



**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
May 6, 2019**



MEMBERS:

Risa Boyd	Andrea Fryman Stone	Sabra Lowe*	Kerry Murphy	Laura Rucker
Jamey Carver	John Haky	Krys Lynam	Holly Niehoff	Shana Savard-Hogge
Debbie Cooper	Amanda Holbrook*	Tina McWain	Lora Pace	Becky Scott*
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*

*Denotes member was absent.

Guests:	Dr. J. Morgan, President; Craig Dennis, Staff Regent; Gaylena Cline, Payroll; Dr. Sue Tallichet, Faculty Senate liaison; Dr. Caroline Adkins, Cabinet liaison; Chris Howes, CIO; Staff Salute Recipients: Kay Hampton, Michelle Barber, Sara Larson, Keith Quinn, Mica Collins, Michelle Emrick, Ollie Floyd, and Gera Jones.
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Chair Purnell called the meeting to order at 1:00 p.m.

Motion:	To approve the minutes from the March 2019 meeting.	
	Proposed: Rep. Fletcher	Seconded: Rep. Lynam
Called for Vote:	Motion passed.	

President's Update	<p>Dr. Morgan updated the Staff Congress on several issues:</p> <ul style="list-style-type: none"> • The fiscal year nearing its close has been a relatively stable year. Budgeting has been a conservative process and tuition revenue exceeded expectations. Every expense has been reviewed closely, including the process of filling vacancies and hiring for new positions. Several employees have been relocated to fill positions most needed. Some positions have been eliminated, switched to part-time, or contracted out altogether. • In February, discussions began to pay staff instructors who were asked to teach 72 FYS and general education core classes in the fall 2018 semester. Those staff were paid \$2100 in April and will be paid in the future. Evaluations of staff instructors have been overwhelmingly positive. Qualified staff who are interested in
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	<p>teaching an FYS or other core class should contact the Provost's office.</p> <ul style="list-style-type: none"> • Several capital expenses will be absorbed by July, including the cost of the jail, ADUC, and the former school board building. • Going into the new budget year in July, the reduction in budget totals \$7 – 7.2 million. With a raise in tuition for undergraduates of 2.5%, the net reduction will roughly total \$5 million. About \$3.1 million of that reduction is due to increasing pension costs. The rest of the reduction in budget includes an increase in costs in healthcare and a downturn in general revenue. • President Morgan signed support for a special session to freeze the drastic increase in pension contributions for KERS employees, set to begin on July 1. • While health insurance costs continue to rise, the administration hopes to continue a 78/22 employer/employee split in healthcare contributions. • President Morgan would like Staff Congress representatives to give feedback on a potential new practice regarding employees and their dependents using tuition waivers. MSU gets performance funding credit for its students utilizing federal Pell grant money. If employees and dependents using tuition waivers could apply for the FAFSA and qualify for Pell money, it would be a benefit to the employee and to the University. Employees would need to be routed through the Financial Aid process to determine eligibility.
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<p>Chair's Report</p>	<p>Chair Purnell reported:</p> <ul style="list-style-type: none"> • Montgomery County School System has purchased the Clay Center and MSU will lease this building for further use. This purchase saves MSU around \$60,000 per year on the new lease. • President Morgan put together a committee to review PAcS and PGs and other University-related policies for the purpose of SASCOC accreditation. The committee will include leadership from Faculty Senate and Staff Congress, President Morgan, and Harold Nally. Two full-day work sessions are scheduled.
<p>Vice-Chair's Report</p>	<p>Vice-Chair Pace reported the Staff Congress website will be updated after the officer election at the June meeting.</p>

	<p>The following Staff Salute submissions were made since the April 2019 meeting. Staff Salute certificates were presented to Mica Collins, Department of Communications, Media, and Languages; Keith Quinn, Building Services; Michelle Emrick, Ollie Floyd, and Gera Jones from the Graduate School; Arlene K. Hampton, Building Services; Michelle Barber and Sara Larson from Advising and Retention Services.</p> <p>Staff Salutes:</p> <p>Mica Collins - <i>“Mica Collins is a dedicated, cheerful, professional employee who puts the needs of students first. She is always polite, cheerful and answers questions and fixes problems. Mica recently took on additional duties supporting two departments and should be commended for all that she does on a daily basis. She is definitely an asset to her departments and MSU. Thank you, Mica!”</i> – submitted 4/8/2019</p> <p>Keith Quinn – <i>“Keith does an outstanding job every night. He always comes in with a smile and goes beyond what is asked. Anything you ask of him, he always says, "I'll make it happen". Very personable and truly cares about his people and the university.”</i> – submitted 4/17/2019</p> <p>Michelle Emrick, Ollie Floyd, and Gera Jones – <i>“Michelle Emrick, Ollie Floyd, and Gera Jones, are truly assets to the Graduate School. They provide excellent customer services to our students and go above and beyond to ensure each receives the best possible experience. The University is lucky to have such positive representatives who devote all their efforts to making MSU a better place.”</i>- submitted 4/17/2019</p> <p>Arlene Kay Hampton – <i>“Without her leadership, the under staffed Building Services Technicians wouldn't be able to keep the buildings on Campus looking as good as they do. Not only does she supervise, she also gets down and dirty filling in the many gaps in coverage and cleans with the best of them. Not to mention that when events happen on campus that certain people try to sneak in under the radar, she is on top of things by making sure someone is there to clean up the messes.”</i> – submitted 4/17/2019</p> <p>Michelle Barber and Sara Larson – <i>“While being understaffed in some major areas of their department, Michelle and Sara have worked hard to provide retention services to our students. They do so with a smile and never forget that the student comes first.”</i>- submitted 4/23/2019</p>
Secretary's Report	Secretary Rucker reported a balance of \$681.20 in the supplies budget. There were no new expenditures.

Committee Reports

Benefits & Compensation

Committee Chair Savard-Hogge reported the Benefits and Compensation Committee of the Staff Congress met on April 3 and May 1.

- The committee is planning work on how some campus job descriptions do not reflect job duties.
- The committee received a number of submissions of campus processes that may need improvement or better training. Representatives will be asked to review the list of submissions and rank according to priority of need. The categories of process and workflow issues collected thus far include:
 - Electronic forms in central web location
 - On-Campus Purchases/Financial Transactions/Budget Viewing
 - Course Building
 - Class Registration
 - Human Resources
 - Procurement
 - SOAR
 - Student Employee hiring
 - Transcripts for new employee hires
 - Academic Advising
 - Overtime Compensation
 - University Communications
 - Dedicated emergency hotline
 - Faculty Issues – Faculty 180, Merit Pay, Interim appointments

Training manuals and written policies and procedures are not always available. Online toolkits and supervisor training may be a way to move forward toward a better informed and more efficient body of faculty and staff.

Credentials & Elections

Committee Chair Lynam reported the election for Staff Congress representatives was held online on April 17 and 18. There were minimal issues with online voting and each campus area gained new or reelected representatives.

Name	Area	Term Length
Joe Fraley	1	3 years
Sherry Surmont	1	3 years
Debbie Ellis	2	3 years
Dave Flora	2	3 years
Laura Rucker	2	2 years
Holly Niehoff	2	1 year

	Xavier Scott	2	1 year
	Risa Boyd	3	3 years
	Amanda Holbrook	3	1 years
	Jessica Thompson	3	3 years
	Debbie Cooper	4	3 years
	Jessica Harris	4	1 years
	Jarred Hunt	4	3 years
	Benji Bryant	5	3 years
	John Mahaney	5	3 years
	Helisha Tuerk	5	1 years
	Samantha Jo Bryant	5	1 years
	<p>Staff Congress officer elections will take place at the June meeting. Representatives will elect the Chair, Vice-Chair, and Secretary/Treasurer for the 2019-2020 year. Nominations will be taken until May 20 and any representatives running for an officer seat will submit a statement of interest.</p> <p>The next Credentials and Elections meeting will be May 16th to review this year's elections and well as begin planning for the next bylaws and constitution review.</p>		

Staff Concerns	<p>Chair Maxey reported their group decided that staff concerns will be reviewed and voted on by the Staff Issues committee before being forwarded for response or being published in the newsletter. Some concerns being submitted have not necessarily been pertinent to staff across campus but more a complaint that only effects the individual.</p> <p>If staff members would like to have a concern addressed but not necessarily published, they can submit a concern via the web form and include their name to get an individualized response. If staff submit a concern that does not get a published response and they feel like the issue should be addressed, they should contact their Staff Congress representative. The website will updated to reflect this change in the treatment of staff concerns.</p> <p>Chair Purnell encouraged representatives to use this opportunity to reach out to their area constituents to make sure concerns are being addressed.</p>
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The following staff concerns were submitted since the April 2019 meeting:

****CONCERN (submitted 3/27/2019)****

In the February 4th Staff Congress minutes, staff were instructed to contact the Benefits & Compensation committee with questions or comments on the benefits review that was being put together. It is my understanding that this committee has met at least two times, according to the minutes, to work on this review, and I would like to have an update. I would like to know how MSU currently compares to other colleges when it comes to benefits and compensation.

When I contacted a member of the B&C committee to ask a couple of questions, I was informed that the B&C committee was told that they could no longer work on the review. Isn't this something that this committee should be addressing? Is the reason that the B&C committee could no longer work on this, because it was stopped by Staff Congress Executive Council, Human Resources or someone else?

If the B&C committee was told that they couldn't work on this issue I would like to know why. Staff Congress should be working to promote the staff and not just select individuals or groups. It seems as if, once again, certain members of Staff Congress are only working on items that will benefit themselves and not looking out for staff as a whole.

RESPONSE (from Committee Chair Savard-Hogge):

A determination was made by the Executive Council to not pursue a benefits review. A benefits review is being conducted by the University Standing Committee.

****CONCERN (submitted 3/28/2019)****

According to this story by the Trailblazer, http://m.thetrailblazeronline.net/life_and_arts/article_cb6a6b46-51bd-11e9-abf1-6f98464688ca.html, MSU's Sexual Harassment and Technology Resource Acceptable Use policies violate free speech. If this is so I would like to know why the policies were crafted to suppress free speech and if they are going to undergo changes?

RESPONSE (from Jane Fitzpatrick, General Council):

All of our policies are being reviewed to comply with the new state law which goes beyond the constitution.

****CONCERN (submitted 3/30/2019)****

My concern is why are we still hearing about changes at the University through the media first? Example, the recent closure of the

free dental clinic? Why did the university spend \$2.5 million to house the clinic to turn around and eliminate it? Our students need it!

****CONCERN (submitted 3/30/2019)****

I would like to know how much money was re-invested into the mental health area due to the closure of the dental clinic and what those changes are.

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

I do not have the final amounts as it relates to the grant funds provided to the university for the dental equipment. The changes in the department were shared with the staff and in departmental meetings within our division.

In regards to the second question from 3/30/19; we will be hiring two additional mental health counselors. The total cost of salaries and benefits will be over \$120,000.

In regards to the first question, I will need to do some further research. The dental clinic was funded by grant funds and I do not have those records in my office. I will need to talk to a few folks to determine how much of the dental clinic was grant funds, and how much university funds. The changes were announced in several departmental meetings, and with staff.

****CONCERN (submitted 4/1/2019)****

Is MSU going to considering a 4 day work week like WKU put in place for their employees?

RESPONSE (from Harold Nally, Director Human Resources):

There have been no formal conversations about a four (4) day work week at this point.

****CONCERN (submitted 4/10/2019)****

I was reading about the city and county leasing Laughlin Health Building in the April 10th edition of the Morehead News. It mentioned that the city and county would incur other expenses in addition to the lease such as utilities and 100 parking spaces. Are these 100 parking spaces part of campus? Will this not create additional parking issues for staff and students who currently park in Laughlin area?

RESPONSE (from President Morgan):

The parking spaces are part of a pass-through lease of the lot beside Mr. Gatti's restaurant. Also included are the 32 spaces beside the

MSU Police Department front entrance. The fence that previously surrounded the motor pool lot directly behind Wetherby gym has been removed and those spaces are now available.

****CONCERN (submitted 4/16/2019)****

Once again, the safety and security of our University has been called into question. Although there have been some moves in the right direction, our Police Department has still been grossly under staffed, specifically in the dispatch center. There are currently three full time, certified dispatchers, one slated to go to the academy and one part timer, who has another full time job...this is for 24 hours a day 7 days a week. They are forced to work EXHAUSTING hours of overtime just to ensure that there is coverage. The president has denied the hiring, yet again, of another full time dispatcher to ease the load. I don't know if he just doesn't comprehend the danger he is putting not only his Police Officers in, but also the community as a whole. There is no way these shifts and this strain can continue to happen and the staff that is already employed be expected to exhaust themselves. Something MUST BE DONE

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

No response.

****CONCERN (submitted 4/17/2019)****

In the most recent staff congress newsletter, Harold Nally mentioned that to report unethical behavior an option was to utilize the Red Flag Reporting system.....however, these concerns go to our internal auditor and lawyer, which then just get brushed under the rug. We need to look at having it go outside of the university for examining the concerns. Nothing seems to actually get done when reporting to HR or the Red Flag.

RESPONSE (from Harold Nally, Director Human Resources and Joe Hunsucker, Director Internal Audits):

RedFlag Reporting is a hotline used to anonymously report ethical, fraud and safety issues at MSU. Reports go to an external firm, RedFlag Reporting, who screens and categorizes the reports and submits them to the appropriate person at MSU. If the issue involves fraud or a financial issue, the report is sent to me (Joe) to be investigated. If the issue involves an ethical or HR issue, they are sent to Harold Nally to be investigated. Reports are not sent to General Council. I only see the reports sent to me but I'm not aware of any reports being "brushed under the rug" by either Harold or myself. If

the person that submitted the concern wishes, they can always contact the staff Regent Craig Dennis or another BOR member.

As Joe Hunsucker explained per his response, RedFlag Reporting is a hotline used to anonymously report ethical, fraud and safety issues at MSU. Reports go to an external firm, RedFlag Reporting, who screens and categorizes the reports and submits them to the appropriate person at MSU. If the issue involves fraud or a financial issue, the report is sent to Joe Hunsucker to be investigated. If the issue involves an ethical or HR issue, they are sent to me (Harold) to investigate. Reports are not sent to General Council. I too am not aware of any reports being “brushed under the rug” by either Joe or myself. As Joe said in his response, I would also support, if the person that submitted the concern wishes, they can always contact the staff Regent, Craig Dennis, or another BOR member. I will add to Joe’s response that if Redflag Reporting doesn’t determine the report has merit and/or there is not enough detail to initiate and investigation, the report will not be sent to either one of us.

****CONCERN (submitted 4/23/2019)****

The PHI Helicopter plan that was offered to MSU employees. Concerns are as follows: 1) now that PHI has went bankrupt/out of business, will there be another option to replace this plan?; 2) If premiums were paid in advance, will those premiums be refunded to employees who signed up on the plan? Thank you for considering this concern!

RESPONSE (from Harold Nally, Director Human Resources):

MSU employees that signed up for PHI Air Medical coverage were notified in a March 6, 2019 letter informing them that they have discontinued their operations in Morehead. PHI Air Medical states they will continue to provide benefits through other regional locations in London, Greenville and Monticello.

Members were given the option to cancel their membership. PHI Air Medical provided a form in this letter for those wishing to receive a refund of their \$30 membership fee (this fee was not payroll deducted, members paid this fee directly to PHI Air Medical). Members were given until April 15, 2019 to receive a refund. If and when new developments emerge, we will inform employees as these details become available.

Sustainability Report: Representative Niehoff reported April was a good month: Earth Day was a success, their group planted 800 trees by Triplett Creek, there were two successful clean-up projects, and the car charging stations in front of the Enrollment Services building are operational.

Regent's Report: The MSU Board of Regents (BOR) have not met since the 3rd quarter meeting of March 28, 2019. Therefore, there is no new BOR activity to report.

The campus regents (Student Regent, Faculty Regent, and Staff Regent) met with President Morgan on Tuesday, April 23 to discuss development of the 2019-2020 budget. Some budget details were shared but, pending more pension information and possible implications to the budget, President Morgan requested that we not share what was discussed in the meeting.

The Board of Regents usually holds a work session in the month of May with no business, only presentations. This May, Dr. Morgan was going to devote almost the entire meeting to updating the BOR on pensions. Since pensions are temporarily on hold due to the special legislative session, Dr. Morgan recommended to Chair Walker that we could save time and energy by cancelling the May work session. Chair Walker concurred. Dr. Morgan then recommended the following to the Board:

- The May 16 Board work session will be cancelled.
- Move the very few items he had as updates scheduled for the May 16 meeting to the June 6 Quarterly Board meeting.
- Allot extra time at the June 6 meeting to cover things that were slated for the May meeting. This means that the June meeting might run longer than normal.
- Due to cancellation of the May meeting, Dr. Morgan plans to mail the BOR his annual evaluation document for each member to look over, and then the members would return the evaluation, with responses, to the Board Chair by mail.
- Dr. Morgan will also mail each member the Board of Regents Self-Assessment. Each BOR member will complete the assessment then mail it back to MSU and the staff will compile all the responses for distribution to the Chair.

The 4th quarter BOR meeting is scheduled for Thursday, June 6.

Faculty Senate Report: Dr. Tallichet reported:

- Smart Eval, a fully online student's course evaluation program, has been selected and agreed upon between faculty and the provost.
- Committee descriptions are being updated.
- PAc 129, 34, and 10 have been updated to reflect the new Visiting Assistant Professor position.
- The Faculty Regent election ends May 6 at midnight.
- The SGA President approached the Faculty Senate regarding a full dead week before final exams due to an issue of having multiple assignments due immediately before their final exam. Faculty suggested a reminder to professors to be mindful and considerate of the timing of their end of the semester assignments.
- Faculty Senate will be busy this summer with a June and July meeting to work on PAc's in preparation for SACS accreditation.

Human Resources Report: Gaylena Cline reminded everyone to attend the Employee Service and Recognition Picnic on the lawn of Allie Young on Tuesday, May 7.

Cabinet Report: Caroline Adkins reported that Dr. Morgan has been approached by the Bluegrass Tomorrow group to consider hosting an IdeaFest – a Ted Talk style event- in the second week of November.

MSU’s diversity plan from 2017-18 passed with a score of 24 out of 36, which is the lowest score available while still passing. Dr. Adkins feels that the 2018-19 plan will score higher. Some initiatives being implemented to explore and highlight diversity on campus include a campus climate survey, displaying creative works by students, napkin box inserts in the dining facilities, and some new video shoots that emphasize the commonalities between all members of the MSU community.

Old Business: Representative Savard-Hogge reiterated a previous concern about part-time and temporary employees being ineligible to apply for internal job postings. Gaylena Cline offered to pass the question along again to Harold Nally.

New Business: None.

Announcements:

- Monday, May 6: It’s Final Exam Week!
- Friday, May 10 and Saturday, May 11: The MSU farm will have a variety of flowers and vegetables for sale from 10:00 a.m. – 5:00 p.m. at the Derrickson Agricultural Complex off Cranston Road.
- Saturday, May 11: Spring 2019 Commencement will be at 10:00 a.m. and at 2:00 p.m.
- Tuesday, May 14: Grades are due in the Registrar’s office by 10:00 a.m.
- Monday, May 20: Maymester classes begin.
- Monday, May 27: MSU will be closed for Memorial Day.
- Monday, June 3: The next Staff Congress meeting will be at 1:00 p.m. (location to be determined) with an appreciation luncheon beforehand.
- Don’t forget to check www.msueagles.com for upcoming MSU athletic events.

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

Chair Purnell adjourned the meeting at 2:16 p.m.

Minutes submitted by: Laura Rucker, Secretary