

# Staff Congress: At-A-Glance

July 6, 2020

## Special Report: QEP Review

Agenda suspended to allow presentation of the University Quality Enhancement Plan Committee by Dr. Laurie Couch and Dr. Tim O'Brien.

Chair Savard-Hogge introduced Dr. Laurie Couch, Associate Provost Undergraduate Education and Student Success and Dr. Tim O'Brien, Associate Professor of Mathematics. They spoke about a Quality Enhancement Plan (QEP) called "Level Up: Experience Your Future". This plan was developed to address our federal accrediting agency, SACS, which conducts periodic assessments to encourage continual improvement at accredited institutions. The QEP committee identified targets for improvement in our current curriculum (Oral and Written communication, Critical Thinking, Professionalism, and Teamwork) during consultations with stakeholders such as faculty, staff, students, and the community. To achieve these improvements the committee identify a number of High Impact Practices which educational research has shown to positively affect these various goals or student outcomes. The identified High Impact Practices included Study Abroad, Undergraduate Research, Service Learning, and Internship.

Currently only about 20% of students take courses at Morehead State that provide these types of High Impact Practices. The current initiative is for the faculty to propose a larger number of courses that add to the basic core content more of these practices which can receive a special designation (Level Up) so as to broaden and increase these types of practices campus-wide. Student involvement will be encourage by receiving the designation of "Distinction" on their transcripts for exemplary work in these courses. The "Distinction" designation may also lead to specialized badges that can be worn with pride for those students who achieve such merit.

The services will that support these initiatives include the Center for Experiential Education, First Year Programs, Advising, and Career Services. There will be coordinators in Education Abroad, Internships, Service Learning and Undergraduate Research in the Center for Experiential Education. They will help the faculty to enhance the courses with High Impact Practices in each of their respective areas. The center will also work with students to recruit for these experiences. The student Ambassadors will be critical to the student success. They will also work at SOAR and Open House events.

Representative Hobbs asked if the student Ambassadors would be coordinating with Marketing and Dr. Couch stated "Yes" that they would be. Each of the coordinators have been trained by Jenny Frazier in Communications and Marketing.

### INSIDE THIS ISSUE

- 1 Chair Report
- 2 Vice-Chair Report
- 3 Staff Salutes
- 4 Committee Reports
- 4 Staff Issues
- 7 Other Reports
- 9 Campus Announcements



## **QEP continued:**

Chair Savard-Hogge asked Dr. Couch to identify the role of staff in the QEP due to staff concerns submitted last year that staff do not need to be so involved with QEP because that was a faculty issue. Dr. Couch states that staff involvement is critical and that this will take everyone on campus to make it work. Staff contacts with students can generate a “buzz” and ADS’s, Advisors, Financial Aid, and all offices should know about the program and promote it. When we have a site visit next April from SACS, anyone could be stopped and asked about the program and if a staff member does not appear to be familiar with the program, it could cast doubt on Morehead’s commitment. Dr. Couch hopes that all departments will help with this.

Dr. O’Brien stated that everyone here has a job and has gone through the process of getting a job. We all should be shining examples of the importance of gaining these competencies.

Dr. Couch responded that the QEP would need to be launched first before we establish the oversight committee. We look to have that in place by fall 2021. We would look to have committee members that spring, including on Staff Congress member.

## **Chair Report: Shana Savard-Hogge**

On June 16<sup>th</sup>, a special Staff Congress meeting was called for the election of Staff Congress Leadership.

The following Officers were elected:

Shana Savard-Hogge – Staff Congress Chair

Laura Rucker – Staff Congress Vice Chair

Risa Boyd – Staff Congress Secretary

The month of June included meetings and communications with SC, FS, and SGA leadership to align efforts for common goals. We developed a Joint Resolution regarding Mask-Wearing at MSU and drafted a statement regarding diversity and inclusion. We will be voting to approve the Joint Resolution regarding Mask-Wearing at MSU today and hope to share the diversity and inclusion statement soon.

On June 9<sup>th</sup> Mary Fister-Tucker shared with the Employee Benefits University Standing Committee the data requested on March 24<sup>th</sup>. Once the new Staff Congress Benefits and Compensation committee is assembled, I will share that information to develop points to inform the work of the Standing Committee. Please be advised that the Chair of the Staff Congress Benefits and Compensation Committee is a member of the University Standing Committee.

Student Employment Recommendations have been submitted to administration for review. I will update SC once the review has been finalized.

The Ad-Hoc Hybrid Employee Evaluation Committee Chair David Long has submitted a Report Draft to Provost Russell. The Draft Report will be shared with Staff Congress Representatives and given to the Benefits and Compensation Committee for review.

On June 18<sup>th</sup> I was provided the 2020-2021 Operating Budget and Personnel Roster from the Budget Office. This will be reviewed with Staff Congress Executive Council and the Staff Congress Benefits and Compensation Committee to inform work going forward.

Meet with Dr. Morgan, FS President Lennex, SGA President Wiley to discuss the fall semester calendar. The academic calendar is summarized as follows:

- August 17: Classes will begin
- September 7: MSU closed for Labor Day.
- October 8-9: Fall break is eliminated.

## Chair Report Continued:

- November 3: MSU closed for Election Day
- November 21: Commencement will be held on for Spring 2020 and Fall 2020 graduates (tentative)
- November 18-24: Final exams/projects.
- November 24: Last day of the fall semester.
- November 24: Most students move-out of the residence halls.
- November 25-27: MSU closed for Thanksgiving Break.

A comprehensive fall academic calendar may be viewed on the Healthy at MSU link listed on the Office of the Registrar website.

Phase II of the return to campus began July 1 and will run through July 31.

- Phase II will see Category III employees begin limited schedules on campus. Vice Presidents should work with Category III employees to return to campus the equivalent of three working days or more per week, based on the functions that need to be accomplished for each unit. The remaining time of the work week may be accomplished remotely. This continues to allow us some degree of flexibility.
- Each Vice President or direct Presidential report will continue to have the capability to work with all categories of employees on at the equivalency of three or more days of work per week on campus, based on the needs of the unit. We should also work to continue to rotate, work alter schedules, etc. It is suggested that some of our large units try to rotate or spread employees out geographically as much as possible.
- Buildings will begin to open to the public Monday, July 6 for normal hours of 8 a.m. - 4:30 p.m. Vice Presidents will also work with a few buildings to open only limited hours.
- Please refer to the email on 6/8/2020 from the Office of the President if you have questions. You are also encouraged to speak with your supervisor with specific concerns. As always, Staff Congress Representatives are available to forward concerns/comments/questions to administration as well.

### Healthy at Work Items

- If you need personal protective equipment or other cleaning items, please contact Facilities Management at 783-2066. Also, continue to limit the number of people in one vehicle used around campus.
- Please remember to conduct a self-assessment and temperature check before you come to campus. There are also health professionals circulating around campus to take temperatures and perform health assessments.
- MSU is working with St. Claire HealthCare regarding the feasibility of obtaining coronavirus tests for this fall to administer on campus.
- Please remember to wear masks as appropriate, practice social distancing, wash your hands frequently for a minimum of 20 seconds, and keep your work area clean. It is important for the health and safety of our families and community to follow the guidelines set forth and to prepare our campus for the return of students. St. Claire is continuing to offer free COVID-19 testing. Please make an appointment to get a quick and easy test at St. Claire. Results are available within 3 days. I will share the link with the newsletter or you can call 606-780-5227 to schedule an appointment.  
Follow this link: <https://www.st-claire.org/forms/covid-19-screening-questionnaire>
- As the phased return to campus begins, please consider that your coworkers may be dealing with frustrations, anxieties, and fear. It is important that we all work together to make our return to campus safe and as accommodating as possible. Look out for each other, stay positive, and follow mask, hand washing, and social distancing protocol. Stay home if you have a fever or COVID-19 symptoms.
- Please refer to the email on 6/8/2020 from the Office of the President if you have questions. You are also encouraged to speak with your supervisor with specific concerns. As always, Staff Congress Representatives are available to forward concerns/comments/questions to administration as well.

## **Vice-Chair Report: Laura Rucker**

Vice Chair Rucker reported the following Staff Salutes:

### ***Staff Salutes:***

**Josh Frisby**– “I would like to nominate Josh Frisby for the staff salute. Josh does an amazing job behind the scenes in the office of Planning, Performance and Effectiveness. Since joining the. of dashboards for use by institutional leaders. Josh is an MSU datastar!!” – Submitted June 29, 2020

*Vice-Chair Laura Rucker virtually presented a Staff Salute certificate to Josh Frisby, Analyst, Institutional Research*

**Andrea Stone**– “Andrea Stone has been a fantastic representative on Staff Congress and should be recognized for her hard work and dedication as Secretary/Treasurer, while also working so hard in her role in Facilities and Procurement. Her ability to get it all done is inspiring!” – Submitted June 25, 2020

*Vice-Chair Laura Rucker virtually presented a Staff Salute certificate to Andrea Stone, Director Procurement Services*

**Matt Blanton** – :Matt is an asset the Office of Information Technology doesn't quite realize the value of, he is prompt and always willing to help accomplish MSU's technological goals. Matt deserves recognition for his efforts that are often taken for granted.”– Submitted June 22, 2020

*Vice-Chair Laura Rucker virtually presented a Staff Salute certificate to Matt Blanton, Senior Systems Administrator*

### ***Benefits & Compensation: Committee Chair Amanda Holbrook***

No Report

### ***Credentials & Elections: Committee Chair Sherry Surmont***

Chair Savard-Hogge reported that we have the following new members serving in Staff Congress for the 2020-2021 year:

Becky King- Area 1  
Cary Harris –Area 3  
Toni Hobbs –Area 3  
Paige McDaniel- Area 4  
Ian Savard- Area 5

### ***Sustainability Report:***

No report.

### ***Staff Issues: Committee Chair Jamie Carver***

**\*\*CONCERN submitted 6/4/2020**

Are we going to have an Annual Employee Service and Recognition Picnic? Thankyou.

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

“The President has expressed his desire to have the Annual Employee Service and Recognition Picnic at the first opportune time. However, there are still too many uncertainties surrounding the COVID-19 Pandemic to plan for the picnic at this time.”

**\*\*CONCERN submitted 6/9/2020**

Can we have the "view/modify/delete requisitions" screen back in WebAdvisor? It made it a lot easier to search our previous requisitions when we could see them all in one place.

**RESPONSE from Chris Howes, CIO**

“Thank you for submitting this question. Our ERP partner, Ellucian, announced the retirement of the WebAdvisor product and is transitioning features to the Self-Service application. We will inquire if this functionality is planned for a future release in the Self-Service product portfolio.”

**\*\*CONCERN submitted 6/16/2020**

Because of limited schedules, vacation time quickly accrued over the past four months. For those employees who were denied use of vacation time and unable to keep below the cap, many hours were lost. Given this unique pandemic situation, is it possible to return what was 'lost'? The returned hours could be used by December and dispersed so as to not impair job performance or function.

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

“This staff concern came to Human Resources somewhat close to the June 1<sup>st</sup>, Staff Congress meeting and there was not ample time to fully review. Several points need to be made regarding this concern.

1. To temporarily allow employees to work without losing earned vacation which would extend the cap of 30 days (225 hours maximum carry over), would require approval from the BOR.
2. The Vacation Usage section of personnel policies, PG-48, states that ‘the work requirements of the University shall take priority in the scheduling of vacation or other time off. PG-48 also addresses scheduling in advance and approval by the immediate supervisor. Only days on which the employee normally would have worked are charged against accumulated vacation.

Dr. Morgan’s March 19, 2020 memo to MSU Employees, “During this time, the following individuals have authority to determine working arrangements, schedules, and make any necessary staff modifications: Vice Presidents, Associate Provosts, Assistant Vice Presidents, Deans and individuals reporting directly to the President. These noted individuals have the authority to work with their units to achieve a combination of on-campus work, remote, rotating shifts flexible work arrangement, time off approval and creation of non-traditional schedules.

Closing with Dr. Morgan’s previous message he requested that during this period of flexibility we would ask that employees consider using some sick and/or vacation leave if they are truly sick or are not working at all. If any employee is out of leave, please contact your Vice President. Or direct Presidential report for areas with a VP, and they can work with HR to make any determinations needed.

**\*\*CONCERN submitted 6/23/2020**

Concern over the bowling coach 'emeritus' and horrible email sent to students a week ago. It is making news headlines now. I feel this has been 'under' handled. The coach was 'asked' to stop volunteering? Really? The statement should have been "This is not in line with MSU's core values and he will no longer be volunteering or assisting with our bowling team." That would have been a stand for the integrity of Morehead State.

The email was disgusting and you do not need a diversity officer to see that. Silence is complicity, and that family felt it. Every student that received the email should have been contacted, and it should have been addressed. Immediately with transparency by a President or Vice-President. And now we are going to lose students over this. At a time when people are working hard to bring about equality and change, to end systemic racism....this is heartbreaking and disappointing. Do better, MSU.

**RESPONSE from the leadership of Staff Congress, Faculty Senate, and SGA**

“As the elected leadership of Staff Congress, Faculty Senate, and Student Government Association of Morehead State University:

We contend:

- Active, intentional, and continued engagement with diverse individuals and communities makes us a healthier, stronger, and more vibrant campus community.
- Institutional and individual belief systems that do not value diverse people and ideas in an inclusive experience will not be tolerated on our campus.

We will:

- Promote further engagement with diverse individuals and communities.
- Highlight existing and forthcoming opportunities for collaborative and creative thinking that will leave no room for the many layers of racism.
- Acknowledge where racism and bias exist and share our platform with diverse individuals to highlight those areas.

We assert that silence about any racism is institutional complicity. We have an opportunity to move forward in a way that more closely aligns with our institutional core values. Given the recent event involving an inappropriate racially insensitive email to a prospective student, this is where we start—black lives do matter.”

**\*\*CONCERN submitted 6/25/2020**

Why are some vice presidents requiring all staff return to work July 1st when the CDC recommendations are to "encourage telework for as many faculty and staff as possible, especially employees." This is also the recommendation of the Governor. It seems that if you could do your work from home the past few months, then you should be able to continue with that. UK has a formal process for requesting work from home or a modified arrangement. Why does MSU not have a formal process to request work from home? It seems faculty have better options than staff for adjusting their work conditions.

**RESPONSE**

*Still waiting for response.*

**\*\*CONCERN submitted 6/25/2020**

Is the Covid-19 antibody testing covered through our insurance?

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

“The short answer to your question is yes, the COVID-19 antibody testing is covered through our insurance. Please see below the mass email that was sent to employees in March 2020.”

**\*\*CONCERN submitted 6/25/2020**

What should staff do if they see someone consistently not wearing a mask on campus? If the supervisor or VP asks that person to wear a mask and they continue not wearing one, what happens?

**RESPONSE**

*Still waiting for response.*

**Other Reports**

***Staff Regent Report: Craig Dennis***

No report

***Human Resources Report: Harold Nally, Director of Human Resources***

New healthy habits incentive funds have been deposited into HSA and HRA accounts as of 07/1/20. Title IX training deadline was June 5th. If you have not completed this, please do so. New Title IX regulations will go into effect on August 14th. There are some new training and reporting procedures. More information will come out about this coming soon.

## ***Cabinet Report: Dr. Caroline Atkins, Cabinet Liaison***

Cabinet Liaison Atkins reported that Dr. Morgan wanted her to remind everyone that we have started working on our next phase of returning to campus. Also, we are working on training related to Diversity, Inclusion, and Implicit Bias. We have several things coming up and you should get an email with more details in the next two weeks. The Implicit Bias training should come out in September. All faculty, staff, and students should complete this training. There will be modules available for people to participate in the training. The easiest way to reach most student would be through FYS and possibly through student employment. Additionally, we are contracting with the National Coalition Building Institute (NCBI) who has a campus affiliate program. NCBI has three levels of training required. Top-level administrators and mid-level administrators will participate through web-based modules. Faculty and staff will undergo in-person training by representatives from the NCBI. Teams will be able to have these difficult conversations with people. Throughout the rest of the year we will likely be working within the colleges on trainings.

### **Student employment:**

Dr. Atkins reports that they also been working on revising student employment. They will be putting together an implementation team to develop a “One stop shop” in Career Services to.

- Make it easier.
- Make sure it equitable.
- Try to take the paperwork burden off the persons doing the hiring.

Chair Savard-Hogge asked Dr. Atkins if there is room on the Bias Training and Student Employment Implementation groups for a couple of Staff Congress Representatives to take the training. She would like to have a couple that will be familiar with the process and to be a point of contact for Staff Congress. Dr. Atkins stated if Chair Savard-Hogge would email the names of two representatives so that she could send her email and password information for the trainings. She and Megan Boone try to set a time to meet about this process and who they want on that time. She will reach out to Chair Savard-Hogge at that time for a recommendation.

Representative Hobbs asked if the Bias Training would be something that Staff Congress and Faculty Senate would be required to be a part of. Dr. Atkins says “yes” it will be mandatory for employees and would like to get as many students as possible through FYS and student employment.

## ***Faculty Senate Report: Dr. Annie Adams***

Faculty Senate met in June to discuss the Mask Resolution. No new report.

### **OLD BUSINESS:**

No old business to report.

### **NEW BUSINESS:**

Chair Savard-Hogge reported that over the last few weeks the Officers of Staff Congress have been working with leadership of Faculty Senate, and SGA to draft a joint resolution for mask wearing. The Mask Wearing Resolution reads as following:

#### **“Resolution Re Mask-Wearing at MSU”**

Whereas wearing a face covering effectively reduces the transmission of COVID-19

([https://www.npr.org/sections/health-shots/2020/06/21/880832213/yes-wearing-masks-helps-heres-why?utm\\_campaign=npr&utm\\_term=nprnews&utm\\_medium=social&utm\\_source=facebook.com&fbclid=IwAR20yVcxQJV7IOS4\\_5TUvYg1fTrlowT\\_4E8\\_Is5EY2xtWv6\\_tPip6Z0GKml&fbclid=IwAR1Z5VAnJ3q6E-6BJLanbXm0ncRQrOSO2nknJaUAvYeFFkIRxy44VozsG20](https://www.npr.org/sections/health-shots/2020/06/21/880832213/yes-wearing-masks-helps-heres-why?utm_campaign=npr&utm_term=nprnews&utm_medium=social&utm_source=facebook.com&fbclid=IwAR20yVcxQJV7IOS4_5TUvYg1fTrlowT_4E8_Is5EY2xtWv6_tPip6Z0GKml&fbclid=IwAR1Z5VAnJ3q6E-6BJLanbXm0ncRQrOSO2nknJaUAvYeFFkIRxy44VozsG20)),

## **NEW BUSINESS Continued:**

Whereas various studies have placed between 20-45% of infected persons as asymptomatic and masks may manage or eliminate virus spread within a given population such as a school ([https://www.who.int/publications/i/item/advice-on-the-use-of-masks-in-the-community-during-home-care-and-in-healthcare-settings-in-the-context-of-the-novel-coronavirus-\(2019-ncov\)-outbreak](https://www.who.int/publications/i/item/advice-on-the-use-of-masks-in-the-community-during-home-care-and-in-healthcare-settings-in-the-context-of-the-novel-coronavirus-(2019-ncov)-outbreak), p. 7),

Whereas symptoms of COVID-19 may not appear for up to 14 days,

Whereas Governor Beshear in issuing Phase II re-opening guidelines and Dr. Stephen Stack, Department of Public Health Commissioner, in his guidance to public schools, have recommended the use of face coverings (eg masks) to prevent the spread of COVID-19 in the workplace and schools,

Whereas MSU's Healthy At Work Policy (<https://www.moreheadstate.edu/healthyatwork>), May 15 Office of the President's Memo, Phase I memo for June 1-June 30 cites:

"Based on guidance, all employees who come to campus are expected to wear face masks if you are working indoors and around others. If you are in your individual office or other work area separated from other employees with more than six feet of social distancing, the decision to keep a mask on remains with the employee. We are providing the following link for your information: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>."

Whereas the faculty, staff, and students of Morehead State University in supporting and modeling an effectively safe and healthy campus environment, endorse this Resolution via the Faculty Senate, Student Government Association Executive Council, and Staff Congress Executive Council.

Be it resolved that Morehead State University require the wearing of face coverings, unless otherwise medically prohibited and duly approved by the appropriate institutional office, for all students, staff, faculty, contractors, and visitors to the Morehead State University campuses included all sport facilities and general access spaces.

### References:

UK: <https://www.uky.edu/coronavirus/> p. 7, 73, 78 (visitors), 104-105 (event participation), 124-125 (dorms; healthy 38 living starter kit) Requires masks

EKU: <https://library.eku.edu/library-covid-19-information> Library requires masks for everyone

EKU official page: [https://staywell.eku.edu/novel-coronavirus-2019-ncov#\\_ga=2.238969730.328232956.1592662722-1825255888.1592662722](https://staywell.eku.edu/novel-coronavirus-2019-ncov#_ga=2.238969730.328232956.1592662722-1825255888.1592662722)

WKU: <https://www.wku.edu/restart/> p. 9-10, 15 (classrooms) Requires masks

Murray State: <https://www.murraystate.edu/racerrestart/> Requires masks

University of Louisville: <http://louisville.edu/coronavirus/assets/pivot-to-fall-2020> Requires masks  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-coverings-information.pdf>

<https://arxiv.org/pdf/2006.03175.pdf>

## **CAMPUS ANNOUNCEMENTS**

- Check out <https://www.moreheadstate.edu/news> for any campus updates.
- Monday, July 6 – Summer II classes begin.
- Monday July 13-Friday July 17- Online SAOR session.
- Monday August 3: Next Staff Meeting 1:00 pm location TBD
- Don't forget to check [www.eagles.com](http://www.eagles.com) for upcoming MSU athletic events.

[PLEASE CLICK HERE  
TO VIEW/REGISTER FOR  
THE LATEST  
PROFESSIONAL  
DEVELOPMENT  
OPPORTUNITIES](#)

[PLEASE CLICK  
HERE TO SUBMIT A  
STAFF SALUTE](#)

[PLEASE CLICK  
HERE  
TO SUBMIT A STAFF  
CONCERN](#)