

# Staff Congress: At-A-Glance

December 7, 2020

## Chair Report: Shana Savard-Hogge

Chair Hogge reported the following:

### Coronavirus

The number of employees testing positive since the November Chair Report is **15** as reported on the MSU Healthy at MSU Website.

<https://www.moreheadstate.edu/healthyatmsu>

Case Dashboard

Date	Employees	On-Campus Students	Off-Campus Students
Oct. 30-Nov. 2	4	4	4
Nov. 3-5	1	3	2
Nov. 6-9	4	2	6
Nov. 10-12	3	8	7
Nov.13-16	1	7	8
Nov. 17-19	0	1	2
Nov. 20-23	0	11	3
Nov. 24-26	0	1	0
Nov. 27-30	2	1	0
Dec. 1-3	0	1	3

The last day of Fall Classes was November 24, 2020. As we continue to work through the Winter Terms please remember to:

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## **Chair Report Continued:**

- 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](mailto: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](http://my.moreheadstate.edu) or directly by calling the Procurement Office at 606-783-2018

Thank you for following social distancing guidelines and wearing masks.

### **Other Items**

The Ad-Hoc Supervisor Evaluation Committee has finalized a draft Supervisor Performance Evaluation form and a Campus Climate Survey. To summarize the background of the Ad-Hoc Supervisor Evaluation Committee:

On August 1, 2019 constituency leadership met with Dr. Morgan to discuss several items including staff evaluations for supervisors. A commitment was made to put in place a reasonable evaluation for supervisors and Staff Congress leadership was charged with researching best practices at other regional schools. On February 14, 2020 Staff Congress leadership presented research on supervisor evaluation best practices at other regional schools to Dr. Morgan. We were asked to develop a supervisor evaluation for Dr. Morgan to present to Vice Presidents for consideration.

As Chair of Staff Congress, I convened an Ad-Hoc committee with faculty membership contributed by then Faculty Senate President Dr. Lesia Lennex. The committee first met on March 10, 2020 and finalized work on December 1, 2020. The committee was charged with developing a Supervisor Performance Evaluation. As that work developed, committee members determined a Campus Climate Survey would be developed to highlight data points to support the data collection and analysis tools currently utilized at Morehead State University.

Committee Membership:

- Chris Beckham
- David Long
- Debbie Ellis
- Garrick Ratliff
- Hlisha Tuerk
- Julia Finch
- Laura Rucker
- Shana Savard-Hogge
- Steve Chen

## Chair Report Continued:

Chair Hogge shared the documents with the Staff Congress Executive Council and the Faculty Senate Executive Council. I have asked the Staff Congress committee chairs to meet with their respective committees and share the documents with Staff Congress Representatives to solicit feedback before the items are shared with Dr. Morgan. This work has its roots in the Job Description component of the 4 process efficiency items that Staff Congress has been working to highlight and improve. As you may recall these items include:

### 1. Student Hiring

- Create electronic hiring process that can determine federal aid eligibility.
- Include approval workflows and tracking for students.
- Allow for electronic submission of supporting documentation, electronic signatures, and routing.

### 2. Forms

- Establish a centralized depository for ALL university forms.
- Ensure forms are writeable, updated, and able to be printed and/or saved.
- Include contact information to answer questions or provide FAQs.
- Include approval workflows and tracking.

### 3. Job Descriptions

- Ensure all job descriptions are up to date.
- Ensure job title aligns with job description.
- Ensure supervisor understanding of roles and responsibilities.

### 4. Calendar of Events

- Establish a centralized Calendar of Events.
- Allow for filtering by type (staff, student, faculty, athletics, etc.)
- Allow for coordination with community events.

The Ad-Hoc Supervisor Evaluation Committee work was under the auspice of the Job Description portion of the Process Efficiencies Staff Congress is focused on.

### **Job Description Process Efficiency**

The work the Ad-Hoc Supervisor Evaluation Committee completed will be reviewed by Staff Congress. Once the review is complete, the Staff Congress Executive Council will determine next steps.

The Ad-Hoc Supervisor Evaluation Committee completed work and provided the Provost Office a final report in June 2020. Staff Congress was provided a copy of the final analysis and recommendations. Recommendation 4 states:

4. The university administration shall commit itself, for the sake of constant improvement, to the creation of a "Teaching Bill of Rights" policy in consultation with Staff Congress and Faculty Senate which would list a minimal set of protections or standardized due process for anyone who teaches regardless of rank for classification, respective of items 1-3 above. This policy change would acknowledge the existing drift away from confided regulations with a concerted effort to return in good faith to implement a set of minimal expectations that are universal, set in policy, and communicated to all.

## Chair Report Continued:

Chair Hogge would like to create an Ad-Hoc committee with faculty & staff with the charge of researching this section of the recommendation and creating a “Teaching Bill of Rights” policy.

Chair Hogge will continue to work with the Staff Congress Benefits and Compensation to make recommendations to UAR 324. The Staff Congress Benefits and Compensation Committee Chair report will give the detailed update of the work surrounding the recommendation for the sunset of the bracketed clause that is set to expire January 1, 2021 per consensus with constituency groups. I would ask that the Staff Congress Benefits and Compensation committee now look at UAR 324 to determine if any further recommendations for change, revision, or clarification is necessary.

Examples: job descriptions, job titles, workload, transparency in process, interim appointment, etc.

### University Benefits Standing Committee

The University Benefits Standing Committee met on Friday December 4<sup>th</sup> and had a presentation regarding a pilot program with the Child Care Resource and Referral Agency that collaborates with family child care providers across the state of Kentucky. The program allows employers to have support for negotiations for employer supported child care. The committee is analyzing the possibility of allowing the company to do data analysis of needs assessment. The committee chair is researching institutional next steps.

## Vice-Chair Report: Laura Rucker

Vice Chair Rucker reported the following Staff Salutes:

### *Staff Salutes:*



***Rebecca Holbrook***

*“Rebecca is always ready at a moment’s notice to assist students, faculty and staff. “  
– Submitted on 11/11/20*

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

Committee Chair Holbrook reported the following:

- 11/18/20: Attended University Benefits Committee Meeting. Discussed committee charges and website, UAR recommendation, FCC pilot project for childcare.
- 11/30/20: Benefits & Comp Committee met, finalized recommendation for UAR 324.05 revision.
- 12/1/20: Attended Ad-Hoc Supervisor Evaluation Committee to discuss campus climate survey.
- 12/3/20: Attended Staff Congress Executive Council Meeting.
- 12/4/20: Attended University Benefits Committee Meeting where a presentation was given by FCC about their childcare pilot project. The project requires funding on MSU's part if we decide to take part. The first step is a needs assessment after which the committee would take the results to HR to see if MSU is interested in being part of the pilot project.

**The Staff Congress Benefits & Compensation Committee makes the following recommendations regarding UAR 324.05:**

<https://www.moreheadstate.edu/MSU/media/UARs/324-05-Staff-Compensation-and-Classification.pdf>

Recommendation 1:

- Remove bracketed clause when it expires on January 1, 2021.

Recommendation 2:

- Update policy to allow for internal MSU employees to be considered in the same manner as new hires when being reclassified or promoted to a higher position.
  - Delete the following under RECLASSIFICATION:
- “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.”
  - Replace with the following under RECLASSIFICATION:
- “Upon reclassification to a higher graded position, an employee’s new rate of pay will be determined by considering market factors, internal equity, and the employee’s qualifications, experience, and responsibility level. The minimum 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.”
  - Delete the following under PROMOTION:
- “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.”
  - Replace with the following under PROMOTION:
- “Upon promotion or reclassification to a higher graded position, an employee’s new rate of pay will be determined by considering market factors, internal equity, and the employee’s qualifications, experience, and responsibility level. The minimum 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.”
- Making these changes will allow internal candidates to be afforded the same consideration as external candidates.

### Recommendation 3:

- In addition to allowing the same factors to be considered for both new and existing employees, add language that gives preference to internal rather than external candidates, such as capping new employee pay at 90% of the level they fall within the grade (midpoint or experienced). Implementing this recommendation would allow for recognition that employees new to MSU will not have institutional knowledge that current MSU employees possess that are of value to a position.

### ***Credentials & Elections: Committee Chair Flora***

Committee Chair Flora reported the following:

No report

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

No report.

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

Committee Chair Carver reported the following staff concerns:

#### **Comment/Concern:**

*“Per Governor’s recommendations, employers, if possible, allow employees to work remotely. Why is MSU not following Governors recommendations on this matter? When MSU is following other recommendations, but not this one. It has been noted that many staff of MSU can work remotely and produce 100 percent of all job duties. It appears that some of the university/administrators are allowing/requiring their staff to work remotely. With the scary times of COVID, why isn’t MSU allowing ALL, or those who can, especially academic departments work remotely like many other offices are?”*

#### **Response:**

*Please refer to October news letter regarding remote working. All remote working arrangements should be made through department supervisors.*

#### **Comment/Concern:**

*“This doesn't really impact my dept. or some others but with the covid-19 and the now somewhat virtual classrooms. In the effect of a "Snow Day" now with virtual classes would the college just switch to virtual for said snow days or if the Day is called do virtual things stop also? I know the snow day is mostly for on campus to prevent anyone to have accidents in trying to get here, but if work is canceled for snow reason. I understand that if you were already on the virtual format virtual meeting/ classes would still meet, but is it an off day for those in person classes / meeting only or an off day for everyone? (Mostly directed at the spring term. nasty Jan. & Feb. weather)”*

#### **Response: Provost Dr. Russell:**

*“Our plan regarding inclement weather will be the same as in the past. That is, should we be forced to close the campus due to weather, any in-person course or synchronous online course scheduled for the time in which the campus is closed would be canceled. Asynchronous online courses are not typically impacted by weather delays, except for the unusual circumstances where a synchronous course assignment/activity in that online course occurs during the time when the campus is closed.”*

## **Other Reports**

### ***Staff Regent Report:***

Craig Dennis reported the following:

The MSU Board of Regents (BOR) met for the regularly scheduled quarterly meeting on Thursday, December 3rd, 2020 via WebEx video teleconference.

The complete BOR agenda book for this meeting can be found at:  
[https://scholarworks.moreheadstate.edu/msu\\_board\\_of\\_regents\\_minutes/](https://scholarworks.moreheadstate.edu/msu_board_of_regents_minutes/)

December 3, 2020 MSU Board of Regents Meeting Summary

#### **I. PRESIDENT'S RECOMMENDATIONS AND REPORTS**

##### **A. Consent Agenda (Action)**

- |  |          |
|--|----------|
| 1. Approve Minutes of October 16, 2020 Special Called Meeting                | Ratified |
| 2. Ratify Fall 2020 Graduates  | Ratified |
| 3. Ratify Personnel Actions  | Ratified |
| 4. Approve Policy Revisions  | Approved |
| 5. Approve Repurpose of Bucks for Brains Funds                               | Approved |
| 6. Accept First Quarter Financial Report and Ratify Amended Operating Budget | Accepted |
| 7. Approve Coaches' Contract Extensions                                      | Approved |
| 8. Approve Certificate in Intelligence Studies                               | Approved |
| 9. Approve Certificate in Military History and Policy                        | Approved |

##### **B. Recommendations (Action)**

1. Approve Lease Modification Agreement with JPMorgan Chase Bank, N.A  
Approved

##### **a (Action)**

1. Approve Minutes of the October 16, 2020 Special Called Meeting (Approved)
2. Ratified fall 2020 graduates. The following degrees were awarded from Morehead State University: 50 associate degrees, 371 bachelor degrees, 91 master degrees, 2 educational

- specialist degrees, and 1 doctor of education degree. Due to the coronavirus pandemic, the 2020 Fall Commencement ceremony will be held virtually.
3. Ratify personnel actions (Ratified) . Nothing out of the ordinary.
  4. Approved policy revisions (Accepted) PG-62 – Campus Weapons Policy – Wording changes only.
  5. Approved repurpose of Bucks for Brains Funds. Reason for Request: The Dean is requesting to repurpose the account for scholarships supporting future educators. The current purpose is no longer relevant since the Kentucky Department of Education is no longer focused on the KERA initiative. Recruitment scholarships are a significant need in this College.
  6. Accepted First Quarter Financial Report and Ratify Amended Operating Budget
  7. Approved Coaches’ Contract Extension. Due to the cancellation of fall sports for both Women’s Soccer (Ohio Valley Conference) and Football (Pioneer Football League): That the Board of Regents approve the contract extensions for the following athletic coaches: Warren Lipka, Head Soccer Coach (contract extended to December 31, 2021); and Robert J. Tenyer, Head Football Coach (contract extended to December 31, 2021).
  8. Approved Certificate in Intelligence Studies. A new certificate in Intelligence Studies will provide students with training for careers in intelligence collection and analysis. The certificate will provide in-demand skills for the formal intelligence sector, but also prepare students for careers in business intelligence and institutional research. The Certificate in Intelligence Studies can be completed in one academic year.
  9. Approved Certificate in Military History and Policy. A new certificate in Military History and Policy will provide students with knowledge of historical and contemporary institutions and events associated with U.S. military engagement and policy. Students who complete the certificate will have knowledge of the causes and effects of major wars, and the policies that drive states to war. The Certificate in Military History and Policy can be completed in one academic year.

**b (Action)**

2. Approved Lease Modification Agreement with JPMorgan Chase Bank, N.A.

One of the main items of business for this quarterly meeting was to review the redesign of another large “chunk” of MSU debt. Dr. Morgan has successfully negotiated new terms on roughly 9.6 million dollars of MSU debt. These new terms include lower interest rates which will lower our yearly debt payments and will “free up” hundreds of thousands of dollars per year over the next few years. The BOR accepted this plan and agreed to the terms provided through JP Morgan Chase Bank.

The next MSU Board of Regents meeting will be a work session on February 25, 2021.

***Human Resources Report:***

Dr. Caroline Atkins. Interim Director, Office of Human Resources reported the following:

No Report

### ***Cabinet Report:***

Dr. Caroline Atkins reported the following:

The Inclusion Ambassadors and Diversity and Inclusion team members are beginning to schedule sessions of the National Coalition Building Institute's Welcoming Diversity, Equity and inclusion workshop. The Volgenau CoE conducted a session the first week of December (8 attendees) and Student Affairs has a session scheduled for December 9th. Contact Taunya Jones and Silas Session if you are interested in attending that session. We have also received positive feedback from students in the FYS courses regarding the two-part diversity module they participated in during October and November. We are still in need of student volunteers for the Diversity and Inclusion Teams. Please have students reach out to [c.atkins@moreheadstate.edu](mailto:c.atkins@moreheadstate.edu) if they are interested in helping with these monthly activities. These are all part of our continuing efforts to increase cultural competency on our campus.

If you are interested in participating in a future session of Welcoming Diversity, Equity and Inclusion, please reach out to the Inclusion Ambassadors on the attached listing.

### ***Faculty Senate Report:***

Dr. Dirk Grupe reported the following:

Faculty Senate passed several resolutions in November. First and I totally forgot to mention that one was the Resolution on Fractionalization. Then we also had the second reading and passing on the Resolution on the Revision of Student Course Evaluations. Both passed on November 05. During the November 19 meeting we passed the second resolution in student evaluations, the Resolution of the Appropriate Use of Student Course Evaluations. Both of these student evaluation resolutions were back by scientific papers that show how biased these evaluations are.

Faculty senate also discussed a Resolution of Course Modality that emphasizes that it is faculties choice what delivery form of a class is the best - in person, hybrid, or fully online. We also discussed a resolution on Faculty Performance evaluations. Both of these only had first reading at this point.

Please email Lesia Lennex, [l.lennex@moreheadstate.edu](mailto:l.lennex@moreheadstate.edu), with any requests for revision to standing committee descriptions or memberships. As Faculty Senate Communications Officer, she forward them as appropriate to complete revisions to the Faculty Senate web site.

### **OLD BUSINESS:**

No old business to report.

## **NEW BUSINESS:**

Representative Amanda Holbrook asked for an inquiry into Morehead State University's current policy for computer allocation funding for staff and new hires. Representative Holbrook was very concerned that this policy decision (to halt the allocation program and take back the funds that were previously automatically carried forward) was made without any communication to employees.

## **CAMPUS ANNOUNCEMENTS**

- 1/4/2021 at 1:00 PM Next Staff Congress WebEx Meeting.  
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](http://www.msueagles.com) for upcoming MSU athletic events.

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