



**MOREHEAD STATE UNIVERSITY  
STAFF CONGRESS MINUTES  
March 1, 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, Angela Rowe, 2 unidentified callers.
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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 February 2021 meeting.	
	<b>Proposed:</b> Rep. Thompson	<b>Seconded:</b> Rep. Webster
<b>Called for Vote:</b>	Passed	

## Agenda Suspended to allow a presentation from Dr. Garrick Ratliff.

Dr. Ratliff gave a presentation on the following:

### Staff Congress role and shared governance.

The Role of Staff Congress

- To promote cooperation among the administration, faculty, students, and staff of Morehead State University.
- Responsible for eliciting and expressing opinions, suggestions, and recommendations of the staff on all matters of concern to them.
- Responsible for continual review of University policies, documents, and decisions affecting staff and may make recommendations concerning these matters when appropriate, to the University administration.

The key to genuine shared governance is broad and unending communication. When various groups of people are kept in the loop and understand what developments are occurring within the university, and when they are invited to participate as true partners, the institution prospers.

<b>Chair's Report</b>	Chair Hogge reported the following:																																				
	<b><u>Coronavirus</u></b>																																				
	The number of employees testing positive since the February Chair Report is <b>4</b> as reported on the MSU Healthy at MSU Website. The website was updated through January 28th for our February meeting.																																				
	<a href="https://www.moreheadstate.edu/healthyatmsu">https://www.moreheadstate.edu/healthyatmsu</a>																																				
	Case Dashboard																																				
	<table border="1"><thead><tr><th>Date</th><th>Employees</th><th>On-Campus Students</th><th>Off-Campus Students</th></tr></thead><tbody><tr><td>Jan. 29-Feb. 1</td><td>0</td><td>2</td><td>3</td></tr><tr><td>Feb. 2-4</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Feb. 5-8</td><td>1</td><td>3</td><td>8</td></tr><tr><td>Feb. 9-11</td><td>1</td><td>0</td><td>5</td></tr><tr><td>Feb. 12-15</td><td>1</td><td>0</td><td>2</td></tr><tr><td>Feb. 16-18</td><td>0</td><td>0</td><td>3</td></tr><tr><td>Feb. 19-22</td><td>1</td><td>1</td><td>1</td></tr><tr><td>Feb. 23-25</td><td>0</td><td>3</td><td>2</td></tr></tbody></table>	Date	Employees	On-Campus Students	Off-Campus Students	Jan. 29-Feb. 1	0	2	3	Feb. 2-4	0	0	0	Feb. 5-8	1	3	8	Feb. 9-11	1	0	5	Feb. 12-15	1	0	2	Feb. 16-18	0	0	3	Feb. 19-22	1	1	1	Feb. 23-25	0	3	2
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Please make sure to reaffirm your commitment to:																																					
<ul style="list-style-type: none"><li>● TAKE TIME TO DESTRESS EACH DAY</li></ul>																																					

- 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

Thank you for following social distancing guidelines and wearing masks.

### **WebEx Livestream**

Our next University update for employees will be Tuesday, March 2 at 3:30 p.m. via Web/ex livestream. The link to join will be accessible in your mymoreheadstate account tomorrow. Please remind your constituents to join the

livestream there will be important information regarding our vaccination day process at St. Claire coming up.

### **Executive Council Meeting**

The Staff Congress Executive Council has been meeting with the Faculty Senate Council to discuss:

- The Supervisor Evaluation
- The Employee Survey
- The development of a “Teaching Bill of Rights”
- The Strategic Compensation Plan
- Shared Governance

During these meetings, both Executive Councils have decided to work together on these items.

I learned today that Dr. Morgan has shared the Supervisor Evaluation form with the Senior Cabinet and the Vice Presidents. He stated there were some reservations from those groups and he would share information soon.

The Staff Congress and Faculty Senate Executive Councils are working to develop a framework to send out the Employee Survey that has been developed. We hope to have the survey sent out in late April.

We are also working to begin development of a “Teaching Bill of Rights”. Laura will go into more detail in her Vice Chair Report regarding this work.

	<p>Faculty Senate President Dr. Grupe and I will be guest speakers at the next meeting of the Morehead State University’s AAUP chapter. The AAUP is the American Association of University Professors. It is an association of faculty and other academic professionals with the mission of advancing academic freedom and shared governance. We will be presenting collaborative shared governance efforts of Staff Congress and Faculty Senate.</p>
<p><b>Vice-Chair’s Report</b></p>	<p>Vice Chair Rucker reported the following:</p> <p>The Staff Congress Executive Council has been meeting with the Faculty Senate Council to discuss the development of a “Teaching Bill of Rights”. Staff Congress’s involvement with this project is because many staff are teaching courses. Vice-Chair Rucker asked for feedback from Staff Congress on what committee should be involved in the preliminary development of the “Teaching Bill of Rights”, and if any Staff Congress representatives had any input or suggestions, to please contact her.</p> <p>Vice Chair Rucker reported the following Staff Salutes:</p> <p>Scott McGlone</p> <p><i>“Scott is always willing to help even when it isn't part of his job. He goes above and beyond to help everyone. So thankful we have him at MSU! “- submitted 2/8/21</i></p>

<p><b>Secretary’s Report</b></p>	<p>Secretary Tuerk reported no deductions. Current balance is \$425.06.</p>
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**Committee Reports**

<p><b>Benefits &amp; Compensation</b></p>	<p>Committee Chair Holbrook reported the following:</p> <p>I have attended meetings with SC EC and with SC/FS EC on initiatives such as the faculty/staff survey. Goal is to send survey out in April. I emailed some questions to HR, and received responses:</p> <p><b>Detail of the recent/pending changes to TRS retirement calculation?</b></p>
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	<p>Recently there have been questions related to the calculation of benefits and how supplemental pay may be factored into the final average salary, based on a recent regulatory amendment. Individual circumstances vary. Therefore, for accuracy in information, we encourage you to contact TRS directly with questions related to retirement calculations and estimates. The contact information there is 1-800-618-1687.</p> <p><b>Did all employees turn in the Employee Choice election form? If not, how many are outstanding?</b></p> <p>Receipt of some employee election forms may have been slightly delayed due to the inclement weather last week.</p> <p><b>Have PARS/workflows gone all electronic now? If so or if they will shortly this will be important information to those who have to fill out fixed-term renewals. Also if that is happening now or close to happening, we wanted to ask about the communication and training plans of it.</b></p> <p>They are not completely electronic, as we are still fine-tuning. Vice President Fister-Tucker will be sharing updated information during the employee livestream on March 2nd.</p>
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<p><b>Credentials &amp; Elections</b></p>	<p>Committee Chair Flora reported the following:</p> <ul style="list-style-type: none"> <li>• C&amp;E met on February 24<sup>th</sup>. We discussed the two current SC vacancies (areas 1 and 3), and the committee recommends to fill those to vacancies during the normally scheduled election in April.</li> <li>• Chair Flora has processed the list of full time employees, the representatives and their areas into an updated document.</li> <li>• Representative Rucker spoke with Sherry Surmont and obtained a number of documents concerning the SC election process, which she delivered to the Chair.</li> <li>• C&amp;E will begin developing a shared resource to store documents, as well as establish written procedures for the election process.</li> <li>• A call for SC nominees will be prepared and delivered to all staff during the second week of March with nominees being finalized by the end of March. A complete timeline will be submitted to EC for their approval by Chair Flora.</li> <li>• C&amp;E recommends that all SC representatives be aware of their term limits. The representatives whose terms are expiring this year include: <ul style="list-style-type: none"> <li>○ Shana Savard-Hogge</li> </ul> </li> </ul>
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- Holly Niehoff
- Laura Rucker
- Carry Harris
- Amanda Holbrook
- Merrell Harrison
- Garrick Ratliff
- Thomas Carver

C&E commends the service of representatives listed and recommends that all representatives email their constituents to participate in shared governance at MSU by nominating themselves or someone else to serve on Staff Congress.

**Staff Concerns**

Committee Chair Carver reported the following staff concerns:

1. Comment/Concern Compensation plan concern: Why are staff limited to \$500 and faculty are eligible for up to \$1200? Why would faculty get credit for each year for up to 6 years and staff are only looked at for a base increase based on being hired prior to 6/30/20? If faculty who have been here for years are getting more compensation, then staff who have been here for years should as well.

*Response: Dr. Morgan responded saying that the University should be receiving some requested data in the next few weeks and will be putting together a presentation to the faculty and staff that will address the concern.*

2. Comment/Concern Are the staff who are without electric going to have to use leave time for the days the university asks employees to work (like Wednesday 2-17)? This doesn't seem right if that is the case when regional campuses closed offices and had no classes that day, too.

*Response: Mary Fister-Tucker responded that those employees who may have experienced difficulties during the winter event need to contact their supervisor. Supervisors have been instructed to work with employees.*

3. Comment/Concern Are essential employees that have to be on campus during weather events (such as facilities) offered a place to stay on campus so they won't have to travel on the roadways? If not, could this be investigated? Many of these employees live in the hardest hit counties and should not have to risk driving to campus during such weather events if we can put them in empty rooms somewhere.

*Response: Essential employees that worked during this Snow/Ice storm where offered a room to stay on campus.*

4. 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: Since vaccination is a personal medical discussion between employees and their medical provider and that some employees would not be eligible for the vaccine, the University did not opt for this incentive as not all employees would be eligible.*

### **Regent's Report:**

Craig Dennis reported the following:

The MSU Board of Regents (BOR) met for the regularly scheduled quarterly meeting on Thursday, March 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/)

No expected changes to the budget.

### **Human Resources Report:**

Dr. Caroline Atkins reported the following:

#### **Office of Human Resources**

- Anthem made a small error with card distribution for new employees and some employees with changes. To ensure that everyone had correct insurance cards, they sent new cards to all employees. Some employees may have erroneously received two insurance cards.
- Retirement related questions--TRS has not changed the way they calculate retirement (3 or 5 high salary years depending on service years and retirement age). They have adjusted calculations (supplemental pay) based on a recent regulatory amendment. Individual circumstances vary. For accuracy in information, the OHR encourages everyone to contact TRS directly with questions related to retirement calculations and estimates. 1-800-618-1687

## **Diversity Initiatives**

- The Inclusion Ambassadors and Diversity and Inclusion Teams are scheduling Welcoming Diversity, Equity and Inclusion workshops in March and April. Contact the Inclusion Ambassador for your Academic College or Student Affairs to sign up:
  - Caudill College-Dr. Julia Finch: March 12, April 9, and April 16
  - VCoE-Dr. April Miller: February 26, March 12, and April 9
  - CoS-Dr. Mike Dobranski: March 12, April 2, and April 23
  - Student Affairs-Ms. Taunya Jones: Dates TBA
  - CoBT: Dr. Sam Stapleton: Dates TBA

## **Cabinet Report:**

Mary Fister-Tucker reported the following:

Our next University update for employees will be Tuesday, March 2 at 3:30 p.m. via Web/ex livestream.

Our next University update for employees will be Tuesday, March 2 at 3:30 p.m. via Web/ex livestream. The link to join will be accessible in your mymoreheadstate account on that day.

If you are unable to attend, the event will be recorded and you may view it a day or two later in your mymoreheadstate account.

## **Faculty Senate Report:**

Dr. Dirk Grupe reported the following:

1) The Executive Councils of Faculty Senate and Staff Congress as Shana has mentioned have met twice so far to discuss Shared Governance issues, like the employee survey, the Teaching Bill of Rights and Supervisor Evaluations. About the Teaching bill of rights, issues to address here is to provide support for those staff members who teach in particular FYS courses. This can be done through mentorship as well as feedback to their teaching.

2) About the FYS committee proposal. I had some good conversations with provost Russell regarding this proposal. Provost Russell suggested to eliminate the consultants as members of the committee and just list that consultants will be requested to attend specific meetings for their expertise if deemed necessary. This will be discussed with the Faculty Senate EC on March 02.

3) We got comments back on several resolutions that have passed Faculty Senate.

- Teaching Modality: provost wants to add that faculty need to discuss this with their chair. We made a survey among faculty and these seem to be at least from the faculty side no issues with chairs
- Delay of tenure: This will give tenure-track faculty the option to delay their tenure process by up to two years. This has been approved by the president.

- Student evaluations: Provost comment on that these are regulated through the departmental FEPs, however, these are also regulated through Pac-35 which refers to the FEPs. The Faculty Welfare and Concerns committee has started to work on this issue and will rewrite Pac-35.

Librarian status: Currently working on this issue. The provost is supportive of the librarians' request to be again classified as faculty from an HR standpoint.

### **Old Business:**

Mary Fister-Tucker was asked to give an update on February's New Business item concerning part-time employee workflow end dates being changed by administration with no campus-wide communication.

Mary Fister-Tucker reported the following:

Mary Fister-Tucker stated that she was unaware of an issue associated with the change to the part-time employee workflow end dates. She reported that the part-time employee workflow end dates were changed because of COVID-19 and possible financial hardships that could result in campus closing during the Fall 2020 semester.

Chair Hogge-Savard asked Mary Fister- Tucker:

Which department(s) is responsible to make sure that changes are communicated ?

Mary Fister-Tucker said she would address this with Interim Human Resource Director Dr. Caroline Atkins.

Mary Fister-Tucker further reported that Workflow updates and communication procedures are in the process of being updated to an electronic/online format. Currents updates will be announced during Tuesday's WebEx livestream, March 2 at 3:30 p.m.

Representative Holbrook stated she a direct complaint and hardship with the altered parttime employee workflow end dates. Representative Holbrook stated she was told that someone in HR was supposed to make us aware of the change, but no one did. She maintained that a mass communication about this change would have helped avoid this situation, Representative Holbrook stated that she was not able to get her part time employee back on payroll approval until today, 2/1/21, so another pay period passed while trying to resolve this issue. Mary Fister-Tucker asked Representative Holbrook to give precise detail and information about her compliant and employee. Holbrook Representative stated that she would follow up Ms. Fister-Tucker via email.

### **New Business:**

No new business to report.

**Announcements:**

- **4/5/21** at 1:00 PM Next Staff Congress 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
- **3/2/21** at 3:30 PM University update via Web/ex livestream.
- **3/12/21** at 3-5 PM The Diversity and Inclusion Team of Caudill College Welcoming Diversity, Equity and Inclusion workshop
- **4/9/21** at 3-5 PM The Diversity and Inclusion Team of Caudill College Welcoming Diversity, Equity and Inclusion workshop
- **4/16/21** at 3-5 PM The Diversity and Inclusion Team of Caudill College Welcoming Diversity, Equity and Inclusion workshop
- Don't forget to check [www.msueagles.com](http://www.msueagles.com) for upcoming MSU athletic events.
- **Healthy at MSU** site is used for regular updates and current information. You will find answers to questions, case updates, helpful links, and other resources at [www.moreheadstate.edu/healthyatmsu](http://www.moreheadstate.edu/healthyatmsu)
- If you think you have been exposed or have questions about COVID-19, please call **606-783-4222** or email [covid-19@moreheadstate.edu](mailto:covid-19@moreheadstate.edu)

<b>Motion:</b>	To adjourn 2:12 PM	
	<b>Proposed:</b> Rep. Cooper	<b>Seconded:</b> Rep. Craver
<b>Called for Vote:</b>	Passed	

Chair Savard-Hogge adjourned the meeting at 2:11 PM

Minutes submitted by: Helisha Tuerk, Secretary