



**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
September 14, 2020**



**MEMBERS:**

Risa Boyd	David Flora	Maurice Ian Savard	Mark Murphy	Andrea Stone*
Samantha Jo Bryant	Joe Fraley *	Amanda Holbrook	Holly Niehoff	Sherry Surmont
Jamey Carver	Sharnetta Fritts	Jarred Hunt*	Garrick Ratliff	Jessica Thompson *
Debbie Cooper	Carry Harris	Rebecca King*	Laura Rucker	Helisha Tuerk
Gary Cornett	Merrell Harrison	John Mahaney *	Shana Savard-Hogge	Traci Webster *
Debbie Ellis	Toni Hobbs	Paige McDaniel	Xavier Scott	Barbara Willoughby *

\*Denotes member was absent.

<b>Guests:</b>	Dr. Caroline Atkins, Gaylena Cline, Dr. Lesia Lennex, April Nutter and Rianna Robinson.
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Chair Savard-Hogge called the meeting to order at 1:01 p.m. This meeting was conducted via WebEx.

<b>Motion:</b>	To approve the minutes from the August 2020 meeting.	
	<b>Proposed:</b> Rep. Hobbs	<b>Seconded:</b> Rep. Cornett
<b>Called for Vote:</b>	Passed	

**Agenda Suspended to allow update from Committee Chair Jamie Carver.**

<b>Staff Concerns</b>	<p>Committee Chair Jamie Carver reported the following concerns:</p> <p>Comment/Concern:  <i>'Several positive cases' on campus, was how I heard our current numbers described. Shame on you, MSU for not addressing this information during our digital town hall meeting with President Morgan. MSU has an ethical responsibility to absolute transparency with regard to these numbers. People need to be able to make (scientifically) informed decisions with regard to personal risk management.</i></p> <p>Comment/Concern:</p>
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*“What can the faculty and staff do about the university not reporting positive cases? Who do we email or call to get this changed?”*

**Response:**

*“We have been working on a process by which to communicate our number of Co-19 positive cases related to our campus – but placed it on hold recently due to a new initiative coming out of the state level. As a part of reporting, the State Health Cabinet is also developing a master template for all universities to report the cases on a regular basis. As the State finalizes that template, and pending adoption, we will likely just use the State template and link to it from our [healthy@msu](mailto:healthy@msu) website. This should provide our campus with data and case counts.”*

**Healthy at MSU web link:** [www.moreheadstate.edu/healthyatmsu](http://www.moreheadstate.edu/healthyatmsu)

Comment/Concern:

*“The divide caused by the video sponsored by student athletes and supported by MSU. Is there going to be any type of public response from the athletic director or the president concerning this video and its false statements.”*

**Response:**

**Awaiting response from Department of Student Affairs**

Comment/Concern:

*“Why is bariatric surgery excluded from our health plan? The reason that I ask this is my doctor requested this surgery for me for health reasons. She indicated to HR that in 5 years I would have other health issues that would require medication. It astounds me that as an educated institution we would exclude a necessary surgery to improve health. Additional space for comment/concern A study showed effects of surgery: Diabetes was resolved in 76.8% of patients. High cholesterol was resolved in 70% of patients. High blood pressure was resolved in 61.7%. Sleep apnea was resolved in 85%. Post-surgery drug costs for diabetic and anti-hypertensive medications decrease dramatically. Potteiger study found a 77.3% savings. Mounting evidence shows that surgery for morbid obesity can be more cost-effective than treating the conditions resulting from obesity.”*

**Response:**

**This concern has been sent to the benefits and compensation committee and the Morehead State University HR department for future considerations when discussing health insurance concerns of the staff.**

**Chair's Report**

Chair Savard-Hogge reported the following:

**Student Employment**

Student Employment Group meet to begin implementation of the recommendations from the Student Employment Workgroup. The group will be broken up into 3 subcommittees.

1. Process/Technology – Focus on streamlining process, integrating HR/FA/Budgets into the new one stop-shop within the Career Center, implement student employment into PeopleAdmin
2. Training – Student focused on general topics (customer service, confidentiality) and the top 8 career skills
3. Evaluation/Recognition – Incorporating career skills into evaluation and creating process/materials for student recognition event

Potential issues to be addressed as we work towards implementation.

1. Incorporate formal internships into on-campus student employment options
2. Coordinating FA, Budgets, and HR to keep process moving forward efficiently
3. Develop process for more consistent progression of student workers so that students don't stay at same pay rate for all 4 years
4. Ensure students can find opportunities that match career path/career goals

The subcommittees will be determined in the upcoming days with meetings to be scheduled soon.

Members include:

- Gaylena Cline
- Amy S. Moore
- Denise Marie Trusty
- Emily Suzanne Wiley
- Harry B. Floyd
- Jason P. Hilton
- Jeanette Johnson
- Mary Fister-Tucker
- Rebecca Olson Wright
- Shana Marie Savard-Hogge
- Sheila R. Harman

Others will be added as needs arise.

Quick Recap of the work completed to date for changes to the Student Employment Process:

**Student Employment Workgroup** (Recommendations to Dr. Jay Morgan)

1. Make the student employment process a top priority of the university.
2. Establish a “one-stop” shop (department/office) to handle all student employment processes to include: recruitment, required forms, hiring, paygrades, training, etc...
3. Review “best practices” from other colleges/universities within the state and region.
4. Technology that will enable the entire process (hiring to payroll) to be on-line with the capability of mandatory forms being submitted electronically across necessary departments. (signatures and approvals)
5. A dedicated focus on providing High Impact Practice jobs for students. Also, a continued focus on “earn to learn” positions for URM and Low-Income students. (Positions to include not only work-study positions, but also internships, externships, etc.)
6. Incorporate career competencies, certifications, work skill enhancements, consistent job descriptions, pay consistencies, and student availability to work in more than one campus job, while not exceeding the 20 work week rule.
7. Establish a consistent evaluation process of student employees and the hiring process.
8. Establish mandatory training for both student employees and supervisors.

These recommendations were submitted to Dr. Morgan last fall for approval. The work continued until the summer of 2020 in ad-hoc committees. Student employment grade levels with career competencies were created in committee as well as a draft “Student employment Recommendations and Challenges” document for future implementation.

**Open Enrollment**

The University Benefits Standing Committee met to discuss Open Enrollment. The Healthcare premiums were discussed but final information was not available. Open Enrollment is extended this year and will be held from September 9 through October 9<sup>th</sup>, 2020. This is a passive enrollment year meaning you need to take action if you want to change your benefits, change your covered family members, and/or enroll in a Flexible Spending Account.

## **UAR 324.04**

The Staff Congress Executive Council met with Dr. Morgan regarding a clause in UAR 324.04 that expired 6/30/2020. This UAR is titled Staff Compensation and Classification. It establishes guidelines and procedures to ensure that staff positions are classified within the established job evaluation plan and to carry out the intent of PG-44.

On May 18, 2018, the following bracketed clauses were frozen for reclassification and promotion for MSU employees:

**RECLASSIFICATION:** A reclassification is the change of an existing position, either filled or vacant, to a higher or lower grade level and may involve a change in job title.

Upon reclassification to a higher graded position, an employee's new rate of pay will be the entry level of the new grade [or 7.5 percent more than his/her current salary, whichever is greater]. NOTE: This bracketed clause is suspended per consensus with constituency groups from May 18, 2018 through June 30, 2020. If the reclassification is to a lower graded position, the employee's rate of pay shall revert to the same relative position in the compensation scale as his/her previous assignment in the higher grade position.

**PROMOTION:** Promotion is defined as movement of an employee to a position at the university that is a higher grade in the pay structure than their current position. Upon promotion or reclassification to a higher graded position, an employee's new rate of pay will be the entry level of the new grade [or 7.5 percent more than his/her current salary, whichever is greater]. NOTE: This bracketed clause is suspended per consensus with constituency groups from May 18, 2018 through June 30, 2020.

The Staff Congress Executive Leadership Council met with Dr. Morgan and agreed to extend the bracketed clause in UAR 324.04 to January 1, 2021. We asked that UAR 324.04 as it applies to reclassification and promotion of MSU employees to a higher graded position, be studied for revision before January 1, 2021. Possibly following the salary determinations for external new hires, which is outlined in UAR 324.04 as follows:

**NEW HIRES:** The starting salary for a new employee must be no less than the minimum of the salary range for the grade associated with the employee's job. Starting salary is determined by considering market factors, internal equity, and the new employee's qualifications, experience, and responsibility level. Starting salaries must not as a rule be over the Experienced Market of the grade. However there could be exceptions with special approval of the President.

This study for revision has been given to the Staff Congress Benefits and Compensation Committee.

## **Spring Calendar**

I met with Provost Russell and Faculty Senate President Dr. Dirk Grupe. Dr. Grupe and I were asked to give feedback regarding proposed changes to the Spring 2021 academic calendar.

Notable changes under consideration:

- The Fall semester was shortened but we have added a 2nd Winter Session.
- The proposed spring semester ends early and takes out spring break for students.
- Additional points: the first two weeks of spring semester are exclusively online (some exceptions). This is to give consideration for Covid-19 as students, faculty, and staff come back from the winter break.

I asked the Staff Congress Committee Chairs to call meetings for their respective committees to discuss and give feedback. I attended the meetings and provided the following feedback to Provost Russell:

-The new Winter Term II is supported but it places added strain to an already stretched staff workload. We ask that flexibility for remote work still be allowed, a bonus for staff to be considered since supporting a second Winter term requires additional workloads and efforts, and the Winter Break holiday time still be a priority benefit that remains for this year and in the future for all staff.

-The phased return to campus for students in January with the first two weeks of instruction being fully online is supported widely. We ask that Covid-19 testing be encouraged for students and employees.

-The removal of Spring Break from the calendar for students is supported but we ask that considerations be made for staff involving extra days off built into the schedule through the semester.

Overall, Staff Congress supports the proposed changes to the Winter and Spring semesters but ask that administration understand and make considerations for the increased workloads that all staff have to manage and the capacity of our workforce to provide a quality experience for both our students and employees. We also want to strongly underscore the importance of Winter Break holiday time that is a part of the employee benefits package. Staff do NOT want this time encroached upon or be eroded through a further increase in workloads.

### **Office of the President**

We received an email today regarding a WebEx livestream on Tuesday, September 15 at 3 pm. The livestream will update employees on enrollment, spring semester, and other items. The meeting access information is contained in the email from the Office of the President.

PLC was updated Thursday September 4th that MSU had received a memorandum from the State Budget Office to begin planning for an 8% budget reduction. The plan is due September 18<sup>th</sup>. The Vice Presidents are beginning the process to identify ways to implement the reduction including reviewing vacant positions, evaluating travel, moving employees to other areas, and cancellation or non-renewal of some contracts.

**Other Items**

I addressed faculty senate on Thursday September 4th regarding the staff feedback for the Spring calendar. I reported that staff workloads are stretched and that process improvements have been slow or non-existent in some areas.

To aid in these staff workload discussions, I will be again calling a meeting of the Ad-Hoc Supervisor Evaluation Committee in September. During our last meeting we began drafting a tentative supervisor evaluation tool. We will continue that work and also review the final recommendations of the Hybrid Evaluation committee that were sent to the Provost in June. We will use this report to support the need for supervisor evaluations. The report highlights some key points that need to be considered due to the creation of workload and evaluation issues for staff. As staff continue to be moved to different areas and teach collegiate-level courses it has become apparent that our supervisory structure is ill-equipped to meet the changing landscape for staff in terms of time-management, prioritization of duties, and ability to manage workloads. The Ad-Hoc Supervisor Evaluation Committee will work in conjunction with the Staff Congress Benefits and Compensation committee. I will schedule the meeting and report to Staff Congress in October.

**Coronavirus**

Currently our Covid-19 positive case numbers are low as reported on the MSU Healthy at MSU Website

[https://www.moreheadstate.edu/healthyatmsu?fbclid=IwAR1fTZxzOpwbMc\\_pkr-XqNeV2wrLSC-iLjQHhhCmbymGfc3VGq4drYbDAIY](https://www.moreheadstate.edu/healthyatmsu?fbclid=IwAR1fTZxzOpwbMc_pkr-XqNeV2wrLSC-iLjQHhhCmbymGfc3VGq4drYbDAIY)

NUMBER OF POSITIVE CASES RELATED TO MSU\*

Case Dashboard

Date	Employees	On-Campus Students	Off-Campus Students
Mid-July to Aug. 19	3	4	10
Aug. 19-25	1	7	6
Aug. 26-Sept. 1	1	10	5
Sept. 2-8	0	5	6
Sept. 9-13	0	4	3

	<p>There are many protocols taking place behind the scenes to keep our campus healthy.</p> <p>This is what you need to do:</p> <ul style="list-style-type: none"> <li>• TAKE TIME TO DESTRESS EACH DAY</li> <li>• Wear a mask in the presence of others</li> <li>• Social distance—keep at least 6 feet apart</li> <li>• Wash your hands</li> <li>• Direct students regarding exposure or symptoms to the MSU hotline at 606-783-4222 or email <a href="mailto:covid-19@moreheadstate.edu">covid-19@moreheadstate.edu</a>.</li> <li>• Contact your supervisor regarding personal exposure or symptoms. The supervisor <u>must</u> immediately contact the appropriate Vice President</li> <li>• Staff with teaching assignments must check email. (Official student absence information will be sent via email)</li> <li>• Clean your office regularly</li> <li>• Fill in your contact tracing information daily</li> </ul> <p>PPE (masks, gloves, disinfectant spray or wipes, hand sanitizer, etc.) can be ordered via SchoolDude <a href="http://my.moreheadstate.edu">my.moreheadstate.edu</a> or directly at <a href="https://login.myschoolbuilding.com/msb">https://login.myschoolbuilding.com/msb</a>.</p> <p>The campus is doing a great job following social distancing guidelines, wearing masks, and keeping our campus healthy. Thank you!</p>
<p><b>Vice-Chair’s Report</b></p>	<p>Vice Chair Rucker reported the following Staff Salute submissions were made since the August 2020 meeting.</p> <p><b><i>Staff Salutes:</i></b></p> <p><b><i>Quentin Banks</i></b></p> <p><i>“Although Quentin could have easily sent my concern along to someone else, or quit after an initial pass, he followed through until there was a workable solution for an end user. One person shouldn't have to go above and beyond to help with an issue that should be simple (shout out to Staff Congress' focus on process efficiencies). Quentin, though, did. And I want to thank him for that.” – Submitted on 8/8/20</i></p> <p><b><i>Justin Slone</i></b></p>

	<p><i>“He gives 110% and is always willing to lend a helping hand no matter what the project. It is obvious to me and to the rest of our colleagues that he has a natural talent for what he does. He is always upbeat and happy, which puts our whole department in a great mood every time we see him. He is always quick to help with whatever we need no matter what it is. He is very dependable, trustworthy, kind, and hardworking. He is a true Eagle.”- Submitted on 8/20/20</i></p> <p><b>Scott McGlone</b></p> <p><i>“Scott is an wonderful colleague and always someone who is working hard to make MSU better. He has a quiet understanding of what make MSU work and is always working hard at whatever he is doing. More people need to be like Scott.” -Submitted on 8/20/20</i></p> <p><b>April Nutter and Rianna Robinson</b></p> <p><i>“On behalf of the Office of Financial Aid, we would like to thank April Nutter and Rianna Robinson for all their help. Our office has been updating our web page to provide more information to students and families. Both of these ladies have impressed our office with their hard work. We appreciate them so much! They are one of the reasons working at MSU is so great!” -Submitted on 8/25/2020</i></p> <p><b>Dr. Daniel J. Connell</b></p> <p><i>“Dr. Connell has been highly motivational during this atrocious time. As a human being, he has truly inspired us to rise up and met the challenges of the current COVID-19 Pandemic. Thank You for your leadership and constant transparency.”- Submitted on 8/28/2020</i></p>
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### Committee Reports

<b>Secretary’s Report</b>	Secretary Tuerk reported no deductions. Current balance is \$425.06.
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<b>Benefits &amp; Compensation</b>	<p>Committee Chair Holbrook reported the following:</p> <p>On 8/3, Chair Holbrook talked with Harold/HR regarding shifting open enrollment dates sooner due to staffing issues.</p> <p>On 8/6, The Staff Congress B&amp;C committee met as did the University Benefits committee. Chair Holbrook attended both. The topic was the</p>
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	<p>open enrollment dates. The biggest concern brought forward during those meetings was that those who compare their benefits options with their spouses during open enrollment may be adversely affected by MSU moving theirs sooner than the normal Open Enrollment timeframe. The general suggestion was to perhaps consider leaving MSU open enrollment longer and “front-loading” activities such as webinars and labs to assist employees, and encouraging those who aren’t affected to complete their selections ASAP while allowing those who need to wait and compare the time to do so.</p> <p>Open enrollment has been set for 9/9/20 – 10/9/20. The guide is available on HR’s website.</p> <p>On 8/19 EC met with Pres about UAR 324.04 (Staff Compensation and Classification) and extending the bracketed clause suspending increases for those being reclassified or promoted. EC agreed to a 6 month extension of the original end date of 6/30/20 but noted that the Staff Congress Benefits and Compensation committee intends to review the overall wording of this UAR during the interim and recommend any changes near the end of the extended end date of 12/31/20.</p> <p>On 8/27, Benefits &amp; Compensation met about UAR 324.04 and had a preliminary discussion on the UAR. The committee’s next step is to research how this UAR compares with similar policies at sister institutions.</p> <p>On 9/2, Chair Holbrook spoke with Payroll and asked whether MSU planned to implement the tax deferral that was recently announced. Payroll confirmed MSU is not implementing the tax deferral.</p>
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<p><b>Credentials &amp; Elections</b></p>	<p>Committee Chair Surmont reported the following:</p> <p>Credentials and Elections met on September 2<sup>nd</sup> via WebEx. All committee members were present. We had three agenda items.</p> <ol style="list-style-type: none"> <li>1. Review and discussion on any recommended revisions to the Staff Congress Constitution and/or Bylaws. There were no recommended changes</li> <li>2. We have a vacancy in Area 1. We have had three folks we had three folks nominated during the committee meeting. Chair Surmont reached out to each all three and were honored to be nominated, but each declined due to workload and time constraints. Chair Surmont sent a fourth email out to a candidate, but yet to hear back.</li> </ol> <p>Area 1 includes:</p>
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	<ul style="list-style-type: none"> <li>• CHER Building</li> <li>• Enrollment Service Center</li> <li>• Howell McDowell</li> <li>• Kentucky Center for Traditional Music</li> <li>• Kentucky Folk Art Center</li> </ul> <p>3. Filling staff vacancies on Morehead State University standing and advisory committees. Vice Chair Helisha Tuerk did that report.</p> <p>Vice Chair Tuerk reported the following:</p> <p>The following staff members have been appointed to the following Morehead State University Standing &amp; Advisory Committees:</p> <p>Employee Benefits Committee</p> <ul style="list-style-type: none"> <li>• Rick Wagner</li> </ul> <p>Institutional Animal Care and Use Committee</p> <ul style="list-style-type: none"> <li>• Terry White</li> </ul> <p>Scholarship Appeals &amp; Advisory Committee</p> <ul style="list-style-type: none"> <li>• Annette Hines</li> </ul> <p>Service Committee</p> <ul style="list-style-type: none"> <li>• Risa Boyd</li> <li>• Dr. Daniel Connell</li> <li>• 2 Vacancies</li> </ul> <p>Student Disciplinary Committee</p> <ul style="list-style-type: none"> <li>• Maurice Ian Savard</li> <li>• Garrick Ratliff</li> </ul> <p>Chair Surmont would like to remind everyone, if you have not received your new constituency lists or if you have misplaced them, please let her know and she will get it to you ASAP.</p>
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**Sustainability Report:**

Holly Niehoff, No report.

**Regent's Report:**

Craig Dennis, Staff Regent submitted reported to Chair Savard-Hogge.

Chair Savard-Hogge reported the following:

The Morehead State University Board of Regents (BOR) met for the quarterly meeting on Thursday, August 6, 2020 via WebEx video teleconference.

Agenda:

- Minutes of June 18, 2020 Quarterly Board Meeting
- Awarding of Honorary Doctorate
- Founders Award Honoree
- Revisions
- Facility
- Approve Student Code of Conduct Revisions
- Procedure Manual Revisions
- Approve OVC Governing Board
- Certification
- Approve Repurpose of Bucks for Brains Fund
- Approve Job Description

The BOR meeting can be summarized as follows:

Minutes from the June 18 BOR meeting were approved.

The BOR approved awarding an honorary doctorate to Andy Prefontaine at fall 2020 commencement ceremonies. (graduate of MSU & major donor)

Approved Dr. Robert Albert as the recipient of the 2020 MSU Founders Award. (MSU graduate, instructor, faculty member, Dean, and Provost)

Approved policy revision for PG-6 (new regulations for Title IX).

Approved the naming of the MSU Bowling alley as: Eagle Alley.

Approved revisions to the student code of conduct. (now includes sections on Academic Dishonesty and Academic Disruption).

Approved revisions to Standard Operating Procedure Manual for the MSU Police Department. (some small procedural changes and a number of language corrections).

Approved OVC Governing Board Certification (this is an annual certification process).

Approved repurpose of Bucks For Brains funds. (Hinkle family requested the change for their endowment).

Approved the President's job description. (for SACSCOC purposes).

Dr. Morgan gave his report which included goals for 2020-2021. (many are in-line with what he has previously mentioned to Staff Congress including; stable enrollment, good retention and graduation numbers, and conservative budgeting and planning). Dr. Morgan stated that that he is cautiously optimistic about our fall 2020 freshman cohort. Our cohort total is above what MSU budgeted for but he is concerned about the "COVID effect" and the "melt" (students who change their minds at the last minute and go elsewhere to school).

Each BOR member was given BOR Code of Ethics and Open Meetings Acts forms to sign (this must be completed annually by each BOR member)

The next BOR will be a “Special Called Meeting”: on September 24 at 9:00 a.m. virtually. This will be a special called meeting to comply with state statute on swearing in Mr. Art Walker as our new regent, conducting necessary business, honoring our outgoing regent, for an update on our 2021 health insurance plan and enrollment for this fall.

The complete BOR agenda book for this meeting can be found at:

[https://scholarworks.moreheadstate.edu/cgi/viewcontent.cgi?article=1915&context=msu\\_board\\_of\\_regents\\_minutes](https://scholarworks.moreheadstate.edu/cgi/viewcontent.cgi?article=1915&context=msu_board_of_regents_minutes)

### **Cabinet Report:**

No report.

### **Faculty Senate Report:**

No Report

### **Human Resources Report:**

Gayline Cline reported the following information:

- Open Enrollment 9/9/20 – 10/9/20.
- MSU is not implementing the tax deferment

### **Old Business:**

None.

### **New Business:**

Chair Savard-Hogge reported the following changes to Spring Calendar:

- The Fall semester was shortened but we have added a 2nd Winter Session.
- The proposed spring semester ends early and takes out spring break for students.
- Additional points: the first two weeks of spring semester are exclusively online (some exceptions). This is to give consideration for Covid-19 as students, faculty, and staff come back from the winter break.

### **Announcements: 6**

- 9/15/20 at 3:00 PM WebEx livestream  
<https://moreheadstate.webex.com/moreheadstate/onstage/g.php?MTID=e548c4932b9bd48cac8ad39f9e4098b81>
- 10/5/20 at 1:00 PM Next Staff Congress WebEx Meeting
- Check <https://www.moreheadstate.edu/coronavirus> for updates on campus changes related to the Coronavirus.

- Don't forget to check [www.msueagles.com](http://www.msueagles.com) for upcoming MSU athletic events.

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

Chair Savard-Hogge adjourned the meeting at 2:12 p.m.

Minutes submitted by: Helisha Tuerk, Secretary