



**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
August 5, 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. J. Morgan, President; Craig Dennis, Staff Regent; Dr. Annie Adams, Faculty Regent; Dr. Caroline Atkins, Cabinet liaison; Harold Nally, Director of Human Resources; Staff Salute Recipients: Kody Baker, Rebecca King, and Tom Wornall.
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Chair Savard-Hogge called the meeting to order at 1:06 p.m.

Motion:	To approve the minutes from the July 2019 meeting.	
	Proposed: Rep. Tuerk	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 Faculty Senate Chair Dr. Lesia Lennex to schedule meetings with constituency groups. Three meetings are scheduled for this year with Chairs and Vice Chairs of Staff Congress and Faculty Senate, representatives from SGA, and the Staff and Faculty Regents. Two meetings are scheduled for this year with the Staff Congress Executive Leadership Council. • Met with President Morgan to discuss the Process Efficiency list. President Morgan encouraged Staff Congress to work with Faculty Senate. Members of the campus community will be utilized to begin work on an electronic process for student hiring, a central depository
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and improved workflow for all forms, review of job descriptions, and a central calendar of events.

- The President's Leadership Council met to discuss updates from around campus:

-Back to school events include "One Eagle Family" and EagleFest. Volunteers are needed for Move-In Day August 15th and 16th.

-Enrollment goals this year include maintaining student numbers, maintaining a nice campus environment, and controlling facility costs.

-Strategic Plan implementation continues this year. The Ranking/Reputation/Regional Responsiveness section is being highlighted as a point of focus.

-Institutional policies and UARs were reviewed beginning January 2018 with most of the work focused on non-substantive changes including grammatical changes and department/unit name changes.

-A new UAR 505.01 Formal Written Student Complaint Process is set for initial adoption August 2019.

-A Free Speech Policy bill was signed into law during the 2019 legislative session. The law protects the Rights of Students to disagree with ideology and sets the tone for campuses to maintain a "marketplace of ideas". The area adjacent to the Bell Tower will no longer be designated as a free speech area as the entire campus will operate as a free speech area.

-Several Business Operation Changes were implemented. These include: monthly budget reports distributed by the Budget Office, transition from WebAdvisor to Self-Service for budget viewing, purchasing card program changes, MSU Foundation Fund process changes, and discontinuance of cashing personal checks for employees. The check request process is currently under review. Interim Chief Financial Officer Lindgren reminded everyone that login credentials should not be shared, limit use of signature stamps to non-financial documents, regularly review account activity, and Amazon orders must be placed through an Amazon Business account.

-An update was given on the KERS bill passed in the Special Session. It provides a one-year freeze of KERS percentages until June 2020. MSU made one payment at the 84% rate. The bill gives MSU the opportunity to consider leaving the system. An actuarial

study would begin in January 2020, then MSU would conduct a financial analysis.

-Other highlights of the meeting included: enhancing KSU students applying to the EDD program; four new positions promoting student success – two degree completion coaches, a study abroad staff position, and a new coordinator of undergraduate research; Grant Writing Symposium is October 24th, and IDEA Fest is November 7th.

- Met with the Campus Signage Committee on July 30th. The committee looked at options for wayfinding and campus buildings and made recommendations for delineating between types of buildings: residential signs will be blue, athletic signs will be white, and academic signs will be cream. Testing will begin with buildings along University Boulevard.
- Met with Staff Regent Dennis on July 30th to discuss staff outlook for the year. Chair Savard-Hogge will focus on efforts to ensure Staff Concerns submitted last year were addressed.
- Met with Staff Congress Executive Council on August 1st to discuss the August Staff Congress meeting. Leadership reports were discussed and the agenda set.
- Senior Leadership and President Morgan met on August 1st as the first of three constituency meetings.

-The Director of Human Resources, Harold Nally will look at hiring processes, on-boarding of employees, and procedures for employee separations.

-Public safety and recent Staff Concerns related to the Police Department were discussed.

-Chair Savard-Hogge discussed supervisors and the role of the University to have general training. Staff Congress is tasked with researching Staff Evaluations for supervisors including reasonable evaluation for supervisors, administrative survey, and exit interviews.

-President Morgan discussed departmental business managers as a mechanism to facilitate departmental financial processes.

- Representative Flora requested additional information on the Free Speech policy. Chair Savard-Hogge will invite General Counsel Jane Fitzpatrick to give a brief presentation at a Staff Congress meeting. Dr. Adams clarified the changes to the Free Speech policy, codified in KRS164.348, prohibit the University from establishing a “Free Speech Zone”. The statute also specifies that it does not grant

	the right to engage in conduct which is disruptive to classrooms or housing.
Vice-Chair's Report	<p>The following Staff Salute submissions were made since the July 2019 meeting. Staff Salute certificates were presented to Kody Baker, Rebecca King, and Tom Wornall.</p> <p>Staff Salutes:</p> <p>Kody Baker – “Kody is always willing to help others here in campus. He’s knowledgeable about his position and doesn’t hesitate to help other co-workers. Anytime that I have had to work with Kody, he has always tried to find ways to improve processes to make work more efficient. Kody is a true asset to the Bookstore/Eagle Card and the University.” – submitted 7/18/2019</p> <p>Quentin Banks – “Quentin is the data expert... Anytime a report is needed, he is always ready and willing to assist even when we are not sure how to get the information we need. We need more Quentins!!!” – Submitted 7/19/2019</p> <p>Rebecca King – “Rebecca King should be recognized for her recent accomplishments with National Student Clearinghouse reporting process transition. Rebecca has successfully assisted the Office of Financial Aid and the Office of the Registrar with the cleanup and transition of the reporting process between the two departments. Accurate and timely submission of this report is critical to continued Title IV funding. Thank You Becky!!!” – submitted 7/19/19</p> <p>Tom Wornall – “Tom’s programming skills have quietly helped a number of departments in big ways. He is consistently finding a solution and a path forward when none are apparent.” – submitted 7/19/19</p>
Secretary's Report	Secretary Stone reported a balance of \$683.49 in the supplies budget. Expenditures include \$10.21 for new member name plates and \$156.30 for Staff Salute certificate frames.

Committee Reports

Benefits & Compensation	<p>Representative Ellis reported the Benefits and Compensation Committee of the Staff Congress met in July.</p> <ul style="list-style-type: none"> • The President is convening a committee to work on Process Efficiencies. Staff Congress Chair Savard-Hogge and Committee Chair Holbrook will serve on the Process Efficiencies Committee. • The committee will work on collecting data regarding separations, to gauge the reasons for staff separations and work with HR to look
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	<p>at exit interview data. The committee plans to learn more about the exit interview process as well as the recent changes to the process.</p> <ul style="list-style-type: none"> • Representative Ellis encouraged representatives to submit feedback or suggestions for committee work this year.
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<p>Credentials & Elections</p>	<p>Committee Chair Lynam reported:</p> <ul style="list-style-type: none"> • The updated constituent lists were distributed. • There are vacancies on three standing committees: one vacancy each for Employee Benefits (clerical/tech-para/skilled/svc maint) and Service (skilled), and two nominations needed for Student Media. • The list of staff appointees to standing committees will be shared with Dr. Kim Nettleton and Faculty Senate liaison Dr. Sue Tallichet. Standing committee chairs will be confirmed with Faculty Senate to bridge communication for appointed staff members. • The next Credentials and Elections meeting will be Monday, August 19th. The committee will review Staff Congress Bylaws and Constitution. They will also discuss the attendance policy and review the balance of representation since the last redistricting. • Nominations are needed to fill a vacancy in Area 5.
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<p>Staff Concerns</p>	<p>Committee Chair Maxey reported all concerns submitted to the Staff Concerns Committee since the July Staff Congress meeting were addressed and remedied.</p>
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Sustainability Report: No report.

Regent's Report: Staff Regent Dennis reported the next meeting of the MSU Board of Regents will be Thursday, August 8th. The Board will vote on revisions to policies and the student handbook. Staff Regent Dennis asked if Staff Congress had an opportunity to review the policy updates prior to the August BOR meeting. Chair Savard-Hogge confirmed Staff Congress voted to approve the revisions at the July Staff Congress meeting.

Faculty Senate Report: No report.

Human Resources Report: Director Nally reported the following:

- Exit interviews will now be an electronic survey. Responses will be compiled and the first report is anticipated September 30th.

- KERS employees are advised to wait until more information is available before making a decision based on the new KERS legislation. Director Nally reminded everyone it is still early in the process and additional facts are needed. Chair Savard-Hogge asked for a timeline. Director Nally responded the actuarial study will be conducted around December 31st.

Cabinet Report: President Morgan reported on the KERS changes. President Morgan will meet this month with KERS to review the costs of staying in KERS, bonding out, or financing out. Tentative numbers will be available in the next week or two. Campus forums will be set up for the end of August. A mass email will be sent with specific times and locations. The Board of Regents will vote at the fall meeting on whether to undertake the actuarial study by KERS. The study would be conducted by December 31st and a decision made by April 1st. It is anticipated the KERS rates will increase to 90% or greater in FY2021. Representative Lynam asked if changes would be made to KTRS. President Morgan responded a bill would possibly be filed in the next legislative session but he has not seen a draft.

Health Insurance will remain at a 78/22 split for FY2020 at a \$650,000 cost to MSU.

President Morgan thanked Staff Congress representatives who worked on policy revisions this summer. Ongoing review of policies and handbooks is planned.

Other reported items include:

- Seal-coating and restriping continues in various areas on campus.
- Signage committee plans to replace campus signage.
- Assembling a committee of Staff Congress and Faculty Senate to work on process efficiencies.

Old Business: None.

New Business: Representative Ratliff was elected Parliamentarian.

Discussion: Representative Ellis conveyed concerns from constituents regarding campus facilities and grounds and a concern related to an employee separation.

Representative Webster asked if MSU had an active shooter plan. Representative Hunt responded MSU has a plan and offers training throughout the year. Trainings can be scheduled by contacting the Morehead State Police Department. Freshman and new employees receive training, and over 1,800 employees were trained last year. Representative Niehoff encourage representatives to view the What To Do If page for more information at <https://www.moreheadstate.edu/Administration/Emergency-Resources/What-to-do-if>. Representative Boyd indicated active shooter training are also available through Human Resources Professional Development e-learning courses. Chair Savard-Hogge suggested a mass email be distributed with this information.

Representative Flora brought a concern regarding communication of the changes to Fifth Street. Representative Hunt indicated notification of the change was sent via mass email, signage has been posted in the area, and the police department will direct traffic during move-in.

Announcements:

- Wednesday, August 14 – Faculty/Staff Breakfast and Convocation at Button
- Thursday, August 15 to Friday, August 16 – Student Move-In

- Monday, August 19 – Classes Begin
- Monday, September 9: 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. Lynam	Seconded: Rep. Benji Bryant
Called for Vote:	Passed	

Chair Savard-Hogge adjourned the meeting at 2:09 p.m.

Minutes submitted by: Andrea Stone, Secretary