online classes in the fall and the spring semesters that I teach on my own time.

****CONCERN (submitted 2/12/2019)****

It has come to our attention that the Police Department is suffering from a staffing loss and has not been allowed to fill the positions that have been vacated with new employees. What justification does the president have for this oversight? This poses a possibility for a real danger, not only to the students, but to the officers as well. They are operating at half (or less) the staff than they had a year ago, if anything else happens we are looking at a dangerous situation. We know at this day and time it isn't a matter of "if" something bad will happen, but when.

RESPONSE (from Russ Mast, Vice President Student Affairs):

During the process of developing the Student Affairs budget for FY 2019-2020, each department within the division was analyzed to make sure we are properly staffed compared to universities/colleges of similar size and enrollment. We are in the process of hiring two replacement police officers within the next month or so (we are waiting on the possible changes to the KY pensions systems to make sure they are hired at optimal times). The Staff Congress has also asked us to take reduction/savings from unfilled positions before filled positions. As always, the safety and well-being of the campus community is our first priority.

DISCUSSION:

Staff Congress representatives discussed the Staff Congress reference in this reply. While hiring supervisors have been told that Staff Congress was against filling positions, Staff Congress has never recommended positions not be filled. Student success and safety must always be our top priority. The misconception is a

result of the joint Staff Congress/Faculty Senate Resolution that was passed in the fall of 2018 asking for alternatives for involuntary separations. The resolution was never intended to cease hiring of necessary positions.

****CONCERN (submitted 2/12/2019)****

In the recent campus update sessions, the President states that “we” were looking at the size of staffing in offices at other institutions to see where MSU could reduce staffing. Who is looking at staffing size with him and comparing staffing to individual office staffing numbers to others? How are they choosing who to look at? Are they asking questions about differences in the way they have to do their work? How thoughtful is our process?

RESPONSE:

Submitted to Dr. Morgan on 2/13/2019.

****CONCERN (submitted 2/12/2019)****

I am very upset over a comment I heard my coworkers discussing when they returned from the presidents chat session. Did the president really say that he was looking to do something for staff who taught classes because of the extra work they did? If that is being considered, I am very upset. The reason I didn't go to one of the chats today is because I had to cover my office area because I have taken on a lot of extra work because no one is here to do it. Will something be done for me and other staff people across campus who are working hard with no raises? This is not fair to staff who didn't teach but are giving a lot of extra effort to keep this place running. I would never ask for anything extra because I don't want to be laid off but this is not okay. Other people work hard on campus too.

RESPONSE:

Submitted to Dr. Morgan on 2/13/2019.

DISCUSSION:

Staff Congress representatives discussed their support for compensation of fractionalized staff, but recognize a common problem on campus of staff taking on duties from multiple vacant or eliminated positions. Representatives discussed that some staff feel like they have no choice but to take on a work load that cannot be completed in a 37.5-hour work week. Supervisors and administrators may or may not recognize that their hourly employees are working extra hours to complete work for which they will not be compensated. Director Nally reminded the group of the law that hourly employees must be paid overtime pay for working more than 40 hours in a week. If overtime pay is not a possibility, then it is the responsibility of the supervisor to address the workload issue. Staff Congress's Benefits & Compensation Committee will be tasked with identifying common workflow and process problems that may be causing an undue burden on staff workloads.

****CONCERN (submitted 2/15/2019)****

I have noticed that the Clutter in email doesn't have clutter anymore. I called IT and was told they don't know where the email is going to. Can someone please address this? Can someone tell us where the email is now going? There is MUCH university email that goes to clutter and it isn't going to junk. Please give us direction on who to call when things like this arise instead of telling everyone to call the helpdesk, because the helpdesk is NOT helping the university.

RESPONSE (from Chris Howes):

The “Clutter” feature within our Microsoft Outlook email system was adjusted for the following reasons:

- Users have voiced concern that the clutter feature was causing them to miss important emails (billing, assignments, etc.).
- Microsoft has announced that the clutter feature will be permanently disabled on January 31, 2020 in favor of the new “Focused Inbox” feature.

Please note that disabling this feature did not remove any email, and the clutter folder is still available to all users. Additionally, MSU OIT has made updates to ensure email from current MSU users will not be sent to clutter going forward.

Users may re-enable the clutter feature at their discretion by following instructions found at <https://support.office.com/en-us/article/turn-off-on-clutter-in-outlook-a9c72a77-1bc4-40e6-ba6d-103c1d1aba4c> until the aforementioned January 31, 2020 date.

****CONCERN (submitted 2/15/2019)****

Has staff thought about bringing in someone from the union? I believe it's high time we start thinking about the staff at MSU and stop this pettiness. Things are NOT looking good for many staff at MSU. It is obvious that MSU is only looking out for administrators. When will STAFF CONGRESS STEP UP AND ACTUALLY HELP STAFF?

RESPONSE (Clarissa Purnell, Chair of Staff Congress):

Staff Congress always takes staff concerns seriously and seeks to bring forth issues to administration on behalf of all staff at MSU in hopes of obtaining a remedy/resolution for the issue in question. Staff Congress’s role is to be an advisory body to the administration. Staff Congress has been able to meet regularly and discuss staff issues with President Morgan since he came to MSU in fall 2017. If you have a specific issue or area of concern that you think Staff Congress should know about, please send additional details. You may submit a new concern, email details to staffcongress@moreheadstate.edu or send them directly to me at c.purnell@moreheadstate.edu. Staff Congress encourages all full-time staff to run for representative seats in their area during the campus-wide elections held each April. We would love to see more staff involved in Staff Congress—the more staff members we have willing to work towards solutions and to facilitate positive change, the better positioned Staff Congress will be to assist in making MSU a great place to work.

Note: After the Staff Congress discussed unionization during the March meeting of Staff Congress, Chair Purnell also forwarded this Staff Concern to Harold Nally, Director of Human Resources. An update will be provided once feedback is received.

Other Reports

Staff Regent Report:

****Staff Regent Dennis*** reported the Board of Regents (BOR) met on Thursday, February 28, 2019, for the 2nd quarter work session meeting at MSU – Mt. Sterling. During this meeting the BOR:

- 1. Dr. Morgan and Budget Director Lindgren gave a fiscal year planning update which included:**
 - a. A projection that we will exceed tuition revenue for the year for the fall 2018, winter 2018, and spring 2019 semesters.
 - b. Residence hall revenue is projected to be higher than expected for this academic year.
 - c. University bookstore is expected to have a revenue shortfall but also had reduced expenditures possible due to ADUC being closed for renovation, increased competition from online sales, and a declining student population.

- d. The administration continues to use a conservative approach to budgeting while also containing costs by containing M & O costs on buildings (demolition of Butler Hall, Laughlin off-line to the city and county, closing Wetherby Gym, etc.), limited hiring of vacant positions, and more use of student workers.
- e. Health insurance was an additional \$564,000.00 university expense due to the administration deciding to keep the 78% employer and 22% employee cost ratio split.
- f. One time expenditures in 2018-2019 were/are:

1. Purchase of Rowan County Detention Center	\$687,500.00
2. Finishing expenses to ADUC	\$2,000,000.00
3. Mold issues in Baird Music Hall	\$110,000.00
4. Chiller replacement in East Mignon Hall	\$115,450.00
5. Butler Hall demolition	\$125,000.00
6. Finishing expenses on the volleyball venue in AAC	\$315,000.00
 TOTAL	 \$3,352,950.00

NOTE: The expenses for the demolition of Butler Hall and the volleyball venue in AAC are expected to be recovered in 2-3 years by closing both Butler Hall and Wetherby gym.

- 1. **Ms. Lindgren – Explained a proposed 2008 series bond restructure.**
 - a. This will allow MSU to have saved several hundreds of thousands of dollars in payments now. In the remaining years, MSU will pay the same amount with some additional interest for prolonging the term of the loan. This “frees up” money now.
- 2. **Mr. Oatman presented the Facilities Management & Capital Plan which included:**
 - a. A 2018-2019 update on facilities improvements to campus which included
 - 1. We have razed 6 small structures on campus.
 - 2. Relocated Health & Kinesiology from Laughlin Health Bldg. to Ginger Hall.
 - 3. Began the renovation of AAC to move volleyball to AAC from Wetherby gym.
 - 4. Razed Butler Hall and graded it for lawn space.
 - 5. Relocated the English Department from Combs Bldg. to Breckenridge Hall.
 - 6. Relocated Student Affairs from Enrollment Services Bldg. to ADUC.
 - 7. Relocated several student groups from multiple locations to ADUC.
 - 8. Relocated Aramark & Food Services from multiple locations to ADUC.
 - 9. Relocated the EagleCard office from Allie Young Hall to ADUC.
 - 10. Relocated Conference & Event Services from Allie Young Hall to ADUC.
 - b. The 18-month masterplan of future campus improvements include:
 - 1. Relocate Alumni Development to the Enrollment Services Bldg.
 - 2. Take Laughlin Health Bldg. off-line and move it to City/county use.
 - 3. Modify space (old pool area) in AAC for the volleyball team.
 - 4. Evaluate vacant space in the old jail and Alumni Tower (ground level).
 - 5. Shutter Wetherby Gym.
 - 6. Evaluate the use of 3rd Street Eats.
 - 7. Modify the President's home for rededicated use as a special event center.
- 3. **Mr. Mast gave the BOR a residence hall report which included the following information:**
 - a. The various types of housing options MSU offers – Double occupancy rooms, apartment style housing, and suite-style rooms (4 person rooms).
 - b. MSU has approximately 3,139 bed spaces available on campus.

- c. The cost range for housing at MSU is from \$2,400.00 (Cartmell Hall) to \$6,120.00 (One-bedroom Eagle Lake apartments) per semester.
- d. MSU's housing rates are competitive among our competitors (other colleges).
- e. MSU is more expensive than off campus living by roughly 40-45%.
- f. Recommendations are to freeze housing rates for 2019-2020, evaluate Cooper Hall, and evaluate residence hall leadership awards.

4. The BOR reviewed the self-evaluation from last year. BOR Chair Walker led the review.

The survey revealed (paraphrased here – full list may be available):

- a. **Strengths included:** Diverse group, high respect for fellow members, a well-balanced team of people from various business and industry, leadership is knowledgeable and experienced, committed to MSU, well-functioning with good communication.
- b. **Weaknesses included:** Be more informed and ask more questions, lack of participation from some BOR members, some limited ability to understand budgetary information and decisions, too quick to accept financial conclusions without independent review, and needs more discussion and oversight of academic programs.

5. Dr. Morgan gave the President's Report – He will discuss this in Staff Congress.

6. Future BOR Meetings:

- Quarterly Meeting - Thursday, March 28
- Audit Committee Meeting - Thursday, May 16
- Work Session - Thursday, May 16
- Quarterly Meeting - Thursday, June 6

Faculty Senate Report:

***Dr. Sue Tallichet** reported the Faculty Senate has been working on an evaluation of current deans, as well as collecting feedback on General Education work. Dr. Laurie Couch will speak about FYS to the Faculty Senate at their next meeting.

Human Resources Report: Harold Nally, Director of Human Resources

***Harold Nally** shared the following announcements:

- On March 11, a notice will be sent out to begin performance evaluations of staff.
- Procedures for randomized cotinine testing are being finalized. Employees paying the non-tobacco rate during 2018 and 2019 are subject to random testing and will be asked to report to Counseling & Health Services. Results will be sent to the Office of Human Resources. The procedural document is attached to these minutes and will be attached to the March 2019 Staff Congress Newsletter for mass distribution.

Question: Will there be a whistleblower line to report people?

Director Nally: No, there will not be a whistleblower line.

Question: If someone quits smoking, can they elect to have the test done and stop paying the surcharge?

Director Nally: Yes, with a fee of \$35 if the test is elected.

Cabinet Report:

***Dr. Caroline Atkins** reported:

- The group working on the Diversity Plan will meet on April 29 in ADUC 329.

- If departments need student workers, Dr. Atkins has underrepresented minority students looking for positions. Please contact her for more information.
- Susan Maxey is the Staff Congress representative for the Eagle Inclusion group.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

CAMPUS ANNOUNCEMENTS

- Tuesday, March 5: The Spring 2019 Career Fair will be in the ADUC Ballroom from 10:00 a.m. – 1:00 p.m. Students and alumni should dress professionally, bring a resume, and can connect with more than 80 employers and graduate schools.
- Monday, March 11: Midterm grades are due to the Registrar’s Office.
- Friday, March 15 and Saturday, March 16: The Space Science Center will present a series of planetarium programs and laser shows in the Star Theater, which are open to the public. Show your Eagle ID for free admittance. Show times are Friday at 6:00 p.m., 7:00 p.m., and 8:00 p.m. and Saturday at 1:00 p.m., 2:00 p.m., 3:00 p.m., and 4:00 p.m.
- Monday, March 18 through Friday, March 22: Spring Break for students. Staff will have one paid “free day” off during this week to be arranged with their departments.
- Monday, April 1: Advance Registration for Summer and Fall 2019 term classes begins.
- Monday, April 1: The next Staff Congress meeting will be in ADUC 326 at 1:00 p.m.
- Don’t forget to check www.msueagles.com for other upcoming MSU athletic events.

Attention!

Staff Congress is seeking input from staff across campus on what workflows/processes staff think could be optimized for greater efficiency. If you have a workflow/process that you use regularly and would like to see it reviewed, please send the workflow/process and a brief description of why it needs to be improved and any suggestions you have for improvement to: staffcongress@moreheadstate.edu. Please submit these proposals no later than March 31, 2019. Review will begin April 1.

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