



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

**MEMBERS:**

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

\*Denotes member was absent.

<b>Guests:</b>	Dr. Caroline Atkins, Cabinet Liaison; Craig Dennis, Staff Regent; Dr. Jennifer Dearden, Faculty Senate Liaison; Harold Nally, Director of Human Resources; Gaylena Cline, Associate Director of Payroll Operations
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Chair Savard-Hogge called the meeting to order at 1:00 p.m. This meeting was conducted via Webex.

<b>Motion:</b>	To approve the minutes from the March 2020 meeting.	
	<b>Proposed:</b> Rep. Thompson	<b>Seconded:</b> Rep. Surmont
<b>Called for Vote:</b>	Passed	

<b>Chair's Report</b>	<p>Chair Savard-Hogge reported:</p> <ul style="list-style-type: none"> <li>• March 4: The University Employee Benefits Standing Committee met to discuss:             <ul style="list-style-type: none"> <li>○ New coverage to MSU's health insurance</li> <li>○ Claim costs</li> <li>○ Dental insurance</li> <li>○ Premium recovery</li> <li>○ FSA rollover</li> <li>○ Health Equity</li> <li>○ Pension Issues</li> </ul> </li> </ul>
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- Members of the University Employee Benefits Standing Committee are:
  - Kim Sharp, Chair of FS Faculty Welfare and Concerns, Position Filled
  - Fatma Mohamed, CBT, 2016-20
  - Mike Kessinger (Chair), COE, 2019-23
  - Roma Prindle, CCAHSS, 2017-21
  - Brent Rogers, COS, 2018-22
  - Amanda Holbrook, Chair, SC Per. Benefits
  - Shana Savard-Hogge, Exec/Manag, 2019-23
  - Jessica Thompson, Tech/Par Professional, 2016-20
  - Angela Rowe (Vice-Chair), Prof/NF, 2019-23
  - Traci Webster, Sec/Clerical, 2019-23
  - Teresa Lindgren, Director Budgets
  - Harold Nally, Human Resources
  - Mykie Howard, Librarian, 2017-21
  
- The committee asked for Human Resources and the Budget Office to provide data going forward in order for the committee to fulfil its charge to review existing or proposed employee benefit programs and/or plans.
  
- Staff Congress convened an ad hoc committee to develop the framework for a supervisor evaluation. The committee is charged with developing options for the supervisor evaluations to present to Dr. Morgan for approval. The Supervisor Evaluation Committee met on March 10 to create goals and discuss the evaluation process. The committee will develop options for the data sets collected, evaluation tool used, and format for supervisor evaluations to support ongoing improvement, development, and accountability at Morehead State University. The ad hoc committee members are:
  - Debbie Ellis
  - Helisha Tuerk
  - Laura Rucker
  - Garrick Ratliff
  - Chris Beckham
  - Julia Finch
  - Steve Chen
  - Shana Savard-Hogge
  
- March 12: Constituency Leadership met with Dr. Morgan to be updated on the announcement that went out to campus detailing the move to online instruction and remote work options. Chair Savard-Hogge communicated staff concerns with remaining open during Spring Break. Dr. Morgan acknowledged concerns and prioritized people, online instruction, core operations, and students.
  
- March 30: Staff Congress Executive Council with Dr. Morgan via WebEx items discussed:
  - Cash on Hand
  - Accounting function lags that prevent us from having good revenue numbers
  - Electronic forms approval and submission which Staff Congress Benefit and Compensation worked on and presented to administration in August

	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>▪ PDFs have the ability of electronic signatures</li> <li>▪ The approval process can happen through email or through workflow via MMS</li> <li>▪ Supporting documentation can be scanned from mobile devices to upload.</li> </ul> </li> <li>○ Remote work <ul style="list-style-type: none"> <li>▪ Supervisor responses/Communication</li> <li>▪ Access to printing</li> <li>▪ No clear indication of how business functions will operate</li> </ul> </li> <li>○ Dr. Morgan stated that changes will be evaluated in two week increments and will work with administration as information becomes available</li> </ul> <ul style="list-style-type: none"> <li>● April 2: Staff Congress Executive Council met via WebEx to discuss the April Staff Congress meeting.</li> <li>● April 3: Employee Benefits University Standing Committee met via WebEx. The committee has asked for data from Human Resources and the Budget Office. The data has not been provided and Chair Kessinger will follow up with Human Resources and Budgets.</li> <li>● PLC was advised of a revised PAR form and process on Friday April 3rd. IT and HR have developed an electronic version of the Personnel Action Request form (PAR) to assist employees in their remote work and ensure University and personnel operations are not inhibited.</li> <li>● Since early March Staff Congress Executive Council has been in communication with Dr. Morgan and administrative leadership to convey concerns and ideas. We have prioritized communication as a tool to help Morehead State University face the challenges presented and protect the health and wellbeing of our staff, students, and faculty. Chair Savard-Hogge expressed her appreciation for the efforts of Representatives to communicate with coworkers, help transition students and faculty, and continue important daily tasks.</li> <li>● Staff Congress Executive Council has been made aware of several issue regarding communication of Covid-19 related changes. These issues have been relayed to Dr. Morgan during webex meetings and via email. Some of the issues discussed were: <ul style="list-style-type: none"> <li>○ Lack of communication from some supervisors.</li> <li>○ Some staff have not been notified if they are Category 1, 2, or 3.</li> <li>○ Critical functions have not been identified.</li> <li>○ Inconsistencies in hours to be worked from home. Some staff have been told their hours are from 9-1 while others are required to work their regular hours.</li> <li>○ Lack of communication on how to process business functions that are primarily completed on paper.</li> <li>○ Staff still needs access to campus printers.</li> </ul> </li> </ul>
<b>Vice-Chair's Report</b>	Vice Chair Rucker reported no Staff Salutes were submitted since the last meeting.

	<p>Vice Chair Rucker saluted all staff for being flexible and adaptive during this time. Staff has done an excellent job transitioning to remote work or rearranging schedules to remain on-campus. Priorities have remained student-focused.</p> <p>Vice Chair Rucker also reported:</p> <ul style="list-style-type: none"> <li>• Staff Congress Executive Leadership is aware of communication issues within units and expressed these concerns to Dr. Morgan. Vice Presidents are responsible for making arrangements within their unit to ensure the unit remains functioning during this time. Based on feedback from constituents, some units are doing this well, while others experience gaps in communication. Vice Chair Rucker encouraged Representatives who have received a report of this from a constituent to forward it to Staff Congress Executive Council.</li> <li>• Health should be prioritized at this time. The next couple of weeks at the national and state level could be difficult health-wise.</li> </ul>
<b>Secretary's Report</b>	<p>Secretary Stone reported a balance of \$491.23 in the supplies budget with no new expenditures. The March Staff Congress Newsletter will go out via mass email in the next day or so.</p>

### Committee Reports

<b>Benefits &amp; Compensation</b>	<p>Committee Chair Holbrook reported the following:</p> <ul style="list-style-type: none"> <li>• The March meeting of the Staff Congress Benefits and Compensation Committee was cancelled due to the transition to work from home. Rather than have a meeting, the committee would focus on the proposed questions for the survey.</li> <li>• Committee Chair Holbrook attended two Employee Benefits University Standing Committee meetings and worked with Dr. Kessinger on the information request to Human Resources.</li> </ul>
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<b>Credentials &amp; Elections</b>	<p>Committee Chair Surmont reported the following:</p> <ul style="list-style-type: none"> <li>• The Credentials and Elections Committee did not meet this month.</li> <li>• Staff Congress Election will continue as scheduled on April 13 and 14. There are 22 nominees.</li> <li>• Representatives are encouraged to reach out to their constituents and remind them to vote.</li> </ul>
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<b>Staff Concerns</b>	<p>Committee Chair Becky Scott reported two concerns were received after the deadline for reporting at the March meeting. Both concerns related to staffing over Spring Break and the response was printed in the March newsletter. One concern was received today (April 6), and therefore after</p>
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	<p>the deadline for reporting at the April meeting. The concern has been forwarded to Human Resources for response.</p> <p>The Staff Concerns Committee will meet next week to continue discussion of guidelines and protocol for submissions to the Staff Concerns website form.</p>
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**Facilities Report:** Kim Oatman, Assistant Vice President of Facilities and Operations, reported:

- The floors in Combs and Breckinridge have been stripped and waxed.
- They will move on to unoccupied dorms next week.
- Currently working on a reduced schedule to avoid close contact. Hours are from 9-1. Mr. Oatman is available in his office from 7:30-4:30. Employees can either call the Facilities front desk or submit a work order.

Chair Savard-Hogge asked what measures have been taken to limit contact with on-campus staff members. Facilities Staff on campus are working a reduced schedule of four hours a day, four days a week, and efforts are made to ensure only one employee is working in a particular area in order to observe social distancing.

**Sustainability Report:** Representative Niehoff reported Earth Day and Arbor Day celebrations have been cancelled, with potential rescheduling this fall.

**Regent's Report:** Staff Regent Dennis reported the MSU Board of Regents will meet April 9 via Webex. The audit committee will also meet.

**Faculty Senate Report:** Faculty Senate Liaison Dearden reported the next Faculty Senate meeting would be held April 16. A constituency meeting was held with Dr. Morgan. Dean Evaluations were sent out last week and Institutional Research is ensuring those are turned in.

**Human Resources Report:** Harold Nally, Director of Human Resources, reported performance evaluations are due April 30.

Chair Savard-Hogge asked if communications were planned from HR to clarify with employees their Category and the hours they should be working from home. Gaylena Cline, Associate Director of Payroll Operations, indicated employees should reference the mass email from Dr. Morgan which states that office hours are 9-1 to ensure staff is available to students. She also indicated HR has received several calls regarding 4 hours versus 7.5 hour workdays.

Chair Savard-Hogge asked how vacation and sick leave should be reported. Ms. Cline responded that vacation and sick leave should be reported at 7.5 or 8 hours, not 4 hours.

Chair Savard-Hogge requested clarification on whether Category 1 and 2 employees should be on campus 7.5 or 8 hours and, while on campus, whether they should be conducting their regular tasks while on campus or only core functions. Mr. Nally responded that Category 1 employees are those responsible for security, facilities, or caring for animals and should be on campus for the hours necessary to complete these functions. Category 2 should only come to campus as needed; for example: printing and mailing. The remainder of the time, they are expected to fulfill their normal 7.5 or 8 hour workday from home. Staff should not be on campus unless performing an essential function or other task that cannot be

completed from home. It is a safety concern for not only that staff member, but all other staff required to work on campus. Mr. Nally indicated he would discuss specific issues with Chair Savard-Hogge before meeting with Dr. Morgan.

Mr. Nally reminded everyone to review the mass email regarding the expanded Family Medical Leave and Paid Sick Leave per the Department of Labor. If anyone has questions, please reach out to Human Resources or a Staff Congress Representative. Employees are encouraged to familiarize themselves with both programs.

**Cabinet Report:** Dr. Caroline Atkins, Cabinet Liaison, reported the results of the Campus Climate Survey came back today, April 6. The two open-ended questions have been scrubbed for identifying information. Dr. Atkins also reported that work continues on the Student Employment Job Description changes.

**Old Business:** None.

**New Business:** None.

**Announcements:**

- MSU continues to remain open with limited staffing to serve students, but is closed to the general public through at least April 15. Most campus events have been cancelled or postponed. Cancellations and closures are posted at <https://www.moreheadstate.edu/News/2020/March/MSU-Cancellations>
- SOAR events for April will be held online.
- Check <https://www.moreheadstate.edu/coronavirus> for updates on campus changes related to the Coronavirus.
- Monday, May 4 – Next Staff Congress Meeting in ADUC 329 (if social distancing recommendations are still in place through May 4, the meeting will be moved to WebEx).

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

Chair Savard-Hogge adjourned the meeting at 1:59 p.m.

Minutes submitted by: Andrea Stone, Secretary