

# Staff Congress: At-A-Glance

May 3, 2021

## Chair Report:

No Report

## Vice-Chair Report: Laura Rucker

No Report

## Staff Salutes:

Laura Rucker reported that there were no Staff Salutes for April.

## Correction Notice:

The following Staff Salute was inadvertently omitted from the April Newsletter.

### Patty White

*'Patty 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 as well as many other things. It has been challenging during this time for everyone and she really jumped in to assist with other processes with a great attitude and provides great customer service to our students and staff always. Her dedication to MSU is that to be commended.'*-Submitted 3/4/2021

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

The B&C committee met on April 12 and discussed the following:

- Ted talk report/recommendation (in progress)
- Article on micro aggressions (committee recommends all MSU employees read, and recommend HR be sent the link to review for possible training or PD opportunity).
- Some employees have been moved/promoted/reclassified and given raises above entry level despite the bracketed clause prohibiting such in UAR 324.
- Recruitment activities being rewarded via compensation for Eagle Outreach Team only, although others are completing recruitment activities outside of their job description also. Staff, faculty and even students across campus are all completing recruitment activities like visits to schools, but only those who were selected to be on EOT are being compensated.
- Per policy, base pay increase for recruitment activities would be more accurately paid as supplemental, to reflect that it is completion of duties outside of an employee's regular job description.
- As a result of discussion per issues listed above, the committee asked HR for the following so that we can review and make recommendations:

List of positions which have had internal candidates moved into/promoted into/reclassified into positions and have received more than the entry level of the new position grade since the bracketed clause was frozen on 05/18/2018, and what dollar amount/percentage over minimum was given for each.

List of positions/personnel included on Eagle Outreach Team that will receive base increase.

How were these employees chosen for EOT?

Detail of how employees can apply to be on the EOT team.

Will the issue of faculty/staff/students completing the same activities but who were not asked to be on EOT and therefore not receiving compensation for it be addressed?

We have not yet received a response from HR.

Other meetings attended by Staff Congress B&C Chair:

- 4/6: Joint EC Meeting / FS & SC
- 4/14: University Employee Benefits Committee (special meeting on childcare initiative)
- 4/19: University Employee Benefits Committee (special meeting on childcare initiative)
- 4/20: Joint EC Meeting / FS & SC
- 4/21: University Employee Benefits Committee (regular monthly meeting)
- 4/26: Staff Congress Benefits & Comp Committee met to discuss items listed above, but meeting was short due to not having received a response yet.
- 4/29: EC Meeting

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

Committee Chair Flora reported the following: Credentials and Elections held nominations and elections for Staff Congress Representatives in April and would like to congratulate those who were elected:

- Jen Timmerman
- Sharnetta Fritts
- Shana Savard-Hogge
- Laura Rucker
- Charles Gancio
- Owen Wagoner
- John Haky
- Garrick Ratliff
- Shayla Ring
- Jamie Carver
- Becky Scott

Credentials and Elections held a nomination and election for Staff Regent on April 29th and 30th, and the candidate with the most number of votes was Joel Pace. Congratulations on being our new Staff Regent for MSU, Joel!

In the past at MSU, Staff Regent elections were held via a run-off election, which would narrow down the nominees to 2 candidates, and then an election would be held between the two. However, there is nothing in the bylaws or state statutes that require this process. Since the bylaws state that a simple majority is required to win the position of Staff Regent, the C&E committee decided to conduct the election as outlined.

If this is something that the Staff Congress Representatives would like to change, we can have a discussion about altering the bylaws to include it.

C&E also met with Faculty Senate subcommittees on Faculty Governance and Faculty Welfare and Concerns on April 22nd to discuss the need for a creation of a committee to govern the creation of Ad Hoc committees on campus. Faculty Senate EC was meeting with the President to see if administration would be open to the topic and he said they would be, so discussions will continue. The next meeting has not been set.

I would like to congratulate the Credentials and Elections committee on their hard work on the Staff Congress and Regent elections during this time, especially Helisha Tuerk, who stepped up to take over the Staff Regent election process when I decided to run. It is my opinion that the electronic format actually helped the election, as the forums were recorded and distributed, voting through the IR link eliminated improper voting, and the Regent platform statements from the candidates were not only added to the website, but emailed to all staff members in a PDF.

It is time to start thinking about nominations for the positions of Staff Congress Officers, so keep an eye out for that soon.

C&E will be conducting a virtual orientation with our new Staff Congress members early this month.

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

Committee Chair Carver reported the following staff concerns:

### **Comment/Concern:**

*“Can a 2021 meeting schedule be posted for upcoming staff congress meetings?”*

### ***Response:***

*“Meetings are always posted in the announcements section the newsletter and minutes. Meeting are the first Monday of every month.”*

### **Comment/Concern:**

*“Have there not been any staff salutes since June 2020? Can the website be updated to include any new ones if there are any?”*

### ***Response:***

*“Staff salutes are posted in staff newsletter each month. Due to COVID restrictions we have been unable to take a picture with each recognized person. The information has been forwarded. With limited staffing in departments we are working on getting information up on the website as soon as possible. We apologize for the delay.”*

### **Comment/Concern:**

*“With all the hardships that our students are facing, I would like to make a recommendation. I would like to suggest that on Fridays that staff could be allowed to wear blue jeans and a MSU t-shirt. We would pay \$1 and the money raised would go into the fund used to help students in financial hardship.”*

### ***Response:***

*“Thank you for the suggestion. The above idea has been sent on to the senior staff for discussion.”*

## **Other Reports**

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

Craig Dennis reported the following:

The next MSU Board of Regents meeting work session on May 13, 2021 has been canceled.

**BOARD OF REGENTS QUARTERLY MEETING LINKS CAN BE FOUND AT:**

Meeting schedule can be found at:

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

The complete BOR agenda book for this meeting can be found at:

[https://scholarworks.moreheadstate.edu/msu\\_board\\_of\\_regents\\_minutes/Clarify](https://scholarworks.moreheadstate.edu/msu_board_of_regents_minutes/Clarify)

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

No report.

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

Mary Fister-Tucker reported the following:

#### Employee Appreciation

Annual employee appreciation event will be held May 11 & 12 to recognize those with service milestones from this year and last year since we were unable to have an event last year due to COVID. Dates and times are as follows:

May 11, 10:30 – 11:45 a.m. Facilities Management, Auxiliaries, and University Advancement

May 11, Noon – 1:15 p.m. Student Affairs

May 12, 10:30 – 11:45 a.m. Academic Affairs and Office of the President

May 12, Noon – 1:15 p.m. Administration and Fiscal Services and IT

Tents will be strategically placed throughout the green space in front of ADUC, Fields Hall, Camden-Carroll Library, and Allie Young with signage to direct employees to the correct areas. Aramark will have multiple grill stations running to minimize lines. Please go online to confirm your attendance.

#### Employee Evaluations

Due May 7<sup>th</sup>

#### PARs for year-end Fixed-term and Part-time

In preparation for the new fiscal year, Human Resources is in the process of creating and processing PARs to extend individuals provided via a spreadsheet by your Vice President or presidential direct report – this should take care of the PAR required for the fixed-term full-time positions funded with unrestricted funds set to term as of June 30, 2021.

I am emailing you today to let you know that you will need to process PARs to extend any part-time position you wish to have extended past June 30, 2021 AND any full-time position which is funded with restricted funds. Please **begin** to enter these PARs now so that they can make it thru the approval process prior to June 30, 2021.

Also, for any fixed-term new hire that is made between now and June 30, 2021, please go ahead and make the ending date June 30, 2022 so that we do not have to process any additional PARs to extend them on June 30, 2021.

### Travel

University-supported travel is as follows:

- In-state University-supported travel is permissible through normal channels.
- Out-of-state domestic University-supported travel is permissible after June 1, but requires:
  - Written (email) authorization prior to travel by your Vice President.
  - You can discuss with your VP the location of travel, circumstances, mission needs, course/grant/research needs, etc.
  - June 1 is being used instead of an original July 1 date so as to allow summer courses, research and grant work, etc. to take place this summer.
- International University-supported travel for education abroad and/or employees traveling individually on business is paused until January 15, 2022. At present, the State Department is noting that upwards of 80% of the countries in the world are not at a level of recommended travel.

We recommend that if your travel is reasonable in distance that you utilize your own vehicle, if applicable in size for the trip, and then seek mileage reimbursement. If your travel is significant in distance, we recommend using Enterprise to rent a vehicle. Call our University travel coordinator ([a.fryman@moreheadstate.edu](mailto:a.fryman@moreheadstate.edu)) if you need any assistance.

### Finance Self Service

Set to go live May 17 with a hard cut over on July 1. Communications will go to campus starting on 5/10 about the implementation.

### Procurement Card

University has contracted with a 3<sup>rd</sup> party to conduct a 100% review of all procurement card transactions each month. Policies related to the procurement card can be found on this website:  
<https://www.moreheadstate.edu/Administration/Procurement/A-Z-Index/Purchasing-Card>

### Picnic Tables

As requested, we have placed 2 picnic tables in the green space behind Howell-McDowell.

### Paid Day Off

Employees will receive an additional paid day off to help support our campus during COVID – Offices will remain open so we ask that each person work with their supervisor to determine which day best works during the period of May 13 to May 28 to take this additional day off.

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

Dr. Dirk Grupe reported the following:

## Climate Survey

The MSU Work Climate Survey is a joint effort of Morehead State University Faculty Senate and Staff Congress in order to better understand Management, Communication, Leadership, and Unit Development on our campus.

The objectives are: (1) Determine areas or work MSU is doing well, (2) Determine areas or work MSU could improve, (3) Understand the current Management, Communication, Leadership, and Unit Development of supervisors, and (4) Create a space for sharing perspectives and ideas with anonymity.

The results of this survey will be used to inform the work of these two constituency bodies.

The survey will be open until May 14, 11:59pm EST.

## Morehead State University Employee Confidentiality Understanding Document

See New Business

Faculty Senate Meeting Minutes can be found at:

[https://scholarworks.moreheadstate.edu/faculty\\_senate\\_records/1049/](https://scholarworks.moreheadstate.edu/faculty_senate_records/1049/)

### **OLD BUSINESS:**

No old business to report.

### **NEW BUSINESS:**

#### Morehead State University Employee Confidentiality Understanding Document Continued:

Dr. Grupe stated that PG-16 already covers confidentiality concerns. Moreover, that Dr. Morgan had informed Faculty Senate Executive Council that the Confidentiality Understanding Document would be redacted.

Mary Fister Tucker stated she was under the impression that the document would be redrafted. Mary Fister Tucker stated that she would follow up with Dr. Morgan as to whether the Morehead State University Employee Confidentiality Understanding Document would be redrafted or redacted. Dr. Grupe stated that PG-16 already covers confidentiality concerns. Dr. Grupe stated that this current Confidentiality Understanding Document would only cause a break down in campus wide communication.

#### ***PG-61 specifically requires employees to maintain confidentiality:***

PG-61 Ethical Principles and Code of Conduct  
Policy: PG-61

#### **PURPOSE:**

The Morehead State University (MSU) Ethical Principles and Code of Conduct policy is intended to

## **NEW BUSINESS:**

document expectations of responsibility and integrity. Exemplary ethical conduct is critically important in our relationships with colleagues, regents, students, volunteers, contractors and the public.

Each member of the University should endeavor to:

- Understand and promote the vision, mission, and core values of the University
- Exhibit integrity, honesty, and responsibility
- Provide an environment of mutual respect and collaboration
- Maintain confidentiality in all matters deemed confidential by either University regulation and/or state/federal law
- Assure independence of judgment (refer to PG-12)
- Avoid relationships that place the University in legally vulnerable positions or that constitute conflicts of interest
- Comply with the policies and procedures of the University and applicable state and federal laws and regulations (such as [PG-5](#), [PG-6](#), [PG-12](#))
- Demonstrate responsible stewardship of University property and resources

<https://www.moreheadstate.edu/Administration/Human-Resources/Personnel-Policies/MSU-Personnel-Policies/PG-61-Ethical-Principles-and-Code-of-Conduct>

Time was provided for members to discuss items not on the agenda.

- Dr. Annie Adams wanted to thank Staff Congress for allowing her to attend the meeting and the opportunity to speak. Dr. Adams expressed concerns with supervisor evaluations, procurement card freezes and the Morehead State University Employee Confidentiality Understanding Document.
- Several Representative expressed concerns over the hardships and inconveniences caused by freezing procurement cards. Mary Fister-Tucker addressed those issues. Policies related to the procurement card can be found on this website:  
<https://www.moreheadstate.edu/Administration/Procurement/A-Z-Index/Purchasing-Card>
- Representative Hobbs and Representative Holbrook expressed concerns of the legality and purpose of the Morehead State University Employee Confidentiality Understanding Document. Representative Hobbs and Representative Holbrook stated that employees sign a confidentially agreement when hired.

## **CAMPUS ANNOUNCEMENTS**

- **6/7/21** 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](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)

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**[PLEASE CLICK HERE TO SUBMIT A STAFF SALUTE](#)**

**[PLEASE CLICK HERE TO SUBMIT A STAFF CONCERN](#)**