



**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
October 5, 2020**



MEMBERS:

Risa Boyd*	David Flora*	Maurice Ian Savard	Mark Murphy	Andrea Stone
Samantha Jo Bryant	Joe Fraley	Amanda Holbrook	Holly Niehoff *	Vacant (S. 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.

Guests:	Dr. Annie Adams, Craig Dennis, Dr. Dirk Grupe, Annette Hines, Terersa Judd, Dr. Lesia Lennex, , Leta Martin, Harold Nally, Angela Rowe, Justin Slone, Mary Fisher-Tucker, 2 unidentified callers.
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Chair Savard-Hogge called the meeting to order at 1:01 p.m. This meeting was conducted via WebEx.

Motion:	To approve the minutes from the September 2020 meeting.	
	Proposed: Rep. Cornett	Seconded: Rep. Webster
Called for Vote:	Passed	

Chair's Report	<p>Chair Hogge reported the following:</p> <p><u>Coronavirus</u></p> <p>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</p>
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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
Sept. 14-17	0	2	4
Sept. 18-21	0	1	3
Sept. 22-24	0	1	2
Sept. 25-28	0	2	3
Sept. 29-Oct. 1	0	2	1

*NOTE: The Rowan County Health Department is the official entity for all positive case counts for the county, including those cases at MSU. The numbers listed above are included in the health department's count. The data provided on new case counts is meant to provide general information and may differ slightly on any given day/week.

There are many protocols taking place behind the scenes to keep our campus healthy. **This is what you need to do:**

- **TAKE TIME TO DESTRESS EACH DAY**
- **Wear a mask in the presence of others**
- **Social distance—keep at least 6 feet apart**
- **Wash your hands**
- **Direct students regarding exposure or symptoms to the MSU hotline at 606-783-4222 or email covid-19@moreheadstate.edu.**
- **Contact your supervisor regarding personal exposure or symptoms. The supervisor must immediately contact the appropriate Vice President**
- **Staff with teaching assignments must check email. (Official student absence information will be sent via email)**
- **Clean your office regularly**
- **Fill in your contact tracing information daily**

PPE (masks, gloves, disinfectant spray or wipes, hand sanitizer, etc.) can be ordered via SchoolDude my.moreheadstate.edu or directly at login.myschoolbuilding.com/msb.

The campus is doing a great job following social distancing guidelines, wearing masks, and keeping our campus healthy. Thank you!

FLU Shots

- Counseling and Health Services is providing a walk-up Flu Shot Clinic at Allie Young from 10 am – noon on Tuesday, Oct. 6th, Wednesday, Oct. 7th, and Thursday, Oct. 8th. Please bring your health insurance card and have the cardholder's date of birth available. You can schedule an appointment to have a flu shot through Counseling and Health Services by calling 606-783-2055.
- St. Claire Healthcare is hosting Curbside Flu Shot Clinics in the St. Claire Medical Pavilion parking lot at 245 Flemingsburg Rd., on Tuesday, Oct. 6th and Thursday, Oct. 8th from 8:30am to 3pm. Flu

shots will be available to all individuals that are 18 years or older with no appointment necessary. Please remember to bring your insurance information. Flu shots are also available for both children and adults at all St. Claire HealthCare primary care clinics in Frenchburg, Morehead, Olive Hill, Owingsville, and Sandy Hook. Appointments are required for clinic visits. To schedule an appointment, call 606.784.6641.

Open Enrollment

This is the final week of Open Enrollment. You will need to take action before October 9, 2020 if you want to:

- Change your current benefits elections (e.g., switch from one medical plan to another)
- Cover your spouse on your health insurance plan
- Change your covered family members (e.g., remove your spouse)
- Contribute to the Health Care and/or Dependent Care Flexible Spending Account(s) for 2021 (enrollment is required each year)

This is an opportunity to review your benefits, consider your different options, and choose the coverage that best fits you and your family’s needs.

What Happens If I Do Not Take Action During Open Enrollment?

(The table below summarizes the coverage you will receive in each benefit or if you decide not to take action this year)

Benefit Plan	
Medical	You will be enrolled in your current medical plan with your current coverage level
HSA	Your current (2020) election will continue in 2021
Dental	You will be enrolled in your current dental plan election and coverage level
Health Care Flexible Spending Account	You will not be enrolled
Dependent Care Flexible Spending Account	You will not be enrolled
Basic Life and AD&D Insurance	You automatically receive \$50,000 of coverage
Employee Supplemental Life Insurance	You will be enrolled in your current coverage
Dependent Life Insurance	You will be enrolled in your current coverage
Voluntary Benefits	You will be enrolled in your current coverage
Spousal Affidavit	You will be assessed the spousal surcharge

To enroll/make changes, please sign in to your MyMoreheadState account. Click on “Employee Profile” then “Benefit Enrollment” and review, change and elect as needed.

We are here to assist you. If you have questions or need help, please contact benefits@moreheadstate.edu.

Winter and Spring Terms

Information regarding the Winter and Spring Terms was sent out from the Office of the President on September 21, 2020. There has been no further discussion regarding the recommendations made by Staff Congress as reported during the September Staff Congress Chair report.

Information about Winter and Spring Terms

Winter Term I:

- December 14, 2020 – January 8, 2021
- This term will host 100% online classes.
- Registration for the term will begin November 4.

Winter Term II:

- December 3, 2020 – January 8, 2021
- This term will host 100% online classes from December 3 until January 8. This term will also host hybrid classes during the same time period that will also have additional in person, on-campus components for lecture/lab/studio during the week of January 4 -8, 2021.
- Students taking classes during this term may return to their residence hall on Sunday, January 3. More information will follow from the Office of Student Housing.
- Registration for the term will begin November 4.

Spring Semester 2021:

- January 18 - The University will close for observance of Martin Luther King, Jr. day. Our Student Affairs staff will work to provide a virtual observance.
- January 19 – All classes begin, including first half semester classes.
- February 17 – Academic Break for students - no classes, but MSU will remain open.
- March – Spring Break will be cancelled.
- March 30 – Academic Break for students – no classes, but MSU will remain open.
- May 3 -7 – Final Examination week.
- May 8 – Commencement (tentative).

Registration for the Spring Semester will begin November 4.

Commencement

There was a virtual meeting called by Provost Russell Friday, Oct. 2 regarding the commencement ceremonies for Spring 2020 and Fall 2020 graduates. Currently, the discussions involve the possibility of an in-person ceremony for graduates only that will be lived streamed. The constituency

group leaders asked that the ceremony for the Spring 2020 graduates not be held on the same day as the Fall 2020 graduate ceremony in order to prevent the potential spread of the coronavirus. No final determinations were made. The Provost concluded the meeting by indicating further discussion would occur.

Other Items

During the September Staff Congress meeting I indicated that a meeting of the Ad-Hoc Supervisor Evaluation Committee would meet to continue the work from our last meeting and to review the final recommendations of the Hybrid Evaluation Committee that were sent to the Provost in June. The Ad-Hoc Supervisor Evaluation Committee is scheduled to meet October, 13th.

Meeting with Dr. Morgan

The leaders of SC, FS, and SGA met with Dr. Morgan briefly this morning (Oct. 5th) to “touch base”. During the 30-40 minutes we talked a number of items were quickly discussed.

Coronavirus: Dr. Morgan indicated that he would be meeting with Dr. Stack this week (as he does periodically) to discuss MSU Covid-19 numbers and mitigation efforts.

Athletics: The NCAA previously announced that basketball could begin in late November. The OVC met Friday (Oct. 2) to begin discussions around what that would look like for individual campuses.

Movement of staff to other areas: currently there are some movements of certain staff members to areas in enrollment services to aid in remote/distance recruitment. The staff members were chosen based on their experience with digital and remote technology. Dr. Morgan indicated that the movements were to fulfil some Strategic Plan initiatives and to restructure our recruitment staff. The President pointed out that MSU has 26 or 28 recruitment teams and this year we will be doing further digital recruitment. No indication was given that the positions vacated through these moves would be back-filled or how the duties would be covered.

Posting for Senior Assistant Vice President for Strategic Communications and Branding: This position is will be restructuring the MSU Website, looking at communication patterns, and pulling together communication across campus.

Rowan County: Rowan County has been moved into the red category with regard to the color-coded metrics map for P-12 school officials meaning the seven-day incidence rate average is more than 25 cases per 100,000. In-

	<p>person learning and school-related athletic and extracurricular activities are suspended as well. I asked if this affected Morehead State University.</p>
<p>Vice-Chair's Report</p>	<p>Vice Chair Rucker reported the following Staff Salute submissions were made since the September 2020 meeting.</p> <p>Staff Salutes:</p> <p>Opal Fannin <i>"Opal is always willing to help anyone who needs it and greets you with a smile. She continuously has an optimistic outlook especially during this trying time. Opal is a true asset to Morehead State University."</i> <i>-Submitted on 9/15/2020</i></p> <p>Karen Cornett <i>"Karen has always gone above and beyond to assist students, faculty, and staff across many roles at Morehead State". Submitted September 30, 2020</i></p> <p>Teresa Judd <i>"Teresa's diligence, self-motivation and dedication has been a source of inspiration. Teresa is always willing to help wherever necessary to fill any role. She never hesitates to roll up her sleeves and work hard. She is fair, even handed, and considerate to her staff. She is a true leader and an excellent supervisor. "</i> <i>-Submitted September 30, 2020</i></p> <p>Angela Kelsey <i>"Angela goes out of her way to help others within and outside of the department. She is always kind and courteous Angela is a great representative for the TRIO Program."</i> <i>-Submitted September 30, 2020</i></p> <p>Leta Ann Martin <i>"Leta is always willing to help anyone who needs it and greets you with a smile. She is a great asset to the MSU community. Leta thank you for your constant optimism. "</i> <i>-Submitted September 30, 2020</i></p> <p>Angela Rowe <i>"Angela goes above & beyond both personally & professionally. She is a great colleague & team player. She participates in productive committees & professional learning communities (PLC's). She is always seeking valuable resources & sharing them with not only MSU personnel & individuals, but the community as a whole as well."</i> <i>-Submitted on 10/2/2020</i></p>

Committee Reports

Secretary's Report	Secretary Tuerk reported no deductions. Current balance is \$425.06.
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Benefits & Compensation	<p>Committee Chair Holbrook reported the following: Since our September Staff Congress meeting: 9/29/20: received notice of revision to PG-62 (Weapons Policy), which is being placed on December BOR meeting agenda. Forwarded to B&C committee for review, no one had any comments or concerns.</p>
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Credentials & Elections	<p>Committee Vice Chair Tuerk reported the following: Rachel Beauchamp will be filling the Area 1 vacancy. Morehead State University Standing & Advisory Committee, Service Committee will have 2 standing staff vacancies.</p>
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Staff Concerns	<p>Committee Chair Carver reported the following staff concerns:</p> <ol style="list-style-type: none"> 1. Comment/Concern <i>Link to meetings?</i> <i>Response:</i> <i>The next BOR will be a "Special Called Meeting": on September 24 at 9:00 a.m. virtually. 10/5/2020 at 1:00 PM Next Staff Congress WebEx Meeting.</i> 2. Comment/Concern <i>Please explain the process of staff congress minutes. The minutes for July and August 2020 were distributed via email on September 8th. It seems they could be distributed more timely. The dated information would be more useful received timely.</i> <i>Response:</i> <i>SC meeting are placed up for approval when the new meeting starts (ie. Septembers minutes will be approved at the October meeting). These minutes are then published. The minutes for July and August were combined in September due to some turnover within staff congress.</i> 3. Comment/Concern <i>With the whole Covid not ending as of yet, is graduation for fall students and last spring grads to</i>
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walk still planned to happen for Dec.? or will the kids walk but parents can virtually attend? or just not an issue at the moment awaiting for covid restrictions to be lifted?

Response:

Reached out to the registrar's office. There was a meeting on Friday, October 2 to discuss graduation. He was going to get us an answer.

4. *Comment/Concern "Develop process for more consistent progression of student workers so that students don't stay at same pay rate for all 4 years". While I think that this is a great initiative and actually make sure that students hired in our department get an incremental increase every time they return for a new year, I question why this is an imperative when it comes to student employment yet no such concern is extended to staff/others.*

Response:

Thank you for your question. Please note that this new student hiring process will not give every student "an incremental increase every time they return for a new year." This is only possible if the work ethic of the student merits the increase, or if the student has increased responsibilities (not simply returning to the position), and if the department/unit has funds to support the increase. As is the current process, a student could stay at entry level making the same salary during their entire university career.

5. *Comment/Concern "The fall semester was shortened but we have added a 2nd winter session." This sounds as if more concern was placed with getting additional money in the form of an extra session to be able to charge tuition for rather than concern for the spread of Covid or staff/others who have to work these sessions. Not to mention the experiences/education taken from, time constraints, and stress put on students due to shortened semesters and breaks taken away.*

Additional space for comment/concern "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." Excellent points that definitely deserve more than cursory considerations.

Response:

Discussion for staff congress.

	<p>6. Comment/Concern <i>It is literally raining from the ceiling in the Educational Services Building. Ceiling tiles have been missing for years and the AC in certain parts of the building hasn't worked since July. Various staff in the building has reported issues but they have mostly gone unchecked or unprepared. I understand money is always an issue but what's more bothersome is the amount of money being spent on other parts of campus on superfluous items</i></p> <p><i>Additional space for comment/concern housing's complete overhaul of their office and meeting spaces and a new (pointless) LED board on the AAC among a myriad of other expenditures yet the dozens of staff in this building, working with programs that brings in thousands of dollars in tuition and other student expenses cannot get BASIC, safe working conditions.</i></p> <p><i>Response: Reached out to Kim Oatman and facilitates is looking into the Issue.</i></p>
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Sustainability Report:

No report.

Regent's Report:

Craig Dennis reported the following:

Board of Regent Officers

[Eric E. Howard](#), Chair

[Sanford Holbrook](#), Vice Chair

[Jacqueline Graves](#), Secretary

[Mary Fister-Tucker](#), Treasurer

Regents may be contacted by sending mail or email to the Board Secretary Jacqueline Graves, 202B Howell-McDowell, Morehead, KY 40351, or jn Graves@moreheadstate.edu.

Next meeting will be October 16, 2020— Audit Committee Meeting & Special Called Meeting and Work Session

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

Cabinet Report:

No report.

Faculty Senate Report:

Dr. Dirk Grupe reported the following:

Faculty Senate’s request of having Dr. Lesia Lennex as a liaison between Faculty Senate and the Rapid response Team was denied by President Morgan. We had a long discussion at the end of our last meeting regarding the hiring policies and priorities at the University. While 5 football coaches are hired, even though football isn't played right now and a new job for a senior assistant vice president was posted, the position for the director of research and sponsored programs is now filled by Darlene Allen as the interim director and the job search is on hold.

Human Resources Report:

Harold Nally reported the following:

Open Enrollment is open Wednesday, Sept. 9 through Friday, Oct. 9, 2020.

<https://www.moreheadstate.edu/Administration/Human-Resources>

Old Business:

None.

New Business:

None

Announcements:

11/2/20 at 1:00 PM Next Staff Congress WebEx Meeting Link:

<https://moreheadstate.webex.com/moreheadstate/j.php?MTID=m492c7a233cd262c2078df6d001c8d219> Join by phone 1-415-655-0003 US Toll Access code: 172 626 085

Check <https://www.moreheadstate.edu/coronavirus> for updates on campus changes related to the Coronavirus.

Don’t forget to check www.msueagles.com for upcoming MSU athletic events.

Motion:	To adjourn	
	Proposed: Rep. Thompson	Seconded: Rep. Webster
Called for Vote:	Passed	

Chair Savard-Hogge adjourned the meeting at 2:00 p.m.

Minutes submitted by: Helisha Tuerk, Secretary