



**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
November 4, 2019**



**MEMBERS:**

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

\*Denotes member was absent.

<b>Guests:</b>	Dr. J. Morgan, President; Craig Dennis, Staff Regent; Harold Nally, Director of Human Resources; Chris Howes, Chief Information Officer; Kim Oatman, Assistant Vice President of Facilities & Operations
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Chair Savard-Hogge called the meeting to order at 1:04 p.m.

<b>Motion:</b>	To approve the minutes from the October 2019 meeting.	
	<b>Proposed:</b> Rep. Tuerk	<b>Seconded:</b> Rep. Niehoff
<b>Called for Vote:</b>	Passed	

<b>Chair's Report</b>	<p>A Certificate of Appreciation was presented to Rep. May who will retire at the end of the month after 30+ years of service at MSU.</p> <p>Chair Savard-Hogge reported:</p> <ul style="list-style-type: none"> <li>• October 15: Student Employment Workgroup met to discuss Student Employment Process. Mapped the process, identified areas of opportunity, and began discussions regarding recommendations.</li> <li>• October 16: Met with Staff Regent Dennis to update on healthcare and Open Enrollment.</li> </ul>
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- October 16: Staff Congress Benefits & Compensation Committee met with HR to discuss policy revisions.
- October 17: Attended Faculty Senate meeting and discussed need for active involvement of the University Benefits Standing Committee in decision-making process for healthcare benefits.
- October 21: Met with Leadership to discuss workload issues.
- October 21: Met with Dr. Caroline Atkins to discuss Campus Climate Survey.
- October 22: Staff Congress Executive Council met with Dr. Morgan to discuss healthcare, FLSA transitions, KERS employees, Standing vs Fixed Terms, policy review, and department workload issues.
- October 24: Attended the Commonwealth Commercialization Center (C3) information session. C3 is a State-led initiative and will provide resources to MSU regarding technology transfer, patents, business plans, and investment. These resources will be available through MSU Research & Sponsored Programs.
- October 24: Met with President Morgan, Jim Shaw, and Jami Hornbuckle to discuss the Campus Calendar, communication on campus, and information flow.
- October 25: Staff Congress Benefits and Compensation met with HR to discuss policy revisions.
- October 29: Met with Rachel Frizzel, Dr. Atkins, and Jacqueline Graves to discuss supervisor training and evaluations.
- October 29: Student Employment Workgroup met to finalize recommendations to give to President Morgan. Recommendations will be sent to President Morgan mid-November. Rep. Rebecca Scott and Chair Savard-Hogge represented Staff Congress in the workgroup.

Chair Savard-Hogge reported the following updates on Process Efficiencies:

- Student Employment: drafted recommendations to present to President Morgan.
- Calendar/Forms: Staff Congress has been working with Communications & Marketing on the Calendar of Events. The Official Morehead State Newsletter will come out every two weeks, except holidays. Representatives were encouraged to reach out to constituents with links for submitting all activities and events:

	<ul style="list-style-type: none"> <li>○ News/Events: <a href="https://www.moreheadstate.edu/News/Share-Your-MSU-News/News-Form">https://www.moreheadstate.edu/News/Share-Your-MSU-News/News-Form</a></li> <li>○ Current Calendar: <a href="https://events.moreheadstate.edu/">https://events.moreheadstate.edu/</a></li> <li>○ Current News: <a href="https://www.moreheadstate.edu/news/">https://www.moreheadstate.edu/news/</a></li> </ul> <ul style="list-style-type: none"> <li>● Job Descriptions: Met with HR October 16. Upcoming meeting to begin discussing performance management system and job descriptions.</li> <li>● The Campus Climate Survey will open in January. Representatives should encourage strong participation from constituents.</li> <li>● Open Enrollment closes Friday, November 8.</li> </ul> <p>Chair Savard-Hogge asked the Representatives for feedback on the new campus signage. AVP Oatman stated the new signs were chosen after gathering input from campus. The signs are \$550 each and every building will have one as funding is available. Ten signs for the classroom buildings on the Boulevard were ordered to start. Plan to add four or five more this fiscal year.</p>
<b>Vice-Chair's Report</b>	<p>Vice Chair Rucker reported the website is up to date.</p> <p>The following Staff Salute submissions were made since the October 2019 meeting. Staff Salute certificates were presented to Mona Cundiff and Dr. Shannon Harr.</p> <p><b>Staff Salutes:</b></p> <p><b>Mona Cundiff</b> – “Mona is a strong, dedicated worker. Despite and in defiance of personal obstacles, she strives to do her best work and ensure quality service to the students.” – Submitted October 21, 2019</p> <p><b>Dr. Shannon Harr</b> – “Dr. Harr has been a leader in the effort to improve assessment participation and practices across campus. While it takes everyone on campus working together to continuously improve programs and services, Dr. Harr’s positive attitude and willingness to go the extra mile to help others is appreciated and deserves recognition. MSU benefits from having dedicated staff like Dr. Harr.” – Submitted October 18, 2019</p>
<b>Secretary's Report</b>	<p>Secretary Stone reported a balance of \$543.70 in the supplies budget. There have been no new expenditures since the October meeting.</p>

### Committee Reports

<b>Benefits &amp; Compensation</b>	<p>Committee Chair Holbrook reminded Representatives Open Enrollment ends on November 8 and reported the following:</p> <ul style="list-style-type: none"> <li>● Health Insurance is now 4-tiered.</li> </ul>
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	<ul style="list-style-type: none"> <li>• This year is passive enrollment unless an employee chooses to make changes.</li> <li>• October 16: Met to discuss policy revisions.</li> <li>• October 25: Met to discuss policy revision drafts.</li> <li>• The University Standing Committee for Benefits will begin meeting more frequently. Representatives were encouraged to ask constituents for input regarding benefits.</li> </ul>
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<b>Credentials &amp; Elections</b>	No report.
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<b>Staff Concerns</b>	<p>Committee Chair Maxey reported the following concerns:</p> <p><b>**CONCERN submitted 10/2/19</b></p> <p>Could you tell me about compensation for making it to the "experienced" level on the compensation scale (after 7 years in the position) and if people are getting that pay increase? Also is MSU on a pay freeze? Would someone be compensated (back pay) for that pay increase if and when it does happen? I would appreciate any answers. Thank you so much!</p> <p><b>Response from Harold Nally, Director Human Resources</b></p> <p>MSU's compensation plan is designed where employees should receive annual increases based on a formula using their time in position and the compensation scale if raises are recommended and are approved by the Board. It is designed for employees to receive the market salary at 7 years. Ideally the compensation scale should move each year with current data, however, due to budget constraints, MSU has been unable to adjust the compensation or award increases for time in position. The last time the salary scale was updated and increases were given was July 1, 2015. Retroactive compensation is not addressed in the policy.</p> <p><b>**CONCERN submitted 10/16/19</b></p> <p>Regarding Live Well Work Well information. Instead of HR sending out reminder only minutes from event times, can we request HR to send out reminders earlier? It would be great if we could get the info maybe first thing of the AM instead of 35 minutes before event starting. thank you</p>
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**Response from Harold Nally, Director Human Resources**

To help employees to better plan for Live Well Work Well events, when registering for events on the wellness portal, there is an automatic option to download the event to your Outlook calendar by clicking on a link and automatic notices are also sent a day in advance from the portal. Other last minute reminders are sent as a courtesy.

**\*\*CONCERN submitted 10/24/19**

Can we get an update on the Staff Supervisor evaluation? It is to my understanding that this is being addressed by Staff Congress but would like an update on the process. Thanks for all you all do for our campus!

**Response from Shana Savard-Hogge, Chair of Staff Congress**

Staff Congress has a commitment from Dr. Morgan to put in place a reasonable evaluation for supervisors. Chair Savard-Hogge has discussed with constituency leadership the need for a performance management system with multiple points that measure performance throughout the organization which includes supervisor evaluations. The Staff Congress Benefits and Compensation Committee has discussed with HR the current performance management system and began work to make recommendations for improvement. Chair Savard-Hogge is also working with an Ad-Hoc group that met on October 29th to work on supervisor training and will include Supervisor Evaluations as a part of their work.

Additionally, Dr. Caroline Atkins is working with Staff Congress and members of the campus community to promote the Campus Climate Survey that is set to go live in January. Staff Congress would like to encourage participation in this survey in order to support a variety of initiatives currently being developed including the work surrounding supervisor evaluations and also help understand the perceptions of MSU's climate, how MSU supports diversity and equity, and experiences with discrimination and harassment at MSU.

**\*\*CONCERN submitted 10/22/19**

I am curious as to why MSU does not offer an academic bankruptcy option to graduate students. Several other universities do. It would seem this would be a viable option to increase the number of graduate students, increase the overall GPA of the graduate program student pool, as well as be a beneficial service to students who are trying further their education in an endeavor to open career options.

**Response from Dr. Michael Henson, Assoc. Provost for Research & Dean of the Grad School**

Although this policy was recently studied for revision for undergrads it was not considered as an option for graduate students, who typically have programs of only 30 credit hours. I will ask that it be added to the agenda of a future Dean's Council meeting for consideration by Academic Affairs.

**\*\*CONCERN submitted 10/18/19**

Given the speeding on the boulevard and the lack of enforcement I think we need speed humps like the University of Kentucky uses to slow down traffic

**Response from Kim Oatman, Assistant Vice President Facilities & Operations**

I do not recall getting any complaints about speeding on University Boulevard. I reached out to Chief Harrison and he did not recall many complaints either. He also let me know that there have been no accidents on UB involving speed (at least in past memory). Installing speed humps are costly and present maintenance issues, but we will monitor this in the future and evaluate whether to install some if it is warranted.

**\*\* CONCERN submitted 10/18/19**

There have been 2 staff congress meetings since the last newsletter was sent out in August. Many things have happened on campus since then and the staff deserve an update from our staff "leaders".

**Response from Andrea Stone, Staff Congress Executive Secretary/Treasurer**

The newsletter for the October 7th Staff Congress meeting was sent out via mass email on October 18. Copies of meeting minutes and monthly newsletters are available here:

[https://scholarworks.moreheadstate.edu/staff\\_congress\\_records/](https://scholarworks.moreheadstate.edu/staff_congress_records/) If you have not received your October newsletter, please contact Secretary Andrea Stone or any of the Staff Congress Representatives.

**Sustainability Report:** No report.

**Regent's Report:** Staff Regent Dennis reported the MSU Board of Regents met Friday, October 18. At the meeting:

- Dean Dorton and Joe Hunsucker reported on the audit.
- Enrollment reported the number of graduate students decreased and undergraduate remained steady.

- Harold Nally discussed benefits plans. “Free” married plans were discussed. More questions will be asked and further discussion will be held with Staff Congress Executive Council.
- An update on KERS was given. Rate will increase to 89% next year.
- The scholarship campaign is on target.
- AVP Oatman gave an update on campus space analysis. The goal is to improve the square footage we have and convert it to count in CPE’s model. Compared to sister universities, we are the highest in space, number of buildings, and number of beds. The Procurement Building will be put out for bid.
- Discussed the budget. MSU’s debt is structured with balloon payments that go up in the next three years. President Morgan wants to level those out. It is recommended we have 150 days of cash-on-hand. We currently average 94 days. Looking at strategies to cut debt including refinancing through banks that specialize in higher education. The FY20 budget was amended to include approximately \$600,000 for the Alumni Tower chiller and cooling tower.

**Faculty Senate Report:** No report.

**Human Resources Report:** Director Nally thanked the Staff Congress Benefits and Compensation Committee for participation in PG revisions and reported the following:

- November 6 will be the new date for the walk.
- Meeting with Vice Presidents to discuss FLSA and choose dates for training. More information will be released this week.
- Many employees haven’t completed Title IX training. Supervisors will be sent a list of their employees who still need to complete the training.

**Cabinet Report:** President Morgan complimented the work completed thus far on the Process Efficiencies and asked for feedback from Representatives and their constituents for other ways we can improve.

Staff Regent Dennis asked what the CPE news release means for MSU. President Morgan responded that CPE has requested \$50 million in FY21. President Morgan stated he will advocate for putting the money in the higher education fund so all universities, except Kentucky State, will be equal for funding per student. Otherwise, we lose \$3 million over the next two years. MSU will still need money to “plug” the pension gap. President Morgan stated his preference was still to preserve the employees we have through careful hiring rather than year-end cuts.

**Old Business:** PG revisions were read and discussed. Representative Ratliff moved to waive second reading and approve the revisions. Representative Holbrook seconded. Motion passed.

Revisions to the September minutes were discussed. Representative Ellis moved to approve the September minutes. Representative May seconded. Motion passed.

**New Business:** None.

**Announcements:**

- November 8 – Last day for Benefits Open Enrollment
- November 27-29 – MSU Closed for Thanksgiving Break
- Monday, December 2 – Next Staff Congress Meeting in ADUC 329
- Don't forget to check [www.msueagles.com](http://www.msueagles.com) for upcoming MSU athletic events.
- Chair massages are offered on Wednesdays through December 18. Sign up at <https://livewell.mycernerwellness.com>

<b>Motion:</b>	To adjourn	
	<b>Proposed:</b> Rep. Holbrook	<b>Seconded:</b> Rep. Binion
<b>Called for Vote:</b>	Passed	

Chair Savard-Hogge adjourned the meeting at 2:21 p.m.

Minutes submitted by: Andrea Stone, Secretary