



**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
January 11, 2021**



**MEMBERS:**

Rachel Beauchamp	Sharnetta Fritts	Laura Rucker
Rachel Bowling	Carry Harris	Maurice Ian Savard
Risa Boyd	Merrell Harrison	Shana Savard-Hogge
Samantha Jo Bryant	Toni Hobbs	Xavier Scott
Jamey Carver	Amanda Holbrook	Andrea Stone
David Flora	Jarred Hunt	Jessica Thompson
Debbie Cooper	John Mahaney	Helisha Tuerk
Gary Cornett	Paige McDaniel	Traci Webster
Debbie Ellis	Holly Niehoff	Area 1 Vacancy
Joe Fraley	Garrick Ratliff	Area 3 Vacancy

**\*Denotes member was absent.**

<b>Guests:</b>	Dr. Annie Adams, Dr. Caroline Atkins, Craig Dennis, Mary Fister-Tucker Dr. Dirk Grupe, Dr. Lesia Lennex. Allison Modaff, Dr. J. Morgan, Angela Rowe, Justin Slone,
----------------	--

Chair Savard-Hogge called the meeting to order at 1:00 PM..

This meeting was conducted via WebEx.

<b>Motion:</b>	To approve the minutes form the December 2020 meeting.	
	<b>Proposed:</b> Rep. Ratliff	<b>Seconded:</b> Rep. Flora
<b>Called for Vote:</b>	Passed	

**Agenda Suspended to allow update from Dr. J. Morgan, President.**

Dr. J. Morgan reported the following:

President Morgan reminded and encourage all Staff and Faculty to get a COVID-19 test.

**Covid-19 Testing for Employees:**

We are encouraging all employees to obtain a Covid-19 test from the St. Claire Health Care drive-thru testing location as you make plans to return to campus. We are asking that staff returning to campus consider being tested January 1-8, and faculty returning to campus to be tested during January 4-15. If you are instructing in-person classes, we are suggesting that you be tested both before the semester begins, and then again after the semester begins during one of our on-campus testing days in January.

<b>Chair's Report</b>	Chair Hogge reported the following:			
	<b><u>Coronavirus</u></b>			
	The number of employees testing positive since the December Chair Report is <b>13</b> as reported on the MSU Healthy at MSU Website. The website was updated through December 3 <sup>rd</sup> for our December meeting. At that time, there had been a total of 26 positive employee cases. Please refer to the healthy at MSU site for updates.			
	<a href="https://www.moreheadstate.edu/healthyatmsu">https://www.moreheadstate.edu/healthyatmsu</a>			
	Case Dashboard			
	<b>Date</b>	<b>Employees</b>	<b>On-Campus Students</b>	<b>Off-Campus S</b>
	Dec. 4-7	2	0	0
	Dec. 8-10	0	0	0
	Dec. 11-14	0	0	0
	Dec. 15-17	0	0	0
Dec. 18-21	1	1	0	
Dec. 22-24	1	0	0	
Dec. 25-28	3	0	0	
Dec. 29-31	3	2	0	
Jan. 1-4		1	0	
Jan. 5-7	3	2	3	

Our spring semester begins Tuesday January 19, 2020. Please make sure to reaffirm your commitment to:

- 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. In partnership with St. Claire HealthCare, we will be providing on-campus testing opportunities for COVID that are free and open to all MSU employees and students.

- Thursday, January 21 – 10 a.m. – 2 p.m. - Laughlin Health Building
- Wednesday, January 27 – 8 a.m. – Noon - Laughlin Health Building

The seasonal influenza vaccine is available to all MSU students and employees at the Counseling and Health Services Clinic, located at 112 Allie Young Hall. If you have insurance, you must bring your insurance card at the time of service. Most insurance plans will require no copay to get the flu vaccine. If you do not have insurance, a self-pay option is available upon request. Call Counseling and Health Services at 606-783-2055 to make an appointment.

### **The Strategic Compensation Plan**

Full-time staff hired on, or prior to, June 30, 2020 are eligible for an increase in compensation.

- All full-time staff will be moved up to a base compensation rate of \$9.50 per hour beginning March, 16, 2021.

After this base increase is made, the next component of the compensation plan involves an “Employee Choice”:

1. 1% base salary increase to begin July 1, 2020 with a cap of \$500.00 or

	<p>2. One-time increase:</p> <ul style="list-style-type: none"> <li>a. Staff employed full-time during August 15, 2019 and May 15, 2020 can receive \$400.</li> <li>b. Staff employed full-time during August 15, 2018 and May 15, 2019 can receive \$500.</li> <li>c. These will be combined if you were employed full-time during both time periods.</li> </ul> <p>Staff must be employed full-time on June 1, 2021 to be applicable.</p> <p>There are a few other items that Staff Congress Executive Council have asked for further clarification regarding. The Strategic Compensation plan will be communicated widely to campus soon. Changes to the plan may be made that change the components as detailed in the January Staff Congress meeting. Furthermore, only the components of the Strategic Compensation Plan that involve staff have been discussed. Components of the Strategic Compensation Plan involving faculty are not widely known nor have they been discussed with Staff Congress.</p> <p>During the Staff Congress December meeting the UAR 324.05 recommendations were voted and approved by Staff Congress Representatives. The Executive Council of Staff Congress has been transparent with our work surrounding UAR 324.04 and our motivations behind the recommendations as presented to Dr. Morgan in December. The Morehead State University Staff Congress was not involved in or made aware of the development of The Strategic Compensation Plan before it was referenced at Convocation. The Executive Council of Staff Congress met with President Morgan and Human Resources Director Atkins to discuss the plan and the Staff Congress recommendations to UAR 324.05 on Friday January 8th. Given that this Strategic Compensation Plan includes most full-time staff, the Staff Congress Executive Council supported tabling the UAR recommendations and the bracketed clauses that expired on January 1, 2021 remain frozen until 12/31/2021.</p>
<p><b>Vice-Chair's Report</b></p>	<p>Vice Chair Rucker reported the following Staff Salutes:</p> <p>No Staff Salutes for December 2020.</p>

<b>Secretary's Report</b>	Secretary Tuerk reported no deductions. Current balance is \$425.06.
---------------------------	--

### Committee Reports

<b>Benefits &amp; Compensation</b>	<p>Committee Chair Holbrook reported the following:</p> <ul style="list-style-type: none"> <li>• 12/16/20 – Staff Congress chair sent the recommendations that were voted on at the December meeting to Dr. Morgan.</li> <li>• 1/8/21 – Executive Council met with Dr. Morgan. One item of discussion was the recommendations and continuing the bracketing of the clause in UAR 324. The recommended changes are being tabled for now while work is taking place on the recently announced compensation plan. The bracketed clause will remain in effect until the end of this calendar year.</li> </ul>
------------------------------------	---

<b>Credentials &amp; Elections</b>	<p>Committee Chair Flora reported the following:</p> <ul style="list-style-type: none"> <li>• CE Met on January 6th to discuss the staff pay raise, the climate survey and the supervisor evaluation. It was suggested that the climate survey go out as soon as possible, and the supervisor evaluation be delayed to view the survey results.</li> <li>• Rachel Bowling will serve out the term previously filled by Mark Murphy.</li> <li>• Chair Flora has requested an updated FTE list from HR and is awaiting results.</li> <li>• There are currently 2 vacancies in staff congress, one in Area 1 and one in Area 3. We will meet to discuss filling those vacancies.</li> </ul> <p>Chair Flora participated in the January 8th EC meeting with President Morgan to discuss staff compensation.</p>
------------------------------------	---

**Staff Concerns**

Committee Chair Carver reported the following staff concerns:

1. Comment/Concern

*“Can we please enforce CDC guidelines in the wellness and Rec center? People are unmasked, not socially distancing, and sitting around in spaces (not working out) chatting preventing use of equipment and weights.”*

**Response from MSU REC:**

*“We have signs at the front entrance and throughout the facility that state the mask and social distancing requirement for all patrons as stated by the Kentucky Department of Health. If a person sees someone not following the rules or blocking access to equipment we encourage that person to notify a staff member to resolve the issue. Additionally, please report any person not wearing their mask to a staff member and our staff will reinforce the universal mask mandate and the MSU mask/social distance policy to those individuals. Anyone who is unwilling to comply with our policies will be asked to leave the facility immediately. Finally, we have our spring semester staff trainings during the week of January 11-15th where all staff members will be reminded of the COVID guidelines set by the Kentucky Department of Health and ways to handle any issues that arise as we approach and move through the spring semester.”*

2. Comment/Concern

*“So, if staff are getting an additional day off for providing proof of a COVID test what about those of us who elect to receive the COVID vaccine? Since it isn’t mandatory I believe we should be rewarded as well. “*

**Response: Waiting on response.**

3. Comment/Concern

*“Would it be possible to have a link to watch Convocations after the initial live airing? There are times when conflicts arise and faculty/staff miss the live broadcast. I think this would be beneficial to look into for all MSU employees.”*

**Response: Waiting on response**

## **Regent's Report:**

Craig Dennis reported the following:

No Report

## **Human Resources Report:**

Dr. Caroline Atkins, Interim Director, Office of Human Resources reported the following: Full-time employees who provide written proof that they were tested for COVID at the St. Claire testing drive-thru location, or another location January 1 through January 15, will be eligible to receive an extra paid day off on February 17, 2021.

## **Cabinet Report:**

No Report

## **Faculty Senate Report:**

No Report

## **Old Business:**

None

## **New Business:**

### **Staff Technology Concerns**

Chair Savard-Hogge spoke with Chief Information Officer Howes regarding the technology refresh process for staff computing devices. Mr. Howes stated that if there are specific needs regarding technology to contact the Information Technology Help Desk at 606-783-2068 or contact Rick Wagoner directly at 606-783-2435. Information Technology currently is prioritizing technology for replacement by working with the department's technology liaisons and directors to understand unmet needs. Chair Savard-Hogge asked if IT worked with HR to get a listing of employees to determine the current inventory of technology being used and if needs are met. Mr. Howes stated that IT is working with HR in regard to the onboarding process. The specific staff issue raised during the December Staff Congress meeting involved an employee not having access to a computing device because no technology funds were available in the departmental accounts. This issue was resolved by the department utilizing non-departmental funds. Mr. Howes stated that departmental funds have been centralized and all IT needs should be directed through the Information Technology Help Desk.

### **Teaching Bill of Rights**

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.

Staff Congress Representatives agreed to move the work of researching this section of the recommendation and creating a “Teaching Bill of Rights” policy to the Staff Issues Committee with Committee Chair Carver agreeing to add to the committee agenda. Chair Savard-Hogge will present to Faculty Senate during the 1/21/2021 Faculty Senate meeting for a possible Ad-Hoc committee to continue the work.

### **Announcements:**

- **2/1/21** 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
- **1/1/21 – 1/15/21 COVID Testing for extra paid day off**  
Full-time employees who provide written proof that they were tested for COVID at the St. Claire testing drive-thru location, or another location, are eligible to receive an extra paid day off on February 17, 2021.
- **1/15/21** at 12:30 PM  
Dr. Will Melahn, Chief Medical Officer at St. Claire, will provide an informal presentation to our employees via Webex on the COVID vaccine  
[https://moreheadstate.webex.com/mw3300/mywebex/default.do?nomenu=true&siteurl=moreheadstate&service=6&rnd=0.93136813634182&main\\_url=https%3A%2F%2Fmore](https://moreheadstate.webex.com/mw3300/mywebex/default.do?nomenu=true&siteurl=moreheadstate&service=6&rnd=0.93136813634182&main_url=https%3A%2F%2Fmore)
- **1/18/21** [Virtual MLK Day Event](#)
- **1/19/21** First Day of Spring Semester Classes
- **1/19-21/21** [Virtual I Have a Dream](#)
- **1/21/21 at 10:00 AM- 2:00 PM at Laughlin Health Building**  
COVID-19 On-Campus Testing Day for MSU employees and students
- **1/27/21 at 8:00 AM- 12:00 PM at Laughlin Health Building**  
COVID-19 On-Campus Testing Day for MSU employees and students



- 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 2:03 PM	
	<b>Proposed:</b> Rep. Thomas	<b>Seconded:</b> Rep. Ratliff
<b>Called for Vote:</b>	Passed	

Chair Savard-Hogge adjourned the meeting at 2:09 PM

Minutes submitted by: Helisha Tuerk, Secretary