

# Staff Congress: At-A-Glance

February 1, 2021

## Update from President Dr. J. Morgan:

Dr. J. Morgan reported the following:

### Compensation Plan Election Forms

The University's compensation plan election forms were emailed. Please review the attached document and use it to elect if you would like to receive a one-time payment or if you would like to elect to have an increase in your annual salary/wage should the plan be approved by the Board of Regents during their June 2021 meeting. The signed document should be sent by your supervisor to your respective Vice President or President's direct report no later than February 12, 2021.

### Staff Recruitment

Full time staff who served on an "Eagle Outreach Team" in 2019-2020 and who made at least one school visit will receive a \$100.00 to their base compensation effective July 1, 2021. This will exclude staff who have recruitment in their job description.

<https://moreheadstate.webex.com/recording/service/sites/moreheadstate/recording/03bdf4c107604c2da0196ece2efea731/playback>

## Chair Report: Shana Savard-Hogge

Chair Hogge reported the following:

### Coronavirus

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## Chair Report Continued:

The number of employees testing positive since the January Chair Report is **6** as reported on the MSU Healthy at MSU Website. The website was updated through January 7th for our January meeting.

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

### Case Dashboard

Date	Employees	On-Campus Students	Off-Campus Students
Jan. 8-11	1	5	0
Jan. 12-14	1	3	5
Jan. 15-18	2	3	5
Jan. 19-21	1	6	5
Jan. 22-25	1	3	2
Jan. 26-28	0	0	5

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 through [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.

All employees are provided with one paid day off during the month of February. This is in lieu of not having time off during Fall Break 2020. Employees should coordinate the respective day with your supervisor.

For those employees that had a COVID-19 test between January 1-15 and sent proof of testing to Human Resources, please work with your supervisor to use your paid day off scheduled for Wednesday, February 17<sup>th</sup>.

- Wednesday, February 17 – Academic Break – University open, no classes scheduled

The seasonal influenza vaccine is available to all MSU students and employees at the Counseling and

## **Chair Report Continued:**

Health Services Clinic, located at 112 Allie Young Hall. 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**

The Compensation Plan has been widely communicated to employees on campus. The Staff Congress Executive Council would like to underscore that we were not involved in the development of the Strategic Compensation Plan. Staff Congress was made aware of its existence during Convocation along with the rest of the campus community. The Staff Congress Executive Council were afforded the opportunity to meet with Dr. Morgan after the plan was disseminated to PLC. We did make recommendations during this meeting and I communicated further with Dr. Morgan during a brief follow up phone conversation regarding the incentives for the Eagle Outreach Team.

The Compensation Election Form should have gone out broadly over the last week. Please make sure to send the signed document to your supervisor ASAP.

### **Supervisor Evaluation Form**

Brief background:

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 during a Staff Congress Executive Council meeting with Dr. Morgan. Dr. Morgan asked that we develop a supervisor evaluation form for consideration. I convened an Ad-Hoc Committee with Faculty Senate input to develop a draft evaluation. The committee developed a Supervisor Evaluation form and in early January shared the form with both Executive Councils of Staff Congress and Faculty Senate. I have shared this form with Dr. Morgan and Interim Human Resources Director Dr. Atkins for consideration and a possible pilot survey. I have been advised by Dr. Morgan that he will share with the Senior Cabinet for input during the February meeting.

### **Executive Council Meeting**

The Staff Congress Executive Council will be meeting with the Faculty Senate Council in early February to discuss:

- Shared Governance
- The Strategic Compensation Plan
- The Supervisor Evaluation that was shared with Dr. Morgan and Dr. Atkins
- The Employee Survey that was developed through the Ad-Hoc Supervisor Evaluation Committee as previously discussed in Staff Congress
- The “Teaching Bill of Rights” as recommended through the Ad-Hoc Hybrid Evaluation Committee formed by Provost Albert in FY 2020.

## **Vice-Chair Report: Laura Rucker**

Vice Chair Rucker reported the following Staff Salutes:

### **Larry Hignite**

*“Larry responds promptly to our calls about wasps and other insects. He is always concerned for our health and safety when he treats our offices. We greatly appreciate his work.”* Submitted 1-22-21

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

Committee Chair Holbrook reported the following:

1/20/21 – Employee Benefits Committee meeting. Discussion items included an update on the family childcare partnership program which is entering the data gathering phase to determine level of interest. FSA rollover was discussed, and it was brought up that federal regulations allow for a rollover of \$500 but MSU employees are not getting that currently. Also, there has been a problem with health equity cards and one employee mentioned a missing FSA deposit, so I would encourage employees to double check their deposits and alert HR of any issues.

1/28/21 – Staff Congress EC – will meet with FS EC on the 9th. One item to be discussed is a faculty/staff survey.

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

Committee Chair Flora reported the following:

Credentials and Elections received an updated FTE list for Human Resources, and will meet in February to address the 2 current SC vacancies. Chair Flora met with EC on January 28th to talk about the compensation plan, and will meet with Faculty Senate on February 9th to discuss joint projects.

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

No staff concerns

## **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, February 25, 2021 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/)

### ***Human Resources Report:***

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

- 261 employees took the coronavirus test in exchange for a paid day off on February 17th.
- The University has extended paid sick leave for COVID-19 related issues through February 28th.
- Diversity and Inclusion team members are hosting an open house from 8am-4pm on Wednesday, February 17th. Students may join at any time to discuss current events, classes, other needs, and upcoming diversity and inclusion initiatives. Please help spread the word or pop in if you want to participate.
- Please refer to the Diversity Initiatives page off the MSU web page for upcoming events and activities. <https://www.moreheadstate.edu/Leadership/Diversity-Inclusion-Initiative/Events>

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

No Report

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

No Report

## **OLD BUSINESS:**

No old business to report.

## **NEW BUSINESS:**

Chair Holbrook asked for clarification on Work flow updates and communication procedures.

Chair Holbrook brought up a concern about workflow end dates being changed by administration with no broad communication alerting employees and supervisors of this decision. Grant-funded (and university-funded) workflows which had previously been approved through 6/30/21 were manually changed to a 12/15/20 end date. No notification was given to the department in at least some cases. This resulted in employees coming back to work after the winter break (on 1/4/21) and then discovering (on

## **NEW BUSINESS Continued:**

1/18/21, when time entry was due) they could not enter their time for the 1/15/21 pay period – as they were no longer officially employed. This led to issues that had to be fixed which was difficult to do within the compressed timeframe (for example, Chair Holbrook was not able to get her PT employee back on payroll approval / web time entry until today, 2/1/21, so another pay period passed while trying to resolve this issue).

It was noted by IT that this also causes issues with employee access – when the workflows were terminated, employee accesses were also terminated and cannot be reinstated until a new workflow is approved which can take several days. Chair Holbrook suggested that campus-wide, mass communications be sent out when decisions of this nature are made, so that those affected may have the opportunity to mitigate the adverse effects in advance. While that doesn't resolve the issue of creating inefficiencies by work needing to be done twice, it would at least allow for new workflows to be completed prior to these issues occurring instead of after-the-fact on a compressed timeline. Chair Holbrook was told that those who were affected by this decision were to be notified by HR, but this did not happen for her department and perhaps for others, thus the suggestion for campus-wide communication.

## **CAMPUS ANNOUNCEMENTS**

- **3/1/21** 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
- 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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