



**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
December 2, 2019**



**MEMBERS:**

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

\*Denotes member was absent.

<b>Guests:</b>	Dr. Caroline Atkins, Cabinet Liaison; Craig Dennis, Staff Regent; Harold Nally, Director of Human Resources; Chris Howes, Chief Information Officer; Dr. Annie Adams, Faculty Regent; Dr. Jennifer Dearden, Faculty Senate Communications Officer; Cory Clark, Minority Academic Services Coordinator
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Chair Savard-Hogge called the meeting to order at 1:01 p.m.

<b>Motion:</b>	To approve the minutes from the November 2019 meeting.	
	<b>Proposed:</b> Rep. Ratliff	<b>Seconded:</b> Rep. Xavier Scott
<b>Called for Vote:</b>	Passed	

<b>Chair's Report</b>	<p>Chair Savard-Hogge reported:</p> <ul style="list-style-type: none"> <li>November 5: Met with Vice Presidents, CFO, and HR to discuss Job Descriptions and Job Titles. At the meeting, Chair Savard-Hogge was told the employee performance evaluation process allows opportunities for employees to discuss with supervisors their job descriptions and job titles. There is a section on the Employee Performance Evaluation which states “Employee and supervisor have reviewed and discussed the employee’s current assigned job description prior to completion of the performance appraisal” and a box must be checked Yes or No. Chair Savard-Hogge encouraged Representatives to discuss with their constituents and request they</li> </ul>
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	<p>reach out to the Staff Congress Executive Council with any issues related to this.</p> <ul style="list-style-type: none"> <li>• November 6: Met with the Campus Climate Survey and Employee Recruitment and Retention Subcommittees joint meeting to examine ways to use the campus climate survey to support efforts of the Employee Recruitment and Retention subcommittee and Staff Congress priorities. Chair Savard-Hogge reminded Representatives there was still time to submit questions to be considered for inclusion in the survey.</li> <li>• November 7: Met with President Morgan and constituency leadership to discuss FLSA transitions, process efficiencies, and the need for supervisor evaluations. President Morgan discussed debt restructuring and pension costs.</li> <li>• November 12: Met with ad-hoc committee to discuss supervisor training and evaluations.</li> <li>• November 19: Attended PLC meeting where draft revisions to the Prohibited Expenditure Policy and Foundation accounts were discussed.</li> <li>• November 19: Met with Student Employment Workgroup to finalize recommendations to be submitted to President Morgan.</li> <li>• November 20: Employee Benefits Standing Committee met to discuss priorities and data collection for Healthcare 2020. Also discussed the compensation scale, pension costs, and retention of employees.</li> <li>• November 21: Staff Congress Executive Council met to discuss FLSA transitions, performance management system, and Staff Congress committee updates.</li> <li>• November 25: Staff Congress Executive Council met with President Morgan and discussed workload issues, performance management system, and FLSA transition.</li> </ul>
<p><b>Vice-Chair's Report</b></p>	<p>Vice Chair Rucker reported the following Staff Salute submissions were made since the November 2019 meeting. Staff Salute certificates were presented to Gabria Sexton and Lucy Williams.</p> <p><i>Staff Salutes:</i></p> <p><b>Gabria Sexton</b> – <i>“Gabria has such an in-depth knowledge of the workings of Academic Affairs--there is nothing that she does not know the answer to or</i></p>

	<p>where to find the answer. She is incredibly helpful and supportive. She is a joy to work with.” - Submitted November 14, 2019</p> <p><b>Lucy Williams</b> – “I would like to nominate Lucy Williams from Information Technology a Staff Salute. She has been employed at MSU for almost 29 years and is a hidden treasure. Without her knowledge staff, faculty and students would not be able to perform their job duties within Ellucian and other IT systems. Lucy deserves this award to show appreciation for her hard work and long hours she spends keeping everyone working smoothly.” - Submitted November 5, 2019</p>
<b>Secretary's Report</b>	Secretary Stone reported a balance of \$543.70 in the supplies budget. There have been no new expenditures since the November meeting.

### Committee Reports

<b>Benefits &amp; Compensation</b>	No report.
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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 11/21/19</b></p> <p>“How is it possible that Chair Savard-Hogge can make all of the meetings she reported within the newsletter? It appears she has multiple days having multiple meetings, does she not have a full time job and if she does, how does she have so much free time to meet. She is paid a stipend to be the chair so is she working extra to attend these meetings or is she double dipping during those day?”</p> <p><b>RESPONSE from Shana Savard-Hogge, Staff Congress Chair</b></p> <p>“I do have a full-time job. A job that has often involved late nights and weekends. The work that I perform for Morehead State University is very deadline driven and is dependent on business practices operating efficiently, relationships with internal and external entities to be robust, and goodwill to be encouraged. The dependency on my job for the smooth operation of multiple departments, units, and colleges was a contributing factor to me wanting to be a part of Staff Congress. I needed a platform to help connect resources, ideas, and operations to improve my ability to perform my work. A good portion of my work on Staff Congress directly relates to the work I perform in my regular duties. For instance, the Commonwealth Commercialization Center (C3) meeting I would have attended regardless</p>
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of whether I was representing Staff Congress or performing my regular duties. I appreciate the access being Staff Congress Chair has afforded me to be able to advocate for staff. I take that responsibility very seriously. I also take my role as Senior Accountant (Grants and Contracts) very seriously. When I became Chair, I wanted to be as flexible as possible with scheduling involving others. I thought it important to not cause others to have to work more or adhere to my schedule. I do work extra to attend these meetings. I work late hours to perform my regular duties and I work late preparing for the meetings I attend. There is little free time for me right now. There is so much information for me to collect, experiences to understand, data to digest, invoices to send out, project directors to support, deadlines to meet, phone calls to make, emails to read, and stories to tell. Your stories, my stories, and all those who will come in the future. I have much to do and a heavy responsibility to shoulder but I care enough to put in the extra effort. I hope I am supporting staff effectively and that everyone understands the difficulty all of us who serve on Staff Congress have in juggling our roles and expectations. I am so glad I have an opportunity to serve Morehead State University, staff, faculty, and students both in my regular role and my work through Staff Congress. Thank you for your question/concern, there is much work to be done and I hope I serve you well.”

**\*\*CONCERN submitted 11/21/19**

“Staff Congress Newsletter for the November meeting was dated November 4th but not sent to the staff until November 21st. Most of the information mentioned in the newsletter had already happened by the time the staff received. For instance the new date for the walk was November 6th, mentioned by Harold Nally and the campus announcements had the open enrollment mentioned but it had already passed. Could we expedite the newsletter so that it will be better used by the staff?”

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

“We will continue to make every effort to write, review, obtain approval of, and distribute the newsletter earlier in the month. We appreciate that you are reading the newsletter to stay informed of the work being done through Staff Congress.

Unfortunately, some events announced during the monthly Staff Congress meeting will pass before the newsletter can be sent out, if they occur within a few days of the meeting. In these cases, Staff Congress normally emails constituents if an announcement was not already distributed by the event’s organizer, to ensure staff members are aware. The walk was announced via email by HR, so SC did not send a duplicate announcement. We understand there is concern that too many event announcement emails go out, and we do not wish to add to that. We did, however, ask all Representatives to send

out reminders for the Open Enrollment deadline. If you have not received emails from your Representative, please contact Chair Savard-Hogge.”

**\*\*CONCERN submitted 11/13/19**

“FLSA change implementation-Why is HR implementing the change from exempt to hourly for all employees in a pay grade (525?) regardless of current salary or duties/classification? It has been reported that rather than implement the change only for those employees that do not meet the salary threshold of \$35,568 as outlined in the final ruling, they are making a blanket change to all in a pay grade.

This change will go into effect for employees who earn above the prescribed threshold, and even those who pass the additional "tests" of salary basis and duties (professional/non-faculty, not administrative for example). Why? These actions are not prescribed by the new FLSA ruling.

As in the previous implementation prior to the actual finalization of the new guidelines, this appears to be precipitous and ill-advised on the part of HR - and thus, the University - simply to take an easier route to compliance with no clear regulatory support for the decision.”

**RESPONSE from Harold Nally, Human Resources Director**

“The Fair Labor Standards Act (FLSA) provides a national minimum wage, guarantees overtime payment in certain jobs, and prohibits most employment of minors. **The purpose of the act is to enforce and protect the rights and wages of employees in the United States.**

MSU has a structured classification and compensation system that is based on a position’s market value, with the purpose of providing consistency and equity in level of responsibility, required work experience, and compensation.

Pay ranges are established for each grade level that establish an Entry Market salary up to the Experienced Market salary for positions within that grade. Some grades have ranges that would support the new FLSA threshold at a point higher in the range; however, the Entry Market is below the threshold. This could result in some employees in that grade being eligible for overtime, while others in that same or similar position within that not being eligible for overtime. For example, (Classification Not Identified) are classified as Grade 525 and assume there are a total of five such positions. The pay range is \$32,990 - \$41,237. The new FLSA salary threshold falls within that range, but the Entry Market is below the threshold. Three of those employees have been at MSU for 4+ years and are currently earning at or above the FLSA threshold and would be exempt from earning overtime pay for hours in excess of 40. The other two employees earn the Entry Market, which is less than the FLSA salary threshold, thus would be classified as nonexempt and eligible for

overtime. This example could result in salary inequities for employees in like or similar positions and be construed as unfair compensation for performing the same job duties for the same amount of hours worked.

As stated above, MSU has a formal policy and plan in place to maintain consistency and equity in position classification and compensation. To ensure that is accomplished, a grade level with a pay range that supports the FLSA salary threshold at the Entry Market was established for FLSA Exempt classification (as long as duties test was met as well).”

**\*\*CONCERN submitted 11/13/19**

“With the recent shifting of people from one retirement system to the other, it would be helpful if a representative from both KERS and KTRS could come to the university and explain in detail how this affects us. Or, at least give us a break down on what we need to know. I have talked with several people that fall in this category, and each one was not given any information on the subject, rather told to contact KERS/KTRS themselves. This is just another example of MSU making their employees feel unappreciated.”

**RESPONSE from Harold Nally, Human Resources Director**

“The Human Resources Department has requested a representative from both retirements systems to Morehead’s campus multiple times without success. We’ve been told by both retirement systems if an employee wants to meet one-on-one with a representative they would need to come to Frankfort (KRS would need to schedule, KTRS no appointment needed). If this is not possible, employees may contact Gaylena Cline, Associate Director at 3-5222 in the Payroll Office, and she can direct you to a retirement representative.”

**\*\*CONCERN submitted 10/2/19**

“Why did Education get approved to hire a full-time ADS while other departments are forced to accept part-time employees?”

**RESPONSE from Harold Nally, Human Resources Director**

“Staffing level decisions are made based upon departmental needs by the respective department.”

Discussion followed regarding the concern related to Chair Savard-Hogge’s workload and meeting schedule. Chair Savard-Hogge explained the goal was to build accountability and relationships for Staff Congress. Representatives expressed their appreciation for this work and felt it had been successful so far. Faculty Senate Communications Officer Dearden

	thanked Chair Savard-Hogge for attending the Faculty Senate meetings and keeping them informed of Staff Congress' work.
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**Sustainability Report:** Representative Niehoff reported the Community Recycling Center is hiring a new manager. For more information, contact Christopher Merritt, Chair of the MCRC Board, via email at [crmerritt@moreheadstate.edu](mailto:crmerritt@moreheadstate.edu).

**Regent's Report:** Staff Regent Dennis reported the MSU Board of Regents will hold their quarterly meeting Thursday, December 5, 2019. They will vote on an amended operating budget for approval of the Alumni Tower chiller replacement.

**Faculty Senate Report:** Faculty Senate Communications Officer Dearden expressed Faculty Senate's appreciation of the partnership with Staff Congress. Communications reports from Faculty Senate will continue to be sent to Staff Congress. Questions regarding these reports can be sent to Faculty Senate Communications Officer Dearden.

**Human Resources Report:** Director Nally reported:

- The last payroll of the year will occur December 30 for direct deposit and December 26 for paper checks.
- A representative from Kentucky Saves 529 (Kentucky Education Savings Plan) will be on campus December 3. The event was announced on LiveWell WorkWell and pamphlets were distributed throughout various departments.

**Cabinet Report:** Cabinet Liaison Atkins reminded Representatives the Campus Climate Survey opens January 15 and will remain open for three weeks.

**Old Business:** None.

**New Business:** None.

**Discussion:**

Representative Flora reported the Provost Hiring Committee will meet soon to develop interview questions. Proposed interview questions for consideration by the Committee can be submitted to Representative Flora at [d.flora@moreheadstate.edu](mailto:d.flora@moreheadstate.edu).

**Announcements:**

- December 3 from 5-7pm – Holiday Carnival at ADUC
- December 7 from 9am-4pm – KFAC Appalachian Arts and Crafts Fair
- December 9-13 – Finals Week
- December 20 – January 1 – Winter Break
- Monday, January 6 – 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. Ellis	<b>Seconded:</b> Rep. Boyd
<b>Called for Vote:</b>	Passed	

Chair Savard-Hogge adjourned the meeting at 1:29 p.m.

Minutes submitted by: Andrea Stone, Secretary