

Staff Congress: At-A-Glance

April 5, 2021

Report from Dr. J. Morgan, President:

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

St. Claire HealthCare will be providing a second opportunity for Morehead State University employees to receive the COVID-19 vaccination. This voluntary opportunity is being offered on April 7, 2021 and will be no cost to MSU full- and part-time employees. St. Claire is fully in charge of the administration of the vaccine, which will occur on St. Claire's campus. The University is only assisting in facilitating the registration process for employees who are interested in receiving the vaccination that day.

Our next University update for employees will be Thursday, April 8 at 3:30 p.m. via WebEx 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.

Chair Report: Shana Savard-Hogge

Chair Hogge reported the following:

Coronavirus

The number of employees testing positive since the March Chair Report is 4 as reported on the MSU Healthy at MSU Website.

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

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Chair Report Continued:

Date	Employees	On-Campus Students	Off-Campus Students
Feb. 26-March 1	0	2	1
March 2-4	0	2	1
March 5-8	4	0	1
March 9-11		1	1
March 12-15	0	2	4
March 16-18	0	3	0
March 19-26	0	2	1
March 27-April 2	0	2	9

Please make sure to continue 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.
- 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.

March MSU Live! Campus Update WebEx Livestream

- Our last University update for employees was March 2 at 3:30 p.m. via Web/ex livestream.
- A recorded link is available on the mymoreheadstate account home under Presentations.
- The update included student recruitment updates underscoring the importance of Fall 2021 student recruitment.
- Recruiters have been added to the Enrollment Services Staff.
- Additional student scholarship opportunities have been added using stimulus funds.

Chair Report Continued:

New 'Eagle Assurance' Scholarship

- Students With Need
- Tuition & Fees after federal/state aid is applied
- 2021 Kentucky High School Graduates
- Pell Eligible (per FAFSA)
- First-Time, Full-Time Student
- Minimum High School GPA of 2.8 (4.0 scale)
- Live in Campus Housing
- Renewable (Pell, KEES, Full-Time, Live on Campus)



- Eagle Outreach Teams will be expanded.
- A protocol document is being developed in Student Affairs to create a safe and healthy environment to allow Summer Camps to operate this year.
- Covid-19 Mental Health Student Support is being continued through support provided by a CPE grant.
- Emergency Paid Sick Leave Act will sunset May 1, 2021.
- Employees or dependents taking MSU courses on tuition waivers should consider filing the Free Application for Federal Student Aid (FAFSA).
- The MSU leased vehicle fleet will be changing. Older lease vehicles will no longer be used as the lease expires. MSU will use existing agreement with Enterprise to provide daily travel services beginning April 1, 2021. Further information will be communicated widely.
- Spring Commencement will be outdoors in Jayne Stadium with a backup weather plan managed in the AAC.
- There is an Internal Search for Provost/Vice President of Academic Affairs with campus ideally in late April.
- April 8th MSU will transition to a post-vaccination process moving to an increased presence of employees on campus.

Staff Congress/Faculty Senate Executive Council Work

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

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

Shared Governance:

The Morehead State University Staff Congress was established:

- 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. Continual review of University policies, documents, and decisions affecting staff and may make recommendations to the University administration.

To ensure cooperation among administration, faculty, students, and staff and to continue being a voice for staff, the Executive Council of Staff Congress has been collaborating on items affecting both faculty and staff.

Faculty Senate President Dr. Grupe and Chair Hogge were guest speakers at the Morehead State University’s AAUP chapter. The AAUP is an association of faculty and other academic professionals with the mission of advancing academic freedom and shared governance. We presented the collaborative shared governance efforts of Staff Congress and Faculty Senate and discussed these items with members.

The AAUP has issued a statement:

“The Morehead State chapter of the American Association of University Professors endorses Faculty Senate and Staff Congress efforts to create shared governance on campus. Relying on national standards and our sister institutions’ Practices in Kentucky, the constitutive bodies are spearheading three specific initiatives to facilitate a multidirectional flow of ideas: supervisor evaluations, a campus climate survey, and a teacher’s bill of rights.”

Responding to longstanding issues with communication and low morale, and the more recent categorical confusion caused by the blurring of faculty and staff lines in the budget-driven process of fractionalization, Staff Congress and Faculty Senate leadership have worked to create mechanisms for shared communication that will allow the institution to prioritize the core mission while granting campus members the opportunity to more meaningfully participate in university work.

The upper administration has inconsistently recognized Faculty Senate and Staff Congress as the established shared governance mechanisms through which constituencies are engaged. Constituency leadership has often been either excluded from decision-making processes or given inadequate information, or time, to provide meaningful feedback. Nonetheless, constituency leaders have been working to build relationships with students, faculty, staff, and administrators to assemble an operational model of shared governance for the institution’s effective functioning.”

*Agenda Suspended for Dr. Morgan

*Agenda Continued

During the March Staff Congress meeting Parliamentarian Garrick Ratliff gave a presentation detailing the importance of shared governance. The principles detailed during that presentation by Parliamentarian Ratliff are the same principles discussed during the AAUP presentation. It is the goal of Staff Congress to be a robust companion in the shared governance of Morehead State University. We appreciate all the opportunities that we have gotten to advocate for staff and to bring issues to administration. We do have concerns regarding the timing of information, the ability of Staff Congress leadership to be involved in decision making, ensuring that Staff Congress recommendations go forward and are considered and incorporated into items of importance at Morehead State University.

Employee Survey:

The Executive Councils of Faculty Senate and Staff Congress continue work on an employee climate/perspective survey.

Dr. Jeanie Justice convened a focus group of faculty and staff to gather feedback on the draft survey that has been developed. The goals of the climate/perspective survey are:

- Determine areas or work MSU is doing well
- Determine areas or work MSU could improve
- Understand the current Management, Communication, Leadership, and Unit Development of supervisors
- Create a space for sharing perspectives and ideas with anonymity

As the work on the employee survey continues through April the Staff Congress committees will be asked to discuss and review the survey.

Staff Recognition

Chair Hogge met with Interim Human Resources Director Atkins and Vice President Fister-Tucker (Regent Dennis was unable to attend) to continue development of non-monetary incentives for staff. The goal is to foster relationships on campus as we move forward with the opening of campus. We discussed an initiative Staff Congress 2 years ago had started working on to create green spaces for employees to have outdoor breaks to ensure that staff take advantage of breaks throughout the day and can get out of the office. We discussed having tickets available to sporting events, theater productions, and other activities that occur on campus and offering those to staff who are performing well and being recognized in that way. Chair Hogge is also working on putting our Staff Salutes recipient's photos on the televisions across campus that announce news.

The service recognition luncheon that we do annually had been cancelled last year due to Covid-19. The staff that were scheduled to be recognized last year will be included in the recognition this year. The communication surrounding the event should come out soon.

Process Efficiencies

Personnel Action Requests and part-time/temporary work flows have transitioned from paper forms to online electronic submission and approval through Self-Service. Time entry functions have also transitioned to Self-Service with print friendly earnings statements, a longer time entry window for employees, and a new position history functionality available. The benefits enrollment configuration and testing will continue through April.

Self-Service for financial electronic processes is beginning with an exploration work group. Emails have went out to some staff across campus and we will be looking for feedback and input on those electronic processes.

The student employment electronic process is continuing to be developed.

Supervisor Evaluations

The Staff Congress Executive Council had previously approached Dr. Morgan about developing a supervisor evaluation. He agreed that we should research other regional state universities across Kentucky and report back on their processes. We found that a number of other institutions in the state have some form of supervisor evaluation. He asked us to develop a form and submit to him for Senior Cabinet review. Chair Hogge created an ad-hoc committee with former Faculty Senate President Lennex and a supervisor evaluation was drafted. The Staff Congress committees have all reviewed the document and in December it was presented to Dr. Morgan. In February he presented it to Senior Cabinet. After the March Staff Congress meeting, Staff Congress Executive Council met with Dr. Morgan to discuss feedback from Senior Cabinet. The feedback from Senior Cabinet:

- Timing- not a good time to do supervisor evaluation since the employee evaluation process was soon.
- May be issues of legality of a formal evaluation process for supervisors.
- Fear of creating a situation where supervisors and employees were pitted against each other.
- The staffing in Human Resources. HR has seen turnover and there is a reconfiguring of current staff and roles.

Dr. Atkins has discussed with me prior to the meeting that there was a decision to include instructions to supervisors for the current employee performance evaluation. The supervisor would be instructed to ask employees to note any potential process efficiencies and to ask the employee to communicate any tools or resources the employee needed.

During the meeting this was discussed as well as inclusion of a feedback box be added to the current employee performance evaluation so employees could give feedback for the supervisor that would be informal.

Chair Hogge asked Dr. Morgan to allow us to go back to committee to formulate more discussion points because it was not the goal of Staff Congress to simply add an informal feedback box to our current system or to only add instructions for the supervisor to ask an employee for feedback informally. We want to work together to create a robust performance management system that incorporates a formal supervisor evaluation.

Dr. Morgan will discuss this with Senior Cabinet. Staff Congress Executive Council will continue the discussion with the Executive Council of Faculty Senate. We were cautioned against working with Faculty Senate due to the differences in the evaluation process for faculty. We noted that the staff classification has teaching components now and it is important to continue to work

with Faculty Senate to understand the teaching evaluation process and ensure that staff with teaching assignments are not unfairly burdened with excess evaluations.

Representative Hobbs stated that she disagreed with the feedback from Senior Cabinet that supervisor evaluations would create a situation where supervisors and employees were pitted against each other. Representative Hobbs said supervisor evaluations would provide important data for supervisors and employees.

Vice-Chair Report: Helisha Tuerk

Helisha Tuerk reported the following Staff Salutes:

Staff Salutes:

Sandra Hunter

“Sandy is a business Cashier in the Office of A & FS. During the pandemic she has done an exceptional job keeping our office going and ensuring deposits are completed timely while also assisting the Provost Office. It has been challenging during this time for everyone and she is always there and doing anything asked of her. She provides great customer service to our students and staff. Her dedication to MSU is that to be commended.”-Submitted 3/4/2021

Tim Sloan

“On Tuesday, February 23rd, a virus attached to my computer at the end of the workday. Tim was contacted and eliminated the virus, so I could get online with multiple student groups through Webex for hours that night. Because Tim was willing to go beyond the normal work time to help me, I was able to work into the night (continuing to teach and advise groups). His efforts for going above and beyond in a time of need on the part of someone else was greatly appreciated.”-Submitted-3/9/2021

Debbie Cooper

“Debbie is a wonderful asset to the Facilities department. She always goes above and beyond of all the Facilities employees. Always making sure information is shared and communicated across the department in a timely manner.”-3/18/2021

Shannon Colvin

“Shannon will be retiring in May 2021. She has been an asset to Morehead State University for over 30 years. She has always cared about students and has worked tirelessly to help them be successful. She will be greatly missed.”-3/18/2021

Eric McCarty, Tony Glover, and Jason Stepp

“I am wanting to nominate Eric McCarty, Tony Glover, and Jason Stepp for a staff salute. These three dedicated individuals are responsible for MSU’s ability to live-stream/Webex from classrooms on campus. They are the ones who installed and now maintain all equipment such as mics, cameras, and software in over 100 classrooms that enable our faculty to live broadcast their classes.”-3/18/2021

Benefits & Compensation: Committee Chair Amanda Holbrook

Committee Chair Holbrook reported the following:

The B&C committee met on March 8th and discussed the staff concern that was submitted with the link to a Ted talk on what makes employees happy. The committee is looking at compiling a report/recommendation for administration of ways that MSU can embrace these concepts to improve employee morale. In the meantime, I would recommend all employees watch this short video and please send me any thoughts you have on ways MSU can better employ these concepts (or give example of how MSU is falling short) for possible inclusion in the report we are working on.

Ted talk by Michael C. Bush: This is what makes employees happy at work

https://www.ted.com/talks/michael_c_bush_this_is_what_makes_employees_happy_at_work?utm_campaign=social&utm_source=facebook.com&utm_content=2021-2-18&utm_medium=social&fbclid=IwAR24oHpLK8zdn3FzlcI-FrODNU96u3NzpGFqyXS5NqMptQI-07ZRuoasiRs

Other meetings attended by Staff Congress B&C Chair:

- Joint Staff Congress/Faculty Senate EC meeting on 3/9 and 3/23.
- Staff Congress EC Meeting with Dr. Morgan and Caroline regarding supervisor evaluations on 3/12.
- University Employee Benefits Committee meeting on 3/17.
- Staff Congress EC 4/1

Elections & Credentials: Committee Chair David Flora

Committee Chair Flora reported the following:

- Chair Flora met with EC of Staff Congress and Faculty Senate on March 9th and 23rd to discuss supervisor surveys, compensation, employee surveys and the Teaching Bill of Rights.
- Credentials and Elections Committee has been working via email.
- Nomination forms were mailed to all staff members on March 12th.
- Nominations were received for all vacancies, except for one in Area 1. C&E is working to secure a nomination for that area at this time.
- Staff Congress election is on April 13th and 14th.
- Election work for Staff Regent is in process, with a nomination form to be sent out to all staff later this week. That election may take place after the 14th.
- Faculty Senate Chair Harrelson has asked if C&E can meet on April 22nd with their subcommittee to discuss drafting a document governing how ad hoc committees should be formed at MSU.

Staff Issues: Committee Chair Jamie Carver

Committee Chair Carver reported the following staff concerns:

1. **Comment/Concern:** Is there anyway Staff can opt in to receive the monthly student organization newsletter? Getting this information may be beneficial to those who work with students on a daily basis to encourage campus engagement.

Answer: from Shannon Colvin (Associate Director of Student Activities):

"I can add anyone to the notification list for all announcements that go out to Registered Student Organizations. A monthly newsletter does not go out to RSOs, I try to send out an update on a bi-weekly basis as I have information to share or with more frequency depending on the urgency of the information.

Anyone that would like to be included in that contact list can send me an email (s.colvin@moreheadstate.edu) asking to be added to the RSO contact list and include their department so I can have that information in my spreadsheet."

2. **Comment/Concern:** Why are positions that were Standing now being advertised Fixed Term? Why are positions that require a Master's Degree being advertised at \$32,999?

Answer: HR has requested more information, if possible, to be able to answer the questions. "We don't have enough detail to properly respond to these questions. Knowing the exact positions that concern the writer will help OHR to answer the questions with specificity."

3. **Comment/Concern:** <https://www.chronicle.com/article/stop-ignoring-microaggressions-against-your-staff> It would well be worth taking an inventory of the many, varied ways, included but not limited to those stated in this article, that the university as a whole and certain individuals in particular commit microaggressions against the staff.

Answer: Since benefits and comp works closely with HR. This was sent to benefits and comp committee to be reviewed and passed along to HR if needed.

Other Reports

Staff Regent Report:

Craig Dennis reported the following:

The last Board of Regents Quarterly Meeting was on Thursday, March 25, 2021 at the Mt. Sterling Campus.

The BOR Agenda for this meeting can be found at:

https://scholarworks.moreheadstate.edu/msu_board_of_regents_minutes/

Meeting schedule can be found at:

<https://www.moreheadstate.edu/Leadership/Board-of-Regents/Meeting-Schedule>

Human Resources Report:

No report.

Cabinet Report:

Mary Fister-Tucker reported the following:

- Employee calendars are published now for 2021, 2022 and those are can be found out on the website.
- Performance Evaluations – The annual employee evaluation process will began on April 8th for the evaluation period April 2020 thru March 2021. Completed evaluations should be submitted to Human Resources by May 7, 2021.
- Advance Registration is currently underway. If you learn of any student who has a financial registration hold but wants to register please encourage them to contact Accounting and Financial Services – the University may be able to provide assistance to get the registration hold released so the student can register.
- The University is currently working on the implementation of the Colleague Finance Self-Service which will automate the workflow and allow electronic storage of check requests and purchase requisitions. A functional implementation team has been created to help guide this implementation process. We believe we will have the module up and running before the end of the fiscal year, June 30, 2021. In addition to this implementation, the benefits self-service module is also being tested with hopes to implement it soon.
- In response to the request for outdoor space for staff, the University will be placing picnic tables in the green space by Howell-McDowell soon.

- Lastly, as an update to the Compensation plan which was approved by the Board of Regents on March 25 – we have received confirmation from KTRS that was confirmed in writing that for our Staff Compensation plan - with the exception of the \$100 which will be awarded for participation in the Eagle Outreach Teams, the increases provided under the compensation plan WILL be included in our employees retirement benefit. The \$100 for the Eagle Outreach Teams, will be allowed for retirement calculations only if the employee is not retiring in the next 4 years.

Ms. Fister-Tucker stated that she would have additional updates during our next University WebEx livestream.

Faculty Senate Report:

Dr. Dirk Grupe reported the following:

- On April 5th Faculty Senate approved to buy a year subscription of survey monkey to avoid censorship.
- Faculty Senate approved an ad hoc committee for faculty workload.
- Teaching Bill of Rights – The committee discussed how they could put something together for anyone who was teaching so they would have better protection and better information. They will form a small group who will work on the creation of the Teaching Bill of Rights. Will be looking more at the climate survey and how they might adjust that going forward.
- Faculty Senate are working on a Shared Governance Award.

Dr. Grupe encouraged all Morehead State University Staff and Faculty to get a COVID-19 vaccine to help prevent the spread of any possible variants.

Faculty Senate Meeting Minutes can be found at:

https://scholarworks.moreheadstate.edu/faculty_senate_records/1049/

OLD BUSINESS:

No old business to report.

NEW BUSINESS:

COVID-19 Vaccination Protocols

Rep. Debbie Ellis submitted a question from a constituent:

Question:

Morehead State University employees who chose not to receive the COVID-19 vaccination what protections do they have? Will they have to return to work and be expected to work in group settings. Do employees have to disclose to supervisors if they did or did not receive the COVID-19 vaccine?

Mary Fister-Tucker answered:

Morehead State University will follow CDC guidelines for COVID-19 vaccinations, and guidance on how to return to work. Updates will be posted.

CAMPUS ANNOUNCEMENTS

- **5/3/21** 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
- **University Calendars 2021-2022:**
<https://www.moreheadstate.edu/Academic-Affairs/Registrar/Academic-Calendars>
<https://www.moreheadstate.edu/Administration/Human-Resources/MSU-Employees/Employee-Calendar>
- Don't forget to check 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
- If you think you have been exposed or have questions about COVID-19, please call **606-783-4222** or email covid-19@moreheadstate.edu

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