



**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
July 1, 2019**



MEMBERS:

Tosha Binion	Sharon Cooper*	Amanda Holbrook	Gardner May	Xavier Scott
Risa Boyd	Debbie Ellis	Joe Hunsucker	Kerry Murphy*	Andrea Stone
Benji Bryant	Rhonda Ferguson	Jarred Hunt	Holly Niehoff	Sherry Surmont*
Samantha Jo Bryant	David Flora	Krys Lynam	Garrick Ratliff*	Jessica Thompson*
Jamey Carver	Joe Fraley	John Mahaney	Laura Rucker	Helisha Tuerk
Debbie Cooper	Jessica Harris	Susan Maxey*	Shana Savard-Hogge	Traci Webster

*Denotes member was absent.

Guests:	Dr. Bob Albert, Interim Provost & VP for Academic Affairs; Craig Dennis, Staff Regent; Dr. Sue Tallichet, Faculty Senate liaison; Dr. Caroline Atkins, Cabinet liaison; Chris Howes, CIO; Suzanne Hogge, Associate Director Compensation & Benefits; Staff Salute Recipient: Chris Bledsoe.
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Chair Savard-Hogge called the meeting to order at 1:02 p.m.

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

Chair's Report	<p>Chair Savard-Hogge reported:</p> <ul style="list-style-type: none"> • Met with President Morgan and Dr. Albert to discuss the 2018-2019 Joint Resolution of Staff Congress and Faculty Senate, in light of the recent job posting for two part-time Academic Department Specialists. The reorganization in the Caudill College of Arts, Humanities and Social Sciences is a temporary solution to fill an immediate need. Discussion followed. The Executive Council will discuss this matter further at their next meeting. • A green space behind Howell-McDowell is being considered as a faculty/staff recreation area.
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	<ul style="list-style-type: none"> Representatives are encouraged to reach out to their constituents to discuss what is being done well at the University and what could be improved.
Vice-Chair's Report	<p>The following Staff Salute submissions were made since the June 2019 meeting. Staff Salute certificates were presented to Chris Bledsoe and Traci Webster.</p> <p>Staff Salutes:</p> <p>Chris Bledsoe – “When something needs to be fixed, he jumps right in and is willing to help. If you have a question, he is never too busy to answer it or show you how to do it for yourself. He is always kind as well. I salute Chris Bledsoe!” – submitted 6/4/2019</p> <p>Traci Webster – “Traci always goes above and beyond to help others on campus. Her willingness to help others and take care of issues is fantastic. She is a great asset to MSU. Thank you Traci for all you do!” – Submitted 6/12/2019</p>
Secretary's Report	Secretary Stone reported a balance of \$850.00 in the supplies budget. There were no new expenditures.

Committee Reports

Benefits & Compensation	<p>Committee Chair Holbrook reported the Benefits and Compensation Committee of the Staff Congress met on June 26th.</p> <ul style="list-style-type: none"> The committee continued discussion on process efficiencies, focusing on moving some paper processes to electronic forms. Beginning July 1, 2019, MSU employees and qualified dependents who use a tuition waiver are encouraged to fill out the FAFSA. This initiative is voluntary. The Committee requested Financial Aid set up workshops to assist employees or their dependents in completing the FAFSA.
Credentials & Elections	<p>Committee Chair Lynam reported:</p> <ul style="list-style-type: none"> The updated constituent lists will be distributed once Credentials and Elections receive the list from Human Resources. There are a number of vacancies on standing committees. Representatives are asked to notify Credentials and Elections if they are interested in filling an opening. <p>Committee Chair Lynam encouraged representatives to find ways to interact with their constituents.</p>

Staff Concerns	<p>Vice Chair Hunsucker reported the following staff concern submitted since the June 2019 meeting:</p> <p>**CONCERN (submitted 3/27/2019)**</p> <p>Has HR Benefits considered an alternative plan of parent plus kids instead of the whole family? The state has this lower cost option instead of paying for a family plan.</p> <p>RESPONSE (from Harold Nally):</p> <p>We try to consider every option possible when we renew our health insurance to help employees and MSU hold down health insurance costs. We will review the Parent Plus Kids as an option for Plan Year 2020.</p> <p>Discussion: Suzanne Hogge, Associate Director Compensation & Benefits, explained MSU currently has a three-tier plan: single, two-person, and family. The two-person plan is not limited to employee and spouse, but includes any qualified dependent. A Parent-Plus plan would increase the cost of the family plan.</p> <p>Chair Savard-Hogge requested the Benefits and Compensation Committee discuss the concern at their next committee meeting.</p> <p>Dr. Bob Albert gave further clarification for a Staff Concern reported during the June 2019 Staff Congress meeting. The concern, submitted 5/16/19, asked, “Why is an Academic Dept. Specialist position now requiring a Bachelor’s degree?” Dr. Albert explained the posting of two part-time positions, rather than one full-time position is a strategy to maintain current employees while also addressing the budget implications of KERS. Dr. Albert stated the posting is not a threat to the ADS model, but a way to honor the Joint Resolution. He noted the solution was temporary and will be re-evaluated as more information or changes to the pension system occur. No filled positions were eliminated as a result. As vacancies are created through attrition, the skill set for the position will be evaluated to determine where a Bachelor’s Degree would be advantageous.</p>
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Sustainability Report: Representative Niehoff reported initial steps were taken to evaluate a campus solar energy project. Our electric provider, KU, conducted the evaluation. Representative Niehoff will reach out to other solar energy companies to compare.

Regent's Report: Staff Regent Dennis reported the MSU Board of Regents (BOR) 4th quarter meeting was called to order June 6, 2019.

The Audit Committee first met to discuss the external auditing firm:

- Discussed the External Auditing Firm Retention and the Audit Price MSU pays them.
- Explained the Minimum Scope of Audit they are to conduct.

- Internal Auditor, Joe Hunsucker reported a few changes in some procedures and no major issues.

After the call to order and the roll call, Dr. Morgan introduced an outstanding faculty member, staff member, and student to the BOR. The BOR then recognized, and adopted resolutions, for outgoing BOR members Dr. Jonathan Pidluzny (faculty regent) and Brandon Bryer (student regent). Student regent Brandon Bryer then gave a summary report on the previous year for SGA highlighting their accomplishments.

The BOR elected Ms. Jacqueline Graves, BOR Secretary

The BOR reviewed, discussed, and voted to accept the **Consent Agenda** that included:

- Approval of minutes of the March 28th 2019 BOR meeting.
- Ratified the spring 2019 graduates.
- Ratify personnel actions (9 new faculty hires, 2 new staff hires, 12 reassignments, and 12 separations (8 resignations and 4 retirements). Nothing seemed out of the normal in the personnel actions.
- Approved the reappointment of the external auditing firm (Dean, Dorton, Allen, Ford, PLLC) and the price MSU pays them.
- Approved the minimum scope of the annual audit
- Approved the MSU organizational chart for 2019-2020.

The board approved all items in the consent agenda after discussion and debate. The President then presented his **recommendations for action**, which included:

- Accepted** – The 3rd quarter financial report and amended the operating budget.
- Approved** - The 2019-2020 University Operating Budget, Fee Schedule, and Personnel Roster
- Approved** – Supplemental Operating Budget for 2019-2020
- Approved** – Faculty Promotions to Professor
- Approved** – Ratified the 2020 – 2026 Six-Year Capital Plan. (The specific projects are listed in the BOR agenda book on the BOR web site).
- Approved** - Coach's contracts. (this is a standard yearly approval process)
- Adopted** – The University's Quality Enhancement Plan (QEP).
- Approved** – Employee Supplemental Compensation (this is the \$400.00 each employee will receive)

REPORTS

- Final Spring Enrollment Report – Tim Rhodes** – Told the BOR overall MSU is down in enrollment (especially graduate students) but we are trending for another good freshman (fall 2019) class.
- Report on Personal Service Contracts – Dr. Morgan** – One personal service contract for more than \$10,000.00 – Dean, Dorton, Allen, Ford, PLLC. External auditing firm - \$12,000.00
- Provost Dr. Bob Albert** gave the BOR an outline and summary of the new LUX general Education Curriculum.
- Kim Oatman** Gave an update on campus paving and parking noting there will be additional student parking spaces added to campus (this is being paid for by a \$10.00 increase in student parking fees –approved by SGA).
- PRESIDENT'S REPORT** President Morgan gave an update on the KERS pension issue noting that, due to the Governor vetoing the previous pension bill, MSU still faces pension cost uncertainty and will continue to do so until a pension bill is passed.

OTHER BUSINESS

- Chair Walker** – reviewed the president's annual evaluation and noted that the BOR evaluation of Dr. Morgan was positive. There was a motion approved to offer the President an

extension to his contract. Dr. Morgan said he appreciated the extension but would only consider accepting it with no increase in pay.

2. Chair Walker – discussed and described the process of the BOR Self-evaluations, which are due to her by June 30, 2019.

3. The BOR – Recognized outgoing regents Pidluzny and Bryer.

The 1st quarter BOR meeting is scheduled for August 8th.

Faculty Senate Report: Dr. Tallichet reported:

- Various PAC updates were approved.
- Faculty Senate will work with Staff Congress to advocate for Dean evaluations.

Human Resources Report: Suzanne Hogge announced a new Separation Survey will be included in the Separation paperwork. This information will be compiled internally by Human Resources. Ms. Hogge also reminded everyone the Farmer's Market is held from 10a.m. to 2p.m. every Tuesday at the Bell Tower.

Cabinet Report: Caroline Atkins announced a Campus Climate Survey will be conducted in January. Up to twenty questions can be added to the survey and Representatives are encouraged to submit their suggestions by September.

Revisions to the purchasing card program were implemented and mandatory training will be held from July 1 to July 12.

Old Business: The Policy Review team completed their review and revision of PGs, PAdS, PSEs, and PSNEs. Representative Lynam moved to approve the revisions. Representative Benji Bryant seconded. After a vote, the motion passed.

New Business: Representative Hunsucker nominated Benji Bryant to serve as Parliamentarian. With no other nominations, Rep. Bryant was elected by acclamation.

Representative Debbie Ellis asked about the anonymity of responses to the Campus Climate Survey. Caroline Atkins explained that after the survey, an outside entity will scrub any identifying information to ensure responses to the survey are anonymous. Results will be divided into three categories: immediate changes, changes to be implemented in six months, and long-term changes.

Discussion: Representative Debbie Ellis conveyed concerns from constituents regarding the effectiveness of Staff Congress. Chair Savard-Hogge pointed out the meetings are open to the public and representatives should encourage constituents to attend. Representatives were asked to find ways to interact with constituents to identify their concerns for discussion by Staff Congress.

Representative Ellis expressed concern that responses to Staff Concerns were duplicated for similar questions. Chair Savard-Hogge requested the Staff Concerns committee begin looking at patterns of questions to see where similar issues continue to be raised. These concerns should prompt further discussion during the monthly Staff Congress meeting. Representative Hunsucker recommended Staff Concerns that do not receive a satisfactory or appropriate response be sent up one level to the respondent's supervisor.

Announcements:

- Monday, July 1: Parking registration opens online at my.moreheadstate.edu.
- Thursday, July 4: MSU will close in observance of the Independence Day holiday.
- Friday, July 5: Summer Session I ends. University employees, excluding essential personnel, have a floating holiday.
- Friday, July 5: Upward Bound students move out.
- Monday, July 8: Summer Session II classes begin.
- Friday, July 12: Transfer students will be on campus for the final SOAR event of 2019.
- Monday, August 5: The next STAFF CONGRESS meeting will be in ADUC 329 at 1:00 p.m.
- Don't forget to check www.msueagles.com for upcoming MSU athletic events.

Motion:	To adjourn	
	Proposed: Rep. Flora	Seconded: Rep. Webster
Called for Vote:	Passed	

Chair Savard-Hogge adjourned the meeting at 2:37 p.m.

Minutes submitted by: Andrea Stone, Secretary