



**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
February 3, 2020**

MEMBERS:

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

*Denotes member was absent.

Guests:	Dr. Caroline Atkins, Cabinet Liaison; Dr. Annie Adams, Faculty Regent; Harold Nally, Director of Human Resources; Rachel Frizzell, Human Resources Generalist
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Chair Savard-Hogge called the meeting to order at 1:00 p.m.

Motion:	To approve the minutes from the January 2020 meeting.	
	Proposed: Rep. Niehoff	Seconded: Rep. Fraley
Called for Vote:	Passed	

Chair's Report	<p>Chair Savard-Hogge reported:</p> <ul style="list-style-type: none"> • Student Employment Process Efficiency update: <ul style="list-style-type: none"> ○ Met with Student Employment Ad Hoc Committee to review student employment job descriptions. This committee was convened after the draft recommendations from the Student Employment Workgroup were sent to President Morgan. There are currently more than 200 student employee job descriptions and the committee will draft four or five general student employment job descriptions to be used going forward.
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	<ul style="list-style-type: none"> ○ The revised system would allow for raises and increases in duties. ○ Goal is to complete work by early March. ● Supervisor Training Evaluations <ul style="list-style-type: none"> ○ Met with ad hoc committee to work on Supervisor Training and Evaluations. This committee is working to update Professional Development opportunities, develop supervisor training information and evaluations, and is also working to refine a Staff Congress survey to be sent to staff. ○ Survey questions have been developed and are being edited before submittal to the Staff Congress Benefits and Compensation Committee for approval. ○ Primary goal of the ad hoc committee is developing a supervisor training platform. ○ Deadline for work to be completed is the end of the Spring 2020 semester. ○ Currently gathering all policies relating to responsibilities of supervisors to include in the trainings in preparation for the next meeting. ○ Professional Development opportunities are being discussed and will be shared with Staff Congress Staff Issues Committee for next steps once the information is available. ● Met with Faculty Senate Chair Lennex and IT to discuss a new platform and process for Policy reviews. IT demonstrated current tools available that Staff Congress and Faculty Senate could access to make policy review more efficient and track changes in real time. ● Met with Faculty Senate Chair Lennex and Harold Nally, Director of Human Resources, to discuss a new round of policy reviews. The new process and platform for policy review was presented to Mr. Nally. HR will identify and submit policies for review over the next few weeks. Once the policies have been added for review, Staff Congress Benefits and Compensation Committee will review and suggest edits, to be voted on by Staff Congress Representatives. ● Met with President Morgan to discuss goals for the Spring 2020 semester, including Staff Congress Benefits and Compensation committee work, the potential for staff compensation increases, and a request for time off at Spring Break. ● Met with ad hoc committee for Hybrid Staff Evaluations. This committee is working to identify staff with teaching duties and create an evaluation system that encompasses all aspects of their roles. ● Reminded Representatives to reach out to their constituents and encourage them to take the Campus Climate Survey.
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	<ul style="list-style-type: none"> • President Morgan asked for a list of staff who would be willing to serve on committees. Specific committees were not identified at this time. • Representatives were asked to submit nominations for the Faculty and Staff Distinguished Service Award to the Office of the President by March 27 at 4pm. • Executive Council attended candidate interviews for the Vice President of Administration and Fiscal Services and the Provost.
<p>Vice-Chair’s Report</p>	<p>Vice Chair Rucker reported the following Staff Salute submissions were made since the January 2020 meeting. Staff Salute certificates were presented to Courtney Andrews, Amanda Hogge, Iroshan Navarantne, Xavier Scott, Alisha McKinney, Tasha Purvis, John Rose, and Denise Trusty.</p> <p>Staff Salutes:</p> <p>Courtney Andrews – <i>“I nominate Courtney Andrews for a staff salute. Courtney has provided steady, stable leadership as the director of Institutional Research and Analysis. Her knowledge and leadership skills have resulted in improved reporting and a significant increase in the data available to leadership across campus for decision-making. She is a highly valued MSU team member.”</i> – Submitted December 16, 2019</p> <p>Amanda Hogge – <i>“For her years of dedicated services to the Enrollment Services Office. Amanda always greets you with a friendly smile. She is a great person to work with.”</i> – Submitted January 31, 2020</p> <p>Iroshan Navaratne – <i>“Iroshan has gone above and beyond to research and resolve any issues communicated to him. His knowledge, professionalism, and approachability make him a valuable asset to MSU. Thank you so much for everything you do!”</i> – Submitted January 10, 2020</p> <p>Xavier Scott – <i>“Xavier is always super efficient and friendly. He always responds promptly to emails and always reads what is written. He is always positive in communications. He always seems to go above and beyond.”</i> – Submitted January 22, 2020</p> <p>Alisha McKinney, Tasha Purvis, John Rose, and Denise Trusty – <i>“The office of financial aid spearheaded a donation drive for Gateway Homeless Shelter over the Christmas holiday. This is what true leadership and community awareness look like. They are to be commended.”</i> – Submitted December 17, 2019</p> <p>A Certificate of Appreciation was presented to Joe Hunsucker for his years of service on Staff Congress.</p> <p>Vice Chair Rucker reported that she was asked to serve on the ad hoc committee for hybrid evaluations and will provide updates on the progress of the same to Staff Congress.</p>

Secretary's Report	Secretary Stone reported a balance of \$543.70 in the supplies budget. A charge of \$52.47 for Staff Salute folders had not posted but should be reflected in the balance for next month.
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Committee Reports

Benefits & Compensation	<p>Committee Chair Holbrook reported the following:</p> <ul style="list-style-type: none"> • The committee met on January 8 to discuss: <ul style="list-style-type: none"> ○ Policy review for changing terminology from “Standing” to “Regular”. It was noted that most other universities use the term “Regular”. The committee saw no reason not to recommend this change since it is terminology only. ○ Whether language stating “seniority shall be the determining factor in staff reduction” should be modified. The current policy allows for an appeals process, so the committee does not recommend changing the language. • If anyone has questions, comments, concerns, or would like to see further discussion on these policies, please reach out to the Benefits and Compensation Committee. • The committee met on January 24 to discuss questions for a potential staff survey. The committee took questions from the pool submitted, but not chosen, for the Campus Climate Survey, questions from the Exit Survey, and brainstormed additional questions. Upon conclusion of the review by the committee, a draft will be sent to all Staff Congress representatives for review and suggestions for edits.
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Credentials & Elections	<p>Committee Chair Surmont reported the committee met on January 21 and discussed the following:</p> <ul style="list-style-type: none"> • Elected Representative Tuerk as Vice Chair of the Credentials and Elections Committee. • Filled Vacancies: <ul style="list-style-type: none"> ○ Barbara Willoughby – Area 1 ○ Greg Wilcox – Area 3 ○ Merrell Harrison – Area 4 ○ Maria David – Area 5 • Area 1 still has a vacancy. The area serves CHER, Enrollment Services, Howell McDowell, KY Center for Traditional Music, the Folk Art Center, and the University Farm. Representatives were encouraged to submit names of anyone from Area 1 who may be interested in filling the vacancy.
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	<ul style="list-style-type: none"> • Constituency Lists were updated and distributed. Any Representative who has not received an updated list should contact the committee. • Bylaw Revisions: <ul style="list-style-type: none"> ○ Article 1 Section 5 Permanent Vacancy regarding removal of Representative due to absences. The current language states: <p style="margin-left: 40px;"><i>When a Representative misses three consecutive meetings or five meetings within the Congress year as determined by the Credentials and Elections Committee. A representative removed from office may appeal to the Credentials & Elections Committee within five working days of notification.</i></p> <p>The committee decided not to change the attendance policy since an appeals process is available and the Bylaws state in Section 5 Part D, “A temporary leave of absence from Staff Congress of up to one year may be granted by petitioning the Credentials and Elections Committee”.</p> ○ Article 2. The current language states: <p style="margin-left: 40px;"><i>The Chief Financial Officer/Vice President for Administration and Fiscal Services will function as a liaison between Staff Congress and the President and may be requested to attend meetings of Staff Congress.</i></p> <p>The committee decided not to revise the current language since the position of Vice President for Administration and Fiscal Services has been filled.</p> • The committee developed a nomination and election timeline for Spring Elections: <ul style="list-style-type: none"> ○ March 9: Nomination forms distributed to staff ○ March 20 at 4:00 pm: Deadline to submit nomination forms online ○ March 31: Sample ballot distributed by Credentials and Elections Committee ○ April 13-17: Staff Congress Elections
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<p>Staff Concerns</p>	<p>Prior to the Staff Congress meeting, the committee elected Representative Becky Scott to serve as Staff Concerns Committee Chair and Representative Carver to serve as Staff Concerns Committee Vice Chair.</p> <p>Committee Chair Becky Scott reported the following concerns:</p> <p>** CONCERN submitted January 9, 2020</p> <p>I am very concerned that Staff Congress Leadership is not focusing on the priority issues of the staff at MSU. Institutional priorities such as SACS,</p>
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QEP, Gen Ed are important, but not as important as Staff well-being, work-life balance, professional development, and overall staff morale. Staff Congress appears to be too involved in Faculty matters.

It has also been brought to light that there has been significant turnover of elected staff congress members. Why has there been no mention of this in the staff congress newsletters.

It has been stated that the SC Chair is spending significant amount of time talking with FS chair in her office. Several hours at a time.

RESPONSE from Shana Savard-Hogge, Staff Congress Chair

Staff Congress Leadership has focused on four main process efficiencies to help build a strong foundation for our work going forward with the overarching themes of accountability and relationship building as guiding principles. The Morehead State University Staff Congress is a representation of staff at MSU and as such, will experience turnover of representatives through separations of employment, retirement, or representatives needing to focus on their work or families.

Student employment, development of a repository for forms online that allow for electronic submission and tracking, an online calendar that includes all campus activities, and job description integrity have been the four main process efficiencies that have been our focus. These process efficiencies were chosen as a way to improve overall staff morale by making tasks more efficient, duties and responsibilities well defined, and information more accessible.

So far, the work we have done to promote a more efficient student employment process has resulted in recommendations submitted to Dr. Morgan that are now in the development phase. This work now involves multiple areas of the campus community developing job descriptions for student employees and improved technical capacities to allow greater access for students to find high-impact practices to submit applications for, interview, and be selected for hire.

Staff Congress Leadership has developed relationships with Information Technology and the Office of Communications and Marketing to work on developing best practices and communicating proper channels for forms, updates, and information to be disseminated. Recently, by working with Faculty Senate Chair Dr. Lesia Lennex and Information Technology, a new process and procedure was developed to make policy review more efficient. We are currently implementing this new process and will be working with Human Resources and Institutional Effectiveness to continue our policy review. If all goes well, the new process and procedure may be more widely used in other capacities to create more efficiencies where a number of areas

or individuals need to work together and track changes as the work progresses.

Staff Congress continues work to create a more robust benefits and compensation package. The majority of that work is done through the University Benefits Standing Committee which has representation for both faculty and staff with involvement from university administration. Besides the work through the University Benefits Standing Committee, Staff Congress Leadership also has worked to create a more effective evaluation process for staff that have hybrid job descriptions with regular staff duties and an instructional teaching component. This work is also intended to highlight areas of the university performance management system that may need a more robust evaluation process.

Staff Congress Leadership meets regularly with Dr. Morgan to advocate for the improvement of our compensation and benefits package. We have highlighted areas that are dealing with workload issues, concerns with FLSA implementation, high turnover rates, and have also advocated for increases to current compensation levels.

Improvements do not happen overnight, they happen through thoughtful and deliberate data analysis, relationship building, strategic planning, and lots of discussion. That's where you come in. Thank you for your concern. Your contribution to a positive staff experience is as important as the contribution of Staff Congress' Leadership. As we move forward, reach out to representatives, have a conversation about what positive changes you would like to be a part of at Morehead State University. Please participate in surveys as they come through your email if you don't want to personally reach out to a Staff Congress representative. Staff Congress is currently working on developing a survey that can give more information regarding the experience of Morehead State University staff that aligns with data that is collected from the Campus Climate Survey, exit survey data, and the Morehead State University Strategic Plan. We hope to be able to send that out over the upcoming weeks.

**** CONCERN submitted December 6, 2019**

I know this has been discussed before but I would like to continue to echo everyone that uses the Staff Tuition Waiver and let you guys know that it is not cool that we have to pay the Student Rec Center Fee each semester as part of the required fees.

RESPONSE from Kelli Owen, Director of Accounting and Financial Services

We unbundled the student recreation and wellness center mandatory fee from tuition beginning fall 2018. This mandatory fee was previously included in the tuition rate and not separately identified. The fee is a mandatory fee charged to all students and is not covered by the employee tuition waiver since it is technically not tuition. The fee is \$100 per full time UG student per semester, or \$9 per credit hour to part time students and

graduate students (all graduate students including EdD students are charged tuition and mandatory fees on a per credit hour basis).

Although employees are allowed to use the recreation center without paying a membership fee as included in the benefits package, all students (including employees taking classes) are required to pay the mandatory fee that supports the debt service payment of the bond issued to finance construction of the recreation center.

**** CONCERN submitted January 13, 2020**

It is bad enough that staff have to pay a rec center fee when utilizing a tuition waiver since it is listed as an "employee benefit". However, it seems to add insult to injury when the fee is exponentially increased based on credit hours taken.

RESPONSE from Kelli Owen, Director of Accounting and Financial Services

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Although employees are allowed to use the recreation center without paying a membership fee as included in the benefits package, all students (including employees taking classes) are required to pay the mandatory fee that supports the debt service payment of the bond issued to finance construction of the recreation center.

**** CONCERN submitted January 14, 2020**

Is there a way to make sure that all links on the university website work correctly? For instance, the "QuickLinks" tab to access the directory almost never works.

RESPONSE from Jami Hornbuckle, Assistant Vice President for Communications and Marketing/Chief Marketing and Public Relations Officer

Thank you to the staff member who shared this concern. We have experienced intermittent issues with the QuickLinks tab and have worked with our vendor to troubleshoot this but as of yet have been unable to isolate an error on the site that is creating the problem. We have found that if the page the user is on has not yet fully loaded and a user clicks on QuickLinks, the link will not open. In order for us to better address this issue, we would ask anyone who experiences this or other issues with the site to contact us at webmaster@moreheadstate.edu and let us know the issue, what page/URL they were on, and what browser and version they are using. Attaching screenshots of the problem is also very informative. This will help us when we report it to our vendor and work through additional testing.

For further information, we use a product called SiteImprove which helps us monitor broken links and prioritizes web issues based on accessibility barriers. We routinely make updates, corrections, and improvements based on these reports.

**** CONCERN submitted January 20, 2020**

Does the university still recognize years of service? If so, when? I reach a milestone a few months ago and have not heard anything. Thank you.

RESPONSE from Harold Nally, Director of Human Resources/Title IX Coordinator

Yes, the university still recognizes years of service. Milestones are celebrated in May at the Annual Employee Appreciation Picnic. Employees are recognized by the President every spring and awarded a certificate in five year intervals, beginning with five years of service.

**** CONCERN submitted January 29, 2020**

I am concerned about the state of the Staff Congress and how it has morphed into what it is presently. Based on recent newsletters it seems that the Staff Congress doesn't always have the best interests of those they serve at heart. I ask the Staff Congress to pledge to be more transparent and represent the staff community with integrity.

RESPONSE from Shana Savard-Hogge, Staff Congress Chair

Staff Congress Representatives are bound to keep informed and to represent the interest of his/her constituency. Please reach out to your Staff Congress Representative or to me personally to help inform us of what is most important to you. If you feel that the priorities of Staff Congress are not in alignment with what you deem important, let us know by reaching out and discussing your issues or concerns with us.

Discussion followed:

Chair Savard-Hogge stated that anyone who feels they aren't being heard should reach out to a Representative and encouraged them to clarify why they feel Staff Congress isn't adequately representing them and what priorities they feel Staff Congress should focus on.

Staff Regent Dennis disagreed with the concern and stated that the QEP and SAACS should be important to Staff Congress. The QEP came from staff and is a staff process.

Representative Surmont asked if Staff Congress was involved in the QEP, SAACs, etc. Chair Savard-Hogge responded, only where the Student Employment Process Efficiency overlapped with the QEP. The goal of Process Efficiencies was to work on immediate impacts. Student Employment involves a large amount of work that touches many areas of campus, and therefore selected as one of the Process Efficiencies to review. It is a give and take on what Staff Congress can move forward. Benefits and compensation are always discussed in meetings with the President. Chair Savard-Hogge also stated that Staff Congress wants to be involved with creating a more robust Performance Management system.

	<p>Faculty Regent Adams pointed out the lines between faculty and staff are increasingly blurred. Approximately one-fifth of Gen. Ed. is taught by fractionalized staff.</p> <p>Chair Savard-Hogge encouraged Representatives to reach out to their constituents, get to know them, and talk to them about their concerns.</p>
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Sustainability Report: Representative Niehoff reported MSU’s first solar array is begin installed at the University Farm. This project was no cost to the University and paid through private donors. Representative Fraley stated the project was approximately 20 days from completion. The barn it is installed on will also have water harvesting capabilities and can store up to 11,000 gallons. Tours can be arranged by contacting Representative Fraley. Chair Savard-Hogge asked if this project was related to the KU solar study reported on during the July Staff Congress meeting. Representative Niehoff responded the KU study was for the whole campus.

Regent's Report: Staff Regent Dennis reported the MSU Board of Regents will hold a work session on February 27. The quarterly meeting will be held on March 26. During this meeting the Board will discuss debt reduction and the State’s budget. Staff Regent Dennis indicated most of the discussion is set before the work session and encouraged staff to reach out before then if they have questions or concerns.

Vice Chair Rucker asked if there was an update on benefits. Staff Regent Dennis responded benefits would be discussed at the work session.

Faculty Senate Report: No report.

Human Resources Report: Harold Nally, Director of Human Resources, reported the HR website has been updated at <https://www.moreheadstate.edu/Administration/Human-Resources>

Rachel Frizzell, Human Resources Generalist, gave a presentation of the various updates which include placing all Forms and Documents in one place and easier access for Policies. Ms. Frizzell stated the goal was to make the website more user friendly. Feedback is welcome.

Cabinet Report: Cabinet Liaison Atkins reported:

- Multiple applicants have visited campus for a variety of job openings, including Vice President for Administration and Fiscal Services and Provost. Open Forums will be scheduled for the Dean positions.
- 42% of employees and 10% of students responded to the Campus Climate Survey. The average response rate for other universities was 28%.

Representative Ellis stated some employees were not taking the survey due to concerns anonymity could not be ensured. Cabinet Liaison Atkins responded the survey is completely anonymous. A third party collects all responses and no personally identifying information is sent to MSU from the third party.

Old Business:

- Lloyd Cassity: At the January Staff Congress meeting, it was reported Lloyd Cassity was being evaluated for potentially taking off-line and moving existing classes and offices in that building to the Bert Combs Building and Reed Hall to save money. Kim Oatman, Assistant Vice President

for Facilities and Operations, submitted the following update: “Over the last few months, FM has been gathering information in order to determine the feasibility of taking Lloyd Cassity off-line. This feasibility work was done as a continuation of our mission to make campus more efficient by reducing campus footprint while enhancing and better utilizing existing facilities. So the charge was to determine if it was feasible to enhance Bert Combs Building/Reed Hall/Other facilities to allow for the relocation of programs out of Lloyd Cassity and take it off-line. At this point in time, it has been determined that funding is not readily available to do everything needed to take Lloyd Cassity off-line.”

- Dogs on Campus: Concerns were submitted directly to Representatives related to messes left by dogs on campus sidewalks and grass, as well as an increasing number of unattended dogs. Kim Oatman, Assistant Vice President for Facilities and Operations, submitted the following response: “It is the responsibility of the owners/handlers of animals for complying with the leash laws and animal waste disposal per city ordinance. If someone sees an unattended animal on campus, they should report it to the Rowan County Animal Control Officer at 606-784-4930. If someone sees an animal owner/handler not picking up and disposing of animal waste on campus, it is best to say something to the owner/handler on the spot. If folks are not comfortable with a face-to-face approach, then they should report the violation to Facilities Management at 3-2066. We do not think placing signs on campus about this will be effective.

New Business: None.

Announcements:

- February 12 & 26 @ 12:10 – Star Theater Relaxation Program
- February 14: 24-Hour Giving Challenge – If MSU receives 500 donations, we receive an additional \$44,000 donation for scholarships
- Monday, March 2 – Next Staff Congress Meeting in ADUC 329
- Don’t forget to check www.msueagles.com for upcoming MSU athletic events.
- Chair massages are offered on Tuesdays through May 5. Sign up at <https://livewell.mycernerwellness.com>

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

Chair Savard-Hogge adjourned the meeting at 2:22 p.m.

Minutes submitted by: Andrea Stone, Secretary