



**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
September 9, 2019**



MEMBERS:

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

*Denotes member was absent.

Guests: Craig Dennis, Staff Regent; Dr. Annie Adams, Faculty Regent; Dr. Caroline Atkins, Cabinet liaison; Harold Nally, Director of Human Resources; Staff Salute Recipients:.

Chair Savard-Hogge called the meeting to order at 1:04 p.m.

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

Chair's Report	<p>Chair Savard-Hogge provided the following Chair's report.</p> <p>Meetings that have occurred:</p> <ul style="list-style-type: none"> • Convocation was August 14. • August 15th attended Faculty Senate Meeting. Introduced the Process Efficiency items that Staff Congress will be working to address with Faculty Senate. • August 27th/29th meeting discussing Police Department concerns. • September 4th meeting with Faculty Senate Chair and staff member discussing evaluation issues with hybrid Staff positions. • September 5th meeting with Staff Congress Executive Council. Discussed upcoming Staff Congress meeting on September 9th. • Attended Faculty Senate meeting September 5th discussed Process Efficiency items.
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- September 6th meet with Provost Albert to discuss current evaluation models and issues with “hybrid” staff positions (staff with teaching duties). Discussed “business manager” model. Asked about development of an internal training or mentorship program for new roles. Reiterated the same commitment the President has communicated to follow the spirit of the Staff Congress/Faculty Senate joint resolution and preserve current employees.

Work:

- Supervisor evaluation research
 - Contacted Staff Congress chairs at sister institutions.
 - Gathered data on measures
 - Looked at other Regional schools for best practices.
- Worked with B&C committee chair Amanda Holbrook to prepare Staff Congress data repository for future meetings regarding benefits and compensation. (Personnel Policies)
- During the August Staff Congress meeting, it was asked that Legal Counsel make presentation to Staff Congress regarding changes to the campus Free Speech area. Ms. Fitzpatrick will be on leave over the next few weeks but will address Staff Congress once she returns.

Upcoming Meetings:

- Constituency leadership meeting with the President 9/12/2019
 - Follow up on August 1 meeting:
 - Discuss Supervisor Evaluation research
 - Commitment to putting in place:
 - A reasonable evaluation for supervisors
 - Administrative survey
 - Exit interviews
 - Concerns relating to the Police Department
 - Discuss departmental business managers as a mechanism to facilitate departmental financial processes and workloads.

Process Efficiencies:

1. Student Hiring

- Create electronic hiring process that can determine federal aid eligibility.
- Include approval workflows and tracking for students.
- Allow for electronic submission of supporting documentation, electronic signatures, and routing.

2. Forms

- Establish a centralized depository for ALL university forms.
- Ensure forms are writeable, updated, and able to be printed and/or saved.
- Include contact information to answer questions or provide FAQs.
- Include approval workflows and tracking.

3. Job Descriptions

- Ensure all job descriptions are up to date.
- Ensure job title aligns with job description.

- Ensure supervisor understanding of roles and responsibilities.

4. Calendar of Events

- Establish a centralized Calendar of Events.
- Allow for filtering by type (staff, student, faculty, athletics, etc.)
- Allow for coordination with community events.

Vice-Chair’s Report

The following Staff Salute submissions were made since the August 2019 meeting. Staff Salute certificates were presented to the Grounds and General Services crew, to Mauricus Jones, to Rusty Thurman, and to Marsha Bentley.

Staff Salutes:

MSU Groundskeepers – *“I believe the groundskeepers at Facilities Management need to be recognized for their hard work and dedication to ensuring that the grounds of MSU look presentable before students return in a few weeks. These guys have worked long hours in the heat of the summer to ensure that our campus looks nice for our faculty, staff, students, parents and the general public. Thank you.”* – submitted 8/9/2019

Grounds Crew – *“I would like to give the MSU grounds staff a big salute. They have been working effortlessly the last few weeks to get campus looking great for the return of our students. I know that they have been working overtime to get things done and they have done an exceptional job. Campus has not looked this good in a long time. Thank you grounds for the great work that you do every day.”* – Submitted 8/12/2019

Mauricus Jones – *“Meau Jones has a student-centered mindset. He has continuously been involved in campus activities and the well-being of all students. He is always willing to sacrifice his personal time to help others. He embodies our University motto of One Eagle One Family!!”* – submitted 8/19/19

Russell Thurman – *“For over two decades Rusty has served on the IT programming staff and in numerous senior project management roles. Rusty's comprehensive knowledge of our student information systems and student-centric business processes is amazing. He is always ready and willing to help find solutions, help with data reports or troubleshoot problems, but never takes credit for his own work. I would like to nominate him so that he can finally get some of the recognition he deserves.”* – submitted 8/21/19

Marsha Bartley – *“Marsha is the Building Service supervisor. Outstanding supervisor. Great worker. Always willing to do whatever it takes to get the job done. Very dependable. Marsha takes care of the student dormitories. Always making sure there clean and safe for the students.”* – submitted 8/22/19

Secretary's Report	Vice-Chair Rucker reported a balance of \$683.49 in the supplies budget. There were no new expenditures.
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Committee Reports

Benefits & Compensation	Committee Chair Holbrook reported the Benefits and Compensation committee will meet in October to continue work on process efficiencies. She will participate in the University Standing Committee for Benefits and Compensation when a meeting is called for that committee.
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Credentials & Elections	<p>Committee Chair Lynam reported their committee met on August 19. The committee will work to keep the constituency list updated throughout the year.</p> <p>Becky Scott will fill Sharon Cooper's vacated representative seat and Mark Murphy will fill Benji Bryant's.</p> <p>The committee will continue to work on the Staff Congress Bylaws & Constitution.</p>
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Staff Concerns	<p>Committee Chair Maxey reported the following Staff Concerns.</p> <p>Concern submitted 8/5/19 The Housing Conference Room is being renovated, including barn wood. Where is the money coming from for this project? Why can't they have their meetings in one of the beautiful new rooms in ADUC?</p> <p>Response from Max Ammons, Dean of Students and AVP No appropriated or operating funds are being used for this project. The current renovation is the final phase of a multi-year renovation that is funded by behavior-based fees that are <u>not</u> part of the university's tuition, fees, state appropriation, or revenue requirement. Given the office's high volume of customer traffic (students, prospective students, and parents), the design was intentional and welcoming, and tightly managed to maximize the limited, alternative resources that were available. A multi-year renovation approach was used due to the absence of university-funded renovation and the necessity to find alternative ways to change the dining room of Alumni Towers into an office area over time. In short, the renovation transforms an open space dining facility to a client-centered office at little to no expense to the university.</p> <p>Concerns submitted 8/5/19 There is a dead tree in front of the President's house, as well as a dead branch in the ginkgo tree that hangs over the sidewalk. Someone could be hit with the limb if it falls.</p>
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The trash can behind the library needs to be emptied, trash is overflowing into the parking lot and going down the hill.

The drain behind Ginger Hall and Allie Young is full of debris. The next rain will cause flooding.

Response from Kim Oatman, Assistant Vice President Facilities & Operation

I think we took care of these items. We had to let the academic side of campus wait for a while as we focused on the residence hall areas. Hope things are looking better, but let me know if you still have concerns.

Concern submitted 8/13/19

The drink vending machines in Howell-McDowell have expired drinks in them. Every time I purchase a drink it is usually past the sell by date. Even after someone restocks the machine there are still expired drinks in there. I try to avoid buying expired drinks but sometimes the drink is turned where you can't see the date. I'm wondering if other vending machines on campus are like this and what checks vending does on inventory to look for expired products?

Response from Charles Gancio, Interim Executive Director Auxiliary Services

I apologize for this situation at some of our vending machines on campus. I did communicate with the driver and sales representative from Pepsi and they are aware of the expiration dates and the importance of being visible. They will pay close attention to the expiration dates on all beverages at all locations. However, when the individual product slides down the "sleeve" to the front location, it will at times turn to where the expiration is not visible. Nevertheless, if it should happen to anyone on campus, with either a Pepsi machine or our vending machines, please let me know at c.gancio@moreheadstate.edu and I will refund your purchase or exchange it at the University Store.

Concern submitted 8/15/19

There is a reserved parking spot in the lot behind the Library for Conference Services moved to ADUC, is this spot still needed or can it be released for additional parking?

There are several parking spots behind Howell-McDowell that have parking blocks in spot. Can these be removed to provide additional parking?

Response from Merrell Harrison, Chief of Police

The sign will be removed as it is not needed there anymore. The blocks are there due to the building behind them. If those are moved, the maneuvering to get in and out of the spaces would be difficult and would create a safety issue. Also, some spaces would have to be given up to make room for the blocks and there may not be an actual net gain in spaces.

Concern submitted 8/15/19

What is the best way to recycle paper on this campus? Our office provides each staff member with small blue recycling containers for office paper but the custodians appear to just empty this into the garbage. Is there a large receptacle on campus where we, as employees, can take large quantities of office paper to ensure it doesn't end up in the landfill?

Response from Kim Oatman, Assistant Vice President Facilities & Operation

As a normal procedure, we do collect the bags that are identified as recycled material and take them to the recycle center. We get records of the tonnage of recycle we take to the Recycle Center each year and it is significant. Will Kelsey, who handles our recycled materials is going to share our annual recycled materials numbers with you next week. Holly Niehoff also has these figures.

There are a couple of points to make about our recycling procedures:

- If there is any type of contamination (food waste or other non-recyclable waste) in a bag of recycle, then we cannot take it to the Recycle Center. In this case that whole bag that is contaminated gets thrown in with the landfill waste. We do not have the manpower nor the resources to separate out contaminated waste. This is why it is so important for folks on campus to make sure not to throw non-recyclable waste in the recycle bins.
- Often times, our BSTs will take landfill waste bags and recycle material bags out of the building or to the trash room at the same time and then place the recycled materials in the recycle bins for Will to pick up later.

So, having said that, the person who lodged the concern may have perceived that good recycled material bags were mixed with the landfill waste bags, but it may not have actually happened or if it did, there may have been a good reason for it. If they would like to share their building and the specifics of what they saw, we as a team will be glad to look further into it to make sure this is not happening. Lastly...please encourage the concerned person and all of Staff Congress to continue to place recyclable materials in the recycle bins and reiterate the importance of not cross contaminating.

Concern submitted 8/13/19

Did the committee ever finish looking at the benefit and compensation comparison between MSU and other state schools? When are we going to hear about what they found?

Response from Amanda Holbrook, Chair of Benefits and Compensations Committee

Last academic year, a decision was made by the Executive Council not to pursue a benefits review and so that work did not move forward. Under the new leadership of the Staff Congress Executive Council, The Benefits and Compensation Committee will work closely with Human Resources on current benefits as well as make recommendations to HR for future benefits. The Benefits and Compensation Committee are discussing our goals for the year and will present recommendations to the University Benefits Standing Committee as discussion of the 2020 benefits begin.

Concern submitted 8/19/19

I just received a call from the person concerned about the cars on 3rd Street. There were two yesterday that they saw, a truck with a trailer and a red car. They go past Lloyd Cassity like they are on a regular street (a little too fast) and then reach the end and have to back out. When students are here this is going to be dangerous. They may have to put something across the street just past the building that is going to be Surplus.

Response from Susan Maxey, Chair of Staff Issues Committee

A call was made to report the issue to MSU Police. A barrier was placed at the entrance.

	<p>Concern submitted 8/19/19 When will the website be updated? How are we supposed to know who are representatives are when the website it not up to date?</p> <p>Concern submitted 8/19/19 Where can I find out what area I'm in? There is nothing on the Staff Congress website.</p> <p>Response from Shana Savard-Hogge, Staff Congress Chair The website has been updated as of 8/28. Because of your submission, the website will be further updated to include area information to help facilitate communication between representatives and staff. Until that update occurs, please contact Staff Congress Chair Shana Savard-Hogge s.savard@moreheadstate.edu or Credentials & Elections Committee Chair Krys Lynam k.lynam@moreheadstate.edu with questions regarding area information. Thank you for your submission</p> <p>Questions have been submitted regarding the process used to answer the questions and concerns form. The Staff Congress Staff Issues Committee members review all submitted questions and concerns every Friday. The committee reviews each submission carefully and votes to forward all questions and concerns which affect the University staff as a whole.</p>
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Sustainability Report	<p>Representative Niehoff encourages all employees to visit the Earthwise Eagles website, particularly to learn more about how the recycling program on campus works. Employees and students should be careful to not contaminate recycling bins with non-recyclable materials.</p>
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Other Reports

Regent's Report: Staff Regent Dennis reported he will meet with Dr. Morgan on Thursday, September 12 with the Constituency Leadership group. The BoR met for their quarterly meeting on August 8. An Audit Committee meeting and work session will take place on October 18.

Faculty Senate Report: Faculty Regent Dr. Annie Adams reported members of the Faculty Senate are looking into how to assist in the process for supervisor evaluations.

Human Resources Report: Director Nally reported:

- Open enrollment for health insurance benefits will tentatively take place from Monday, October 14 to Friday, October 25. The Office of Human Resources will notify employees of details as they are finalized.
- A mass email will go out to employees regarding the online training for Title IX. Employees must complete the training each year.
- A mapping process for exit interviews and onboarding of employees is being conducted. Exit interview data is housed in the OHR. The Eagle Diversity Inclusion team uses exit data for their work.

Cabinet Report: Dr. Caroline Atkins reported the Eagle Diversity and Inclusion Team continues to work on making the diversity and the creativity of the MSU community be visible on campus. There has been a call for creative works from all students, staff, and faculty. Creative works will be displayed in glass cases on the second and third floors of ADUC. These works can include paintings, sculptures, essays, mixed media, and photography. Please contact Dr. Atkins at c.atkins@moreheadstate.edu for information.

Old Business: None.

New Business:

- Representatives were asked to review and approve minor updates to employee policy PG-42, regarding Employee Responsibility for University Keys and Property.

Motion:	To approve updates to PG-42	
	Proposed: Rep. Holbrook	Seconded: Rep. Hunt
Called for Vote:	Passed	

- Chair Maxey explained the committee electronically reviews the anonymous and other concerns that are submitted each week. If the concern does not widely apply to the campus community or if the concern has already been addressed before the next meeting of Staff Congress, it will not be published in the newsletter. The committee will draft specific criteria for publishing concerns. Chair Savard-Hogge asked for a motion to review the procedures for vetting concerns for the newsletter. The motion did not pass.

Motion:	To review the policies of the Staff Issues committee regarding the vetting of staff concerns.	
	Proposed: Rep. Lynam	Seconded: Rep. Holbrook
Called for Vote:	Failed	

Announcements:

- Monday, September 2: MSU Closed for Labor Day.
- Friday, September 13 – Sunday, September 15: Family Weekend events will take place.
- Saturday, September 21 – The Morehead Arts & Eats Festival will take place on Main Street in Morehead.
- Monday, October 7: 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.
- Chair massages are offered on Thursdays from August 22 – September 12, and Wednesdays from September 18 – December 18.

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

Chair Savard-Hogge adjourned the meeting at 2:02 p.m.

Minutes submitted by: Laura Rucker, Vice-Chair