



**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
January 6, 2020**



MEMBERS:

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

*Denotes member was absent.

Guests:	Dr. Caroline Atkins, Cabinet Liaison; Dr. Annie Adams, Faculty Regent; Gaylena Cline, Associate Director of Payroll Operations
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Chair Savard-Hogge called the meeting to order at 1:02 p.m.

Motion:	To approve the minutes from the December 2019 meeting.	
	Proposed: Rep. Ellis	Seconded: Rep. Surmont
Called for Vote:	Passed	

Chair's Report	<p>Chair Savard-Hogge reported:</p> <ul style="list-style-type: none"> December 5: Attended Faculty Senate meeting. December 10: Met with Dr. Atkins to discuss the Campus Climate Survey questions. A number of Staff Congress' suggested questions were determined to be important data points for MSU but were not a good fit for the Campus Climate Survey. Staff Congress will research options for putting out these questions as a separate survey. Chair Savard-Hogge encourage Representatives to review the list of suggested questions. December 18: Met with Dr. Lesia Lennex, Faculty Senate Chair; the Office of Information Technology; and Jill Ratliff, Chief Planning
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	<p>Officer, to look at ways to make policy review more efficient, determine best practices, and develop timelines.</p> <ul style="list-style-type: none"> December 18: Met with Dr. Atkins to discuss supervisor evaluations. Chair Savard-Hogge updated Dr. Atkins on research regarding evaluations performed by other universities. Data will be shared with Staff Congress and feedback will be solicited before presenting the information to President Morgan. Attended meeting with Student Government Association President and Faculty Senate Chair to discuss constituency initiatives and shared governance. Chair Savard-Hogge will begin attending SGA meetings. Representatives are encouraged to submit any issues for SGA to Chair Savard-Hogge or reach out directly to SGA.
Vice-Chair's Report	<p>Vice Chair Rucker reported the following Staff Salute submission was made since the December 2019 meeting. A Staff Salute certificate was presented to Shana Savard-Hogge.</p> <p>Staff Salutes:</p> <p><i>Shana Savard-Hogge – “I would like to nominate Ms. Shana Savard-Hogge for a Staff Salute. I have worked with Shana in multi-facets: from the grant side, from the work on committees, to discussing my own staff concerns with her. She has always been super responsive, concerned, and determined to try to find a resolution. I feel that she is sincerely concerned about the quality of the environment of the university for ALL.” - Submitted December 17, 2019</i></p>
Secretary's Report	<p>Secretary Stone reported a balance of \$543.70 in the supplies budget. There have been no new expenditures since the December meeting.</p>

Committee Reports

Benefits & Compensation	<p>Committee Chair Holbrook reported the following:</p> <ul style="list-style-type: none"> The Committee will meet this week to discuss policy reviews. Any suggestions for the 2020 Benefits package may be sent to Committee Chair Holbrook or any member of the Committee.
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Credentials & Elections	<p>Committee Chair Surmont reported the following:</p> <ul style="list-style-type: none"> There are three vacancies to be filled: two in Area 4 and one in Area 5. Nominations may be sent to Committee Chair Surmont. Mike Watts replaces Krys Lynam as an Area 3 Representative.
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	<ul style="list-style-type: none"> • Representative Ratliff agreed to fill the staff vacancy on the Student Disciplinary Committee. • Representative Xavier Scott agreed to fill the staff vacancy on the Library Committee. • Representative Mark Murphy joined the Credentials and Elections Committee. • The Committee will continue to review and discuss potential changes to the Staff Congress Bylaws and Constitution. Any proposed changes must be presented to Staff Congress by February. President Morgan has requested Staff Congress present the proposed changes to him by March in anticipation of requesting approval by the Board of Regents in April. The proposed changes are to Article II to change the Cabinet Liaison from “Chief Financial Officer” to “Presidential Cabinet Appointee”. The Committee will also discuss potential changes to Article V-3(c) regarding the Staff Concerns Committee. The Staff Concerns Committee will work with leadership to explore whether the Article should be amended to allow for omission of concerns based on criteria established by the Committee or if all concerns should be reported. The attendance policy will also be evaluated. <p>Chair Savard-Hogge stated she will work with the Committee Chairs to solicit feedback on the current meeting date and time for Staff Congress.</p>
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Staff Concerns	No concerns were received prior to the deadline for discussion at the December Staff Congress meeting. Concerns received after the deadline will be reviewed for the February meeting.
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Sustainability Report: No report.

Regent's Report: Staff Regent Dennis reported the MSU Board of Regents held their quarterly meeting on Thursday, December 5, 2019. During this meeting the Board:

- Approved minutes from the 3rd Quarter meeting.
- Approved the fall 2019 graduates.
- Ratified personnel actions (this section shows promotions, advance degree recipients, faculty and staff on leave, reassignments, separations (usually retirement) and other changes from faculty to staff and vice-versa, title changes, interim appointments, etc.). There was nothing out of the ordinary in the personnel actions. This list has grown greatly over the past two years due to the

fractionalization of staff teaching classes, reassignment of employees, and people moving from KERS to KTRS.

- Approved minor revisions (mainly titles, offices, wording, etc.) to a few MSU policies.
- Approved the reaffirmation of University Administrative Regulations.
- Approved the year-end amendment to the 2018-2019 operating budget (this was to cover the \$600,000 cost of the chiller MSU purchased and installed).
- Accepted the first quarter financial report and amended the operating budget. The first quarter ends June 30, 2020. Nothing out of the ordinary was reported, except MSU's pension liability has gone down several million dollars due to moving employees out of KERS and the investment the Commonwealth of Kentucky has made into the pension system the last few years.
- Approved the modifications of several lease agreements (loans) to save MSU money or free up money in the next few years through a decrease in payments and extension of loan life.
- Approved the Bachelor of Science in Space Systems Integration Engineering- MSU's first stand-alone engineering degree.
- Ratified the 2020-2022 Biennial Budget Request and the Capital Projects Request.
- Heard a report on the Fall 2019 enrollment, as well as a strategic enrollment management plan. The report shows a decrease in total headcount from 2018-2019, including a decrease in the number of freshmen, upper classmen, and graduate students. Retention continues to look good in the low to mid 70% range.
- Heard a report on Performance Based Funding metrics and how MSU is doing. MSU is doing well in most metrics.
- Heard a report on the on-going attempt to convert non-instructional space to instructional space to better our Performance Based Funding metric. Also discussed possibility of taking Lloyd-Cassity off-line and to move existing classes and offices in that building to the Bert Combs Building and Reed Hall to save money.
- Heard a report from President Morgan on debt restructuring and his attempt to soften the blow of pension issues and Performance Based Funding cuts by restructuring MSU's long-term debt to free up money in the next three to four years, in which MSU faces ballooning debt payments.
- Toured the new volleyball facility in the AAC.
- Attended the Faculty and Staff Appreciations Luncheon in the Rock Dining Commons.

Faculty Senate Report: Faculty Regent Adams reported Faculty Senate is working on initiatives related to process efficiencies. Forms used by Academic Affairs are being reviewed, corrected, and will be put online. In addition, Faculty Senate is working on Dean evaluations. They hope to start here and use the

momentum to add supervisor evaluations for all areas of campus. Chair Savard-Hogge announced that a meeting will be held next week to discuss hybrid evaluations (for employees who are both Faculty and Staff). Comments may be submitted to Chair Savard-Hogge. Discussion followed regarding committee membership.

Human Resources Report: Gaylena Cline, Associate Director of Payroll Operations, reported:

- Form W-4 changed this year. Current employees do not need to complete the new form unless they are claiming an exemption or status change. All new employees will use the revised Form W-4. The deadline for submitting the new form is February 15.
- The new FLSA regulations were effective January 1. Bridge payments will be available for pickup on January 13 in Howell-McDowell 310B. Appeals of changes to exempt vs. non-exempt status will be reviewed by the President and Harold Nally, Director of Human Resources.
- Chair Savard-Hogge asked if there was a list of appeals regarding FLSA. Ms. Cline responded she would forward the question on to Director Nally.

Cabinet Report: Cabinet Liaison Atkins reminded Representatives the Campus Climate Survey opens on or around January 15 and asked Representatives to contact their constituents to encourage their participation. The survey will be sent out via email from a third party, Higher Education Data Consortium, to ensure anonymity of responses. Two questions submitted by Staff Congress were used in the survey.

Old Business: None.

New Business: None.

Announcements:

- January 8 at 8:30am – Spring Convocation – ADUC Ballroom
- January 13 – Classes Begin
- January 20 – Martin Luther King Jr. Day – MSU Closed
- January 25 – 10am to 4pm – Breck 117 – SGA and the Theatre Program at MSU will be collaborating for “A Day of Giving Back”. Students, faculty, staff, and their families are encouraged to join for several charity projects. No previous sewing experience necessary. Participants will be able to choose between:
 - Sewing Bat Wraps for Australian fire relief efforts
 - Putting together dog t-shirts to be donated to 4Paws on campus (gently used t-shirts are begin accepted for this project)
 - Designing and assembling dresses for the Angel Gowns Organization.
- Monday, February 3 – Next Staff Congress Meeting in ADUC 310
- Don’t forget to check www.msueagles.com for upcoming MSU athletic events.

Motion:	To adjourn	
	Proposed: Rep. Tuerk	Seconded: Rep. Surmont
Called for Vote:	Passed	

Chair Savard-Hogge adjourned the meeting at 1:39 p.m.

Minutes submitted by: Andrea Stone, Secretary