

Staff Congress: At-A-Glance

August 3, 2020

Update from Dr. Jay Morgan, President:

As we approach the fall semester, we wanted to provide our campus with a few additional planning and logistical updates on Co-19 testing, contact tracing, rapid responses, self-isolation procedures, etc. We have communicated some of these along the way, but are planning an update via Webex livestream on Tuesday, August 4 at 9:00 a.m. We feel like tuition and enrollment are on target. Fall Convocation is scheduled for Wednesday, August 12, 2020 at 9 a.m. via Webex livestream.

Chair Report: Shana Savard-Hogge

Classes will begin Monday, August 17, 2020. There will be no Fall Break for the Fall Semester. Classes will adjourn and the fall term will end Tuesday, November 24, 2020.

Please visit the Coronavirus Update link on the MSU Website. The Coronavirus site includes information for students, staff, and faculty. The Coronavirus update link includes a Healthy at MSU site, a Healthy at Work site, a Healthy at the Rec site, MSU Resources, tips on Prevention, information on Travel, and much more. Please read the information which has been updated to include new information over the last couple of days.

We are ready to welcome our students back to campus either in-person, virtually, or in a hybrid capacity. An updated student communication went out on Friday, July 31, 2020 and the Morehead State University Newsletter went out today, August 3, 2020.

MSU is requires face coverings/masks in all campus buildings. Masks/face coverings can be removed when a student is alone in their personal residence hall or faculty and staff who are alone in their office. Students are asked to obtain a COVID-19 test 4-6 days before returning to campus.

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Chair Report Continued:

We have decreased the number students living on campus in residential halls and the number of students in our face-to-face classes. We are offering about 1/3 of our courses online and many more in hybrid format.

There are signs, markers, and other messaging around campus noting the requirements for social distancing, hand washing, and mask wearing to limit the spread of COVID-19. We have hired additional health care professionals to assist us with student case management and to assist our local health department with contact tracing. We have set up a Rapid Response Team to assist in quickly addressing any emerging COVID-19 student cases or other issues. A similar process has been established for employees.

International Travel is suspended at MSU until October 31, 2020. Any student or employee who travels anywhere internationally on their own, or domestically to any place in which they may have come into contact with individuals who may be sick are asked to submit a voluntary travel form in order to safely monitor our campus. The form is available on the Coronavirus Update link on the MSU website.

Staff are encouraged to take the Eagle Family Pledge which states:

I pledge to do my part to protect the Morehead State University community, and the citizens of the City of Morehead and Rowan County community by doing the following:

- To voluntarily obtain a COVID-19 test in my home community 4-6 days before I return.
- To always wear a face covering when indoors, and when outside and unable to socially distance.
- To wash my hands frequently and use hand sanitizer to protect myself and others.
- To not go to class/work if I am feeling ill and to let my instructor/supervisor know.
- To notify MSU Counseling & Health Services if I am experiencing sickness or display symptoms associated with COVID-19.
- To follow University policies, procedures and guidelines designed to protect myself and others.

You can take the pledge by following the link in the August 3, 2020 Morehead State University Newsletter or by going to <https://www.moreheadstate.edu/eaglefamilypledge> .

Order PPE (masks, gloves, disinfectant spray or wipes, hand sanitizer, etc.) for your office via SchoolDude accessible through my.moreheadstate.edu or at <https://login.myschoolbuilding.com/msb>
All offices should have a log for temperature check in the main area office area or virtually on Office 365 OneDrive. Instructions for Uploading Log Sheet to OneDrive is available on the Healthy at Work site.

Approved signage is available on the Healthy at Work Site for office use. Do not create new signs.

There are a variety of signs:

- Closed to the Public
- Do You Feel Sick? Do Not Enter
- Facilities Management Staff
- General Use Sign (Be Well Go Eagles)
- Healthy at Work Practices
- Keep Calm and Wash Your Hands

Chair Report Continued:

- Masks Are Required
- Share Facts about COVID-19

Stop the Spread of Germs

The Healthy at Work site includes resources for the City of Morehead Healthy at Work Procedure, Kentucky Healthy at Work Procedures, and the Proper Use of Masks to Slow the Spread of COVID-19 from the CDC.

The Healthy at Work site includes information about the Recreation & Wellness Center. You are required to wear a mask to enter the recreation center. Masks can be removed when a person is exercising but must be worn at all other times. Each person will have their temperature taken upon entering the facility. Capacity is limited to 33%. Guest passes have been discontinued and all furniture has been removed from the facility. All courts are closed and fitness equipment has been placed on the courts to ensure proper social distancing throughout the facility. No equipment can be checked out and the pool is closed until further notice. The lockers and shower areas are closed however, the restrooms are accessible.

If you believe you have had contact with someone who has coronavirus or is under investigation for coronavirus, you may call the KY COVID-19 Hotline at 800-722-5725. You also may call the MSU COVID-19 Helpline at 606-783-4222, call your primary care provider, or call the Rowan County Health Center at 606-784-8954.

Watch for symptoms. The following symptoms may appear 2-14 days after exposure.

Fever

Cough

Shortness of Breath

If you develop symptoms AND you have been in close contact with a person known to have COVID-19 or live in or have recently traveled from an area with ongoing spread of COVID-19, then seek medical advice. Call ahead before you go to a doctor's office, emergency room, or the university clinic. Tell them about your recent travel and your symptoms.

Counseling & Health Services is in Allie Young Hall 112 and is open, 8 a.m. to 4:30 p.m., Monday through Friday. The clinic is closed daily from 12 to 1 p.m. The phone number is 606-783-2055. The Counseling and Health Services site includes a number of COVID-19 resource videos including MSU Training on COVID-19 Prevention, proper social distancing, symptoms of COVID-19, how to stop the spread of germs, and much more.

MSU will utilize a case management prospective when handling positive or potentially positive COVID-19 cases. The VPs are the point persons for the employee cases. There have been a handful of individuals who have been contacted through Health Department Contact Tracers and here is the experience:

- Contacted by Rowan County Health Department for initial exposure
- Placed on 14 day quarantine order by Rowan County Health Department (testing was recommended not required by MSU or Rowan County Health Department)
- Rowan County Health Department sent official notification of quarantine to supervisor
- Supervisor sent notification through chain of command to the VP of the area.
- Contacted by VP asking if I had any questions/concerns
- Directors of Human Resources and Counseling & Health Services notified
- Supervisor instructs to not return to the office until notified

Chair Report Continued:

- Office was cleaned/disinfected by facilities and door lock was disabled to prevent entry
- Supervisor instructed me to follow the Rowan County Health Department protocols
- Contacted by HR to determine if EMERGENCY PAID SICK LEAVE (EPSL) or FMLA EXPANSION REQUEST (up to 80 hours) is necessary.
- Received Return to Work Release from Rowan County Health Department after 14 days (no testing was required by Health Department to return to work.)
- Forwarded Return to Work Release to Supervisor
- Supervisor sent Work Release through to VP, Directors of HR and Counseling & Health Services.

The President's Leadership Council met on July 24, 2020.

Introduced New Employees:

Dr. Norman Dean Volgenau College of Education

Dr. Scott Davison Dean Arts Humanities & Social Sciences

Dr. Johnathan Nelson

Dr. Sylvia Henneberg: Interim Associate Dean School of English, Communication, Media & Language

Dr. Sam Nataraj: Associate Dean, School of Business Administration

Convocation information will be available soon. Virtual opportunities for hosting are being identified currently. The Vice President of Fiscal Services gave an update on the employee based processes and notification of positive cases. The VP in the division the employee works will be notified either directly by the employee or through the supervisor. The VP will then make sure employee is off campus and notify Kim Oatman, Goldie Williams, and Harold Nally. Kim will secure the area (change the locks) work to clean workspaces. Goldie will notify the Health Department so they can begin contact tracing. Harold will update the payroll records of the employee who has tested positive to give the additional federally mandated up to 80 hours of leave. If an employee has been contacted by the Health Department through contact tracing they may receive additional hours of leave as well depending on circumstances.

An overview of the Student Notification of Positive Co-19 and our Rapid Response Team Overview was given by the Vice President of Student Affairs Russ Mast. The Rapid Response Team is available 7 days a week by contacting MSU Counseling and Health Services.

Should you at any time become aware of a student that might have issues, please contact a member of the Rapid Response Team:

- Russ Mast – Student Affairs and Convener
- Dr. Greg Russell – Academic Affairs
- Mary Fister-Tucker – Fiscal Services
- Jim Shaw – University Advancement
- Lynn Parsons – Chair of the Dept. of Nursing
- Max Ammons – Student Affairs
- Goldie Williams – Health Clinic Director
- Chief Merrell Harrison – Police
- Charlie Gancio – Food Services
- Alan Rucker – Housing
- Kim Oatman – Facilities Management

Chair Report Continued:

Tentative enrollment numbers look optimistic. Retention is good among rising sophomores and juniors. Graduate Office continues its ad campaign targeting school administrators and students who were enrolled in classes in the Spring semester but not the Fall semester. Budget update included that MSU continues measures to protect system funds. We have reduced 30-35 positions University-wide, all of which were vacant or scheduled to be vacant through retirements/departures this summer. Additionally, we had to lower travel funds, program funds, reduce or eliminate several general initiatives originally planned, and had to eliminate the model that distributes technology allocations across campus. There are no transfers from travel accounts at this time. The campus community is asked to be prudent with available funds. MSU will offload the Procurement building to the Rowan County Fiscal Court to be turned into an Emergency Management Center. MSU is anticipating a “pinch point” about a month after the opening of the Fall Semester. We continue to maintain and strengthen our financial security.

Staff Regent Dennis and I met with the Vice President for Fiscal Services Mary Fister-Tucker to update her on some issues regarding:

Workload of University Staff

Reclassifications of University Staff

Job Description/Title/Duties of University Staff

Process Inefficiencies of our Personnel Action Requests (PARs).

Lack of Policy knowledge/application with Supervisors

No Cross-Training of University staff

I met with General Counsel Jane Fitzpatrick and Human Resources Director Harold Nally regarding Revisions to PG-6 Title IX Sexual Misconduct Policy.

Major change: changes added to hearing and appeal process.

Currently, hearing panel consists of 5 people the composition of which is dependent upon the parties involved in case.

Currently, is composed of faculty, staff, and students

Changed: hearing and appeals officers are more formal and must apply legal regulations referencing rules of evidence, privilege, etc. Lay person does not have this experience or ability. More formal and based in legal precedence. Involves licensed attorney trained in administrative hearings.

Discussed Student Employment Workgroup with Dr. Atkins.

The workgroup made the following broad recommendations:

- Distill the existing 200+ student worker job descriptions down to five levels.
- Create a one-stop shop for all student employment to be housed in Career Services.
- Tweak the hiring process to minimize the paperwork on the hiring department/unit.
- Update on Face Mask/Coverings Compliance and How to Handle for Classrooms was given by Dr. Greg Russell Provost & Vice President for Academic Affairs.
- Animals on Campus Update by the Vice President of Student Affairs Russ Mast.
- To the extent possible, match student applicants by academic discipline.
- Digitize all paperwork and forms associated with the hiring process.
- Create a consistent onboarding of basic level knowledge and skills/competencies.
- Conduct evaluations of students using skills and competencies valued by employers.

Chair Report Continued:

Over the course of the fall semester we will be working to implement the recommendations and communicate any changes to take effect January 1, 2021. More to come as we move forward.

Also discussed Diversity and Cultural Competence initiatives with Dr. Caroline Atkins. As a part of our ongoing needs around diversity, inclusion, and cultural competence, we are looking at several possibilities for training and programming for employees and students. Members of the Eagle Diversity and Inclusion Team are in the process of vetting several options.

A WebEx livestream will be available for Morehead State University employees to view on Tuesday, August 4, 2020 at 9 a.m. I encourage all of you to attend and reach out to your constituents to encourage attendance. The livestream will give information and act as a test of our system capabilities.

Chair Hogge introduced Helisha Tuerk as the current Staff Congress Secretary.

Vice-Chair Report: Laura Rucker

Staff Congress Photos have been canceled. MSU Headshots will be used to update the staff congress website. If you need a current headshot, please contact Tim Holbrook, Chief Photographer at t.holbrook@moreheadstate.edu.

Staff Salute: Russell Mast, Vice President Student Affairs

‘Vice President Mast has successfully modeled how a student affairs unit should be run during a pandemic. He has also taken extra time to write letters to students, as many have to continue the recruitment process. Russell is a great example of the good work occurring at Morehead State University.’ Submitted- July 2020.



Vice-Chair Laura Rucker virtually presented a Staff Salute certificate to Russell Mast, Vice President Student Affairs

Benefits & Compensation: Committee Chair Amanda Holbrook

First Fiscal Committee Meeting is TBA.

Credentials & Elections: Committee Chair Sherry Surmont

First Fiscal Committee Meeting is TBA.

Sustainability Report:

No report.

Staff Issues: Committee Chair Jamie Carver

Comment/Concern:

MSU employees are working diligently to comply with contact tracing documentation, temperature logs, sign in sheets, masks, disinfecting work areas, etc. Why would the university then decide not inform employees of any confirmed cases in a building/work area? As a staff member located in the Educational Service Building we were informed of a positive Covid-19 case in our building by custodial staff in passing, as they had been sent to deep clean the restrooms in the building.

Additional space for comment/concern If the university had enough information about this positive case to send custodial staff to sanitize restrooms, they certainly had enough information to inform employees in the building who continued to use the restrooms in the meantime without any knowledge at all. It is unacceptable that this was discovered exclusively through word of mouth. Especially when we have been receiving "University Update" emails which clearly states that MSU has a process in place should an employee test positive. Additional space for comment/concern If employees can comply with all that is required for working in our office spaces, the university needs to showcase that there truly is a process in place to inform employees of possible exposure. This experience implied that MSU wanted to quietly clean the bathrooms in our building when knowing of a confirmed Covid-19 case, but willingly did not inform employees in the work area. I am deeply disappointed for the disregard of our lives and the loved ones we come into contact with.

Response:

Concerns regarding notification of COVID 19 cases was presented to the President by executive council. Please see minute's notes as to response.

Comment/Concern:

I think it's very sad that the University doesn't keep the campus community updates on COVID cases. There have been several positive cases on campus and it was shared by other departments and not directly from MSU. Why are they allowing this to continue? Why aren't the buildings being shut down after they are

cleaned to help lower the risk of other's in that building being infected? This is becoming very serious and something needs to be done.

Response:

Concerns regarding notification of COVID 19 cases was presented to the President by executive council. Please see minute's notes as to response.

Comment/Concern Is there a functional reason for the changes in faculty/ staff email addresses that have occurred over time?

Additional space for comment/concern It was standard that emails were first initial. last name @moreheadstate Now they have dropped the dot or included a middle initial. You can no longer type in an email address. They must all be looked up and its just enough difference to not be a standard.

Response:

Response from Darrell Smith, Executive Director Infrastructure System

The Morehead State University electronic mail system has been upgraded numerous times over the decades typically to accommodate for change around hardware platforms, software updates, security standards, and also needed updates around naming conventions. The format for faculty and staff of first letter of the first name followed by a period and the last name is still valid (as referenced in the question), but has been expanded over time to meet the ever growing number of mailboxes present on campus.

Probably the best way to illustrate the current rule set is to select a name, e.g. Darrell Lee Smith, Jr., and then walk through the steps of what the system would automatically assign at the time of account creation based on the requirement of having a unique email address. Please note that any name prefix or suffix is ignored.

1. d.smith (first letter first name, then last name)
2. l.smith (first letter middle name, then last name)
3. dl.smith (first letter first name, first letter middle name, then last name)
4. darrell.smith (first name then last name)
5. lee.smith (middle name then last name)
6. dlsmith (first letter first name, first letter middle name, full last name – no periods/dots)
7. dlsmith02 through dlsmith99 (first letter first name, first letter middle name, full last name with two digits ranging from 02 through 99 in increasing order based upon the last two digits used by the system and also with no periods/dots)

Emergency notification to the email administrator would be sent if we ran past the possible 105 combinations available through the rules. This has never happened and likely will not as annual audits are held with account cleanup so proactive steps are taken in advance of issues which include making periodic rule updates as needed for email naming conventions.

Rules 1- 8 are applicable for faculty and staff while only rules 6-8 are applicable for student accounts.

Again, the need to expand rules is based on MSU having individuals with same alphabetic letter first names and same or similar surnames such as Darrell Smith (d.smith), David A. Smith (da.smith), David Lee Smith (dl.smith). Actually, if you visit the MSU Online Directory (<https://directory.moreheadstate.edu/>) and

search for “First Name: D” and “Last Name: Smith,” 11 results are returned. It’s possible each of the 11 would prefer d.smith (rule 1), but I ended up with that email address as I’ve been with MSU almost 27 years and the rule is for all email addresses to be unique.

If you have additional questions, please contact the Office of Information Technology Help Desk at ithelpdesk@moreheadstate.edu or 606.783.HELP.

Other Reports

Staff Regent Report: Craig Dennis

Next Board of Regents meeting is Thursday August 6, 2020 via WebEx.

Items on the agenda will be Morehead State University Policy updates and changes regarding the Morehead State University Police Department, Student Conduct and Title IX.

Human Resources Report: Harold Nally, Director of Human Resources

New Title IX regulations changes were added to hearing and appeal process. Currently, hearing panel consists of 5 people the composition of which is dependent upon the parties involved in case. Currently, it is composed of faculty, staff, and students. We’re looking for someone to take the role of a hearing analyst with the title of “decision maker”.

That individual could be somebody on campus, or alternatively, we could hire or subcontract this position.

<https://www.moreheadstate.edu/Administration/Human-Resources/Personnel-Policies/MSU-Personnel-Policies/PG-6-Sexual-Misconduct-Policy>

Cabinet Report: Dr. Caroline Atkins, Cabinet Liaison

No report.

Faculty Senate Report: Dr. Lesia Lennex, Faculty Senate President

No report.

OLD BUSINESS:

No old business to report.

NEW BUSINESS:

No new business to report.

CAMPUS ANNOUNCEMENTS

- August 8 - 16 -- Residence Hall Move-in
- August 17 -- First Day of Classes
- September 7 -- Labor Day, University Closed and No Classes
- September 14 – Next Staff Congress Meeting, location To Be Determined (if social distancing recommendations are still in place through this date, the meeting will be moved to WebEx).
- Check <https://www.moreheadstate.edu/coronavirus> for updates on campus changes related to the Coronavirus.
- Drive-thru testing for Covid-19 is available through St. Claire. Visit <https://www.st-claire.org/services/covid-19-testing/> or call (606) 780-5227 to complete the pre-screening and schedule a test.
- A training video on Covid-19 for employees can be found at <https://www.youtube.com/watch?v=ZjUBNk4JWTU>. It is posted on the Healthy at MSU webpage at <https://www.moreheadstate.edu/healthyatmsu> and the EH&S Training Programs webpage at <https://www.moreheadstate.edu/Administration/Facilities-Management/Environmental-Health-Safety/Safety-Training>. Questions can be sent to Holly Niehoff at h.niehoff@moreheadstate.edu.
- Don't forget to check www.msueagles.com for upcoming MSU athletic events.

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OPPORTUNITIES](#)**

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