

# Staff Congress: At-A-Glance

June 7, 2021

## Chair Report: Shana Savard-Hogge

Chair Hogge reported the following:

MSU set June 1 as the date for all employees to return and resume working on campus.  
Campus Facility Guidelines: May 10 – August 1, 2021 (Summer Months)

University facility usage will increase in stages as the health environment continues to improve, and as public health recommendations, space, and staffing allow.

- University facilities this summer are available for:
- University business for MSU classes and MSU department meetings;
- Use by registered/affiliated student organizations for meetings; and
- Use by official University contractors involved with conducting applicable business/meetings, not simply sponsorship.

Groups noted above should have 40 individuals or less if in an indoor concentrated area, and should adhere to 3 feet social distancing.

University SOAR events, formal academic orientations for entry to programs, and other MSU admission activities are permissible with appropriate plans. Please contact your Vice President for discussion with them.

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## **Chair Report Continued:**

### *Final Address*

*“Over my last two terms as Chair of Staff Congress, I have worked to maintain the commitment to staff that I made during my first meeting as Chair—to build relationships and accountability. During the last two years, I have worked to highlight areas of needed efficiencies in many business processes to improve the workloads of all staff. That work continues to move forward with the Vice President of Fiscal Services Fister-Tucker as an important bridge to actualizing these improvements.*

*The Staff Congress has worked to allow new platforms to allow further staff feedback. We have developed a Supervisor Evaluation form and started the conversation with Dr. Morgan to determine an avenue for this feedback to be available for staff. We continued to work to develop a Staff Perspectives Survey (aka employee climate survey) to send to staff as a routine and anonymous platform to understand the staff experience and gain perspectives to help Staff Congress advocate effectively. The survey still has some work to finalize before it is made available to staff.*

*I have worked over the last two years as Chair of Staff Congress to promote robust Shared Governance with Faculty Senate and the Student Government Association. This work has produced a shared Diversity Statement and a joint resolution on mask wearing between all bodies and a statement of endorsement from the Morehead State chapter of the American Association of University Professors.*

*Staff Congress continued to work on ad-hoc committee assignments. The Office of the President convened review of Personnel Policies which has completed initial edit and been approved by the Board of Regents. The Office of the Provost convened an Ad-Hoc committee to make recommendations for fractionalized and hybrid staff teaching assignments. A formal recommendation was submitted to the Provost and approved by Staff Congress.*

*I would like to thank the representatives of Staff Congress for your efforts during my time as Chair. I appreciate your advocacy for staff, your perspectives on solutions, and your commitment for improvement of the staff experience at Morehead State University. The staff of MSU have seen accelerated changes due to budget constraints and the performance-based funding model. This past year brought even more adjustments with the changes initiated due to the pandemic. The representatives of Staff Congress shouldered a responsibility to inform decisions and voice experiences to help navigate our campus through these rapid onset changes. I am proud of the work of the Staff Congress. The advocacy for staff has positively impacted—and sometimes softened potential setbacks for staff during a time of seismic shifts in higher education and public health. Thank you for your service.”*

## **Chair Shana Savard-Hogge**

**Thank you for the time, talent, and expertise you have given to Staff Congress. You have made a difference through your dedication and enthusiasm. Again, we would like to thank you for your contributions, time and efforts through serving on Staff Congress.**

**Morehead State University Staff Congress**

## **Vice-Chair Report: Helisha Tuerk**

Helisha Tuerk reported the following Staff Salutes:

### **Xavier Scott**

“Xavier really did a wonderful job with his work on the Staff Regent election. As a committee member who was placed in a leadership role, he really worked to conduct a regent forum and election. These events simply do not happen, it takes lots of work behind the scenes. Xavier stepped up and did a wonderful job with his team.” Submitted on 5/3/21

### **Helisha Tuerk**

“Helisha really did a wonderful job with her work on the Staff Regent election. As a committee member who was placed in a leadership role, she really worked to conduct a regent forum and election. These events simply do not happen, it takes lots of work behind the scenes. Helisha stepped up and did a wonderful job with her team.”

Submitted on 5/3/21

### **Mary Fister Tucker**

“Through VP Fister Tucker's work, additional outdoor seating has been obtained to allow employees to spend time outside and enjoy our campus for breaks or lunch. These areas will be used by students as well. Her commitment to shared governance and ability to partner with Staff Congress is appreciated.”

Submitted on 5/4/21

### **Lora Pace**

“Lora's timeless work with FYS as well as SOAR has allowed our service to incoming students to be recognized and appreciated by parents across the region. Her mentoring of student employees is key to on campus leadership development as well.”

Submitted on 5/4/21

### **Rita Watkins**

“Rita Watkins works so hard for the Camden-Carroll Library that she deserves a Staff Congress Staff Salute. She has been doing the workload that previously was done by three, and sometimes 4 people. She does ordering, renews subscriptions, contacts vendors, receives materials, and effectively single-handedly oversees all library acquisitions. On top of all that, she always has a great attitude. Rita truly goes above and beyond to make sure nothing falls through the cracks.”

Submitted 5/10/21

### **Shanna Savard Hogge**

“Shana is a true leader & incredible advocate for staff. She inspires others & has long advocated for things like process efficiencies & picnic tables, and other initiatives like supervisor evals. She's strengthened shared governance by growing the relationship between Staff & Faculty. She works tirelessly to make MSU better. While none of these initiatives can be accomplished by one person, Shana helps move them forward by being a strong voice & inspiring others to work toward a shared vision.”

Submitted on 5/18/21

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

Committee Chair Holbrook reported the following:

The B&C committee met on June 1 and discussed the following:

New staff concern submitted regarding fees (facility fee and student rec center fee) which used to be covered under tuition waiver, but after fees were separated out from tuition were no longer covered. Committee consensus is that the precedent exists for the fees to be covered - the fees were covered/waived previously when they were coupled/bundled with tuition. Committee discussed recommending fee waivers for these two types of fees so that they will once again be covered with the tuition waiver as they were originally, but did not have quorum attendance to vote to move it forward at this time.

Information request regarding UAR 324 and Eagle Outreach Team: We received an answer from VP Mary Fister-Tucker that included a spreadsheet of employees who have changed positions since the bracket was put in place around the clause in UAR 324, and a document some history of the EOT. Some of the information provided: The information request answer stated that 5 employees are receiving the \$100 base increase. The potential issue inequity for employees who are performing the same type of recruitment activities as EOT (example, high school visits) was addressed as follows:

**Question:** Will the inequity issue of faculty/staff who are completing / have completed the same type of recruitment activities, but who were not asked to be on EOT (and therefore will not receive compensation for it) be addressed? **Answer:** All official recruitment activities are coordinated by Enrollment Services for consistency and at this time there are no official recruitment activities outside of the Eagle Outreach Teams. There should not be any groups or teams working outside of the designated Eagle Outreach Teams (EOT), or areas outside of the supervision of the Enrollment Management Division – therefore there are no inequity issues of faculty/staff because no one outside of enrollment services and the EOT are conducting official recruitment activities for the University.

This answer is important to note because it is likely that many employees are completing recruitment activities on their own initiative, having previously understood recruitment to be inherently part of everyone's job. Therefore it's important for everyone to be aware that their recruiting efforts are not considered official if they were not coordinated under the supervision of the Enrollment Management Division. This committee is not clear on what the proper process for gaining approval to carry out recruitment efforts is under this division. For example, must employees seek approval from this Division before agreeing to speak to a group visiting a school or group / taking part in an event for which recruitment opportunity exists? If so, what is the proper procedure for that? This information would help ensure that employees have the proper tools and resources to follow the rules and guidelines set forth.

Analysis of the spreadsheet regarding employees who received increases above entry level when moving positions shows that approximately 23% of employees who were internally reclassified/promoted/moved positions received a pay increase above entry level. VP Fister-Tucker noted that this occurred within policy because the policy allows for exceptions which result in a salary adjustment outside of the policy when it is approved by the appropriate VP and the President with a prior recommendation from OHR. The committee feels the spirit of this exception is that it be used only in truly extenuating circumstances, and that 23% does not constitute extenuating circumstances but a more common occurrence.

Based on the information found in the spreadsheet, the committee discussed recommending Staff Congress vote to again move forward a recommendation to revise UAR 324, with wording which would require all internal candidates be looked at the same as external – and other internal – candidates. The committee feels there are likely several more employees who could have qualified for greater than entry increases under very similar circumstances as those who did receive an above-entry increase, but that did not ask for it because they were under the impression the policy needed to be followed stringently. There are likely also cases where certain supervisors and VPs advocate for some employees while others do not get advocated for, resulting in an inequity issue. Therefore, B&C discussed recommending Staff Congress vote to ask that all employees be looked at by OHR when position changes occur, looking at each employee's specific circumstances to make a salary recommendation rather than making recommendations only for those whose VP asks for it specifically, and leaving the rest at entry level.

We did not have quorum at our meeting to vote to move this item forward. The committee discussed whether to recommend Staff Congress vote on the version sent forward previously or a revised version removing the minimum 7.5% increase and instead send a version recommending that everyone (internal and external) have the same factors considered when determining pay, as senior administration might be more amenable to that. Dr. Morgan had reservations about the 7.5% minimum increase the first time the UAR revision recommendation was brought forward.

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

Committee Chair Flora reported the following:

New Staff Congress Representatives will receive by the end of this month, a video outlining their duties and responsibilities. This should have happened last month, but the unusual election process delayed us. Nominations for Officers was held via email from May 17th through May 24th. All nominees were contacted to determine if they desired to run. The results were:

- Staff Congress Chair Nominations:
  - David Flora
  - Garrick Ratliff
- Staff Congress Vice-Chair Nominations:
  - Helisha Tuerk (unopposed)
- Staff Congress Secretary/Treasurer:
  - Xavier Scott (unopposed)

Typically, the Parliamentarian presides over the election, but since both the Parliamentarian and the Chair of Credentials and Elections are both running for office, Helisha Tuerk, Vice-Chair for Credentials and Elections will preside.

Each candidate will have 5-10 minutes to describe their platform for the position.

Following the platform speeches, the candidates will be removed to a breakout room, where Xavier Scott will conduct the poll for the election.

Once the poll result has been determined, the candidates will be returned to the main room and the results revealed.

Newly elected officers and representatives will occupy their positions as of July 1, 2021. Committee memberships will remain largely the same with new members being assigned by Credentials and Elections to fill the vacancies. If you wish to change your current committee membership, please email me at [d.flora@moreheadstate.edu](mailto:d.flora@moreheadstate.edu). Committee memberships will be sent out by June 15th.

Credentials and Elections would like to extend thanks to our outgoing officers and Staff Congress Representatives. A list of their names and positions will be published in our newsletter, and we are creating certificates of appreciation for them.

A gavel plaque will be presented to Chair Savard-Hogge in appreciation of her service. The election was held with David Flora receiving the majority of votes to become Chair-Elect.

#### **The Staff Congress Officer Election Results:**

- **David Flora – Chair**
- **Helisha Tuerk – Vice-Chair**
- **Xavier Scott – Secretary/Treasurer**

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

Committee Chair Carver reported the following staff concerns:

##### **1. Comment/Concern**

*I think MSU needs to revisit the bereavement policy in place for spouse and children. Currently we only get 3 days. If you are taking care of a loved one prior to their death, you may exhaust all sick/vacation time that you have. I personally feel like we need to receive up to 10 days of bereavement time for spouses and/or children. I would like Staff Congress to see about getting this policy updated and changed.*

##### **2. Comment/Concern**

*Under current university regulations, sick leave is accrued at a rate of one day per month. For employees that may have a standing appointment or need a monthly visit, this means that no sick leave is bankable. Would it be possible for the university to change how leave balances accrue? For example, Employee A currently receives one day per month worked for a total of 12 days per year. Would it be feasible to change to a policy where 6 days are granted at initial employment date and annually on anniversary of hire and monthly accrual shifts to one-half day per month. This results in the same leave being generated over the course of a year but in a much more employee-friendly manner. Thanks for your help!*

##### **3. Comment/Concern**

*Tuition between KY public universities. Is there any chance that employees will be able to attend other KY public universities again, tuition free. Would it be possible for a waiver/hardship process be created for employees who have a good reason for wanting to attend another university?*

#### **4. Comment/Concern**

*Every semester I use this form to voice my displeasure for staff having to pay the Student Rec Center Fee when taking courses utilizing the tuition waiver. Looks like Summer charges have been added to accounts so here I am yet again. I'll keep it short this time: I am displeased with this fee.*

#### **Response 1-4:**

*The above concerns would need policy changes/ benefit changes to occur. We have forwarded the concern to our benefits and compensation committee. When discussing future benefits, the committee will continue to ask about possible fee waivers for MSU staff taking classes. B&C committee chair will also bring this to the attention of the University Standing Benefits Committee.*

#### **5. Comment/Concern**

*After reading the Staff Congress newsletter, I was concerned to see how a few members of Faculty Senate have taken over Staff Congress. I asked one of the new members about this and was told how the meeting on Monday was "dominated" by Faculty Senate members and their behavior was rude. I do not believe most of the staff would want those particular individuals taking up our causes and representing us. Appreciate their "concern", but Staff Congress needs to be the voice of staff.*

#### **6. Comment/Concern**

*First and most importantly, why did staff congress allow faculty members to take over control of the staff congress meeting yesterday? The faculty regent Annie Adams and faculty member Lesia Lennex are not members of staff congress. Faculty members should only be present to jointly present on specific topics with other staff members or to listen in on the session.*

#### **7. Comment/Concern**

*Why were faculty members given so much time to speak at a Staff congress meeting? They have their own meetings in which to voice their concerns. They do not need to take time away from staff. Staff/Faculty concerns do not always align the same. This is why there are two separate bodies to represent these groups.*

#### **Response 5-7:**

*The Staff Congress Executive Council has worked to promote cooperation among staff, faculty, and students, of Morehead State University. We continue to work as an advisory body to the President, expressing opinions, suggestions, and recommendations of the Morehead State University staff. The Staff Congress meetings are open and agenda items include reports from ex-officio members of Staff Congress including the Staff Regent and the Faculty Senate Chair. Visitors may be recognized during the Staff Congress meeting. At no time was the Staff Congress May meeting under faculty control, nor were Faculty Senate members representing staff. The May meeting had new business regarding the Confidentiality Understanding that has been given to some faculty and staff for signature acceptance. Faculty had met with Dr. Morgan regarding this item and were given different guidance than Staff Congress was receiving. Faculty Senate members that were present were recognized and spoke on the different guidance. Many staff had expressed concern to members of EC regarding the Confidentiality Understanding, so the information being provided by faculty members regarding a verbal promise of retraction was important and relevant to staff.*

#### **8. Comment/Concern**

*Why isn't the staff congress website being updated regularly? Specifically, the meeting schedule is showing 19-20 and we are finishing 20-21?*

#### **9. Comment/Concern**

*Where are the 2021 staff salutes? I don't see them on the webpage. These people deserve to be recognized!*

**Response to 8-9:**

*Please see the below repose from last month:*

**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.*

**10. Comment/Concern**

*Why is staff not being included when things such as Time entry and People Admin are being changed? It would be nice to have some workshops showing staff exactly how to use people admin with the new PAR's and Workflows. Also, HR send out a mass email letting employees know exactly who is doing what? One can never get in touch with anyone in HR. And when we do speak with someone were being lied to.*

**11. Comment/Concern**

*Can the university please find a different software to Time Entry and Time approval? It is so slow and takes forever to approve student workers time. It is NOT user friendly. When we called HR for concerns we were told that Payroll employees didn't even have a say so in the decision in changing. It is making all kinds of problems. One cant even print out a time card and the software doesn't even let you view an entire time card. Why is MSU going backwards on things such as this?*

**Response to 10-11**

*We appreciate receiving the feedback on the Ellucian Self-Service Time Entry and Approval solution. Ellucian announced "end-of-life" for the WebAdvisor time entry solution, effective July 1, 2021 which meant that Institutions like MSU had to transition to the Self-Service Time Entry and Approval to maintain active support, updates, and regulatory enhancements from Ellucian.*

*We made our CIO, Chris Howes aware of this feedback and he will be escalating it with Ellucian for improvements to future software releases related to the Self-Service module. We welcome opportunities to partner with staff to explore ways to improve the existing Self-Service Time Entry and Approval solution. Please feel free to contact the OIT Service Desk for more information and to engage OIT resources.*

*From HR: Thank you for your question. In our effort to be responsive to requests from employees and to increase efficiencies in operations as encouraged by campus constituency groups, we continue to expand upon the capabilities of PeopleAdmin. Please know that the OHR does not move forward with these actions in isolation, but rather, include small representative groups of employees in the initial discussions, testing, and implementation before going live. Regarding time entry, Ellucian announced end-of-life for the WebAdvisor time entry solution, effective July 1, 2021. Institutions must transition to Self-Service Time Entry and Approval in order to maintain active support, updates, and regulatory enhancements.*

*We agree that workshops would be helpful, particularly for hands-on learners, but many of these updates/program expansions have occurred during the pandemic and COVID related restrictions, along with internet challenges while working from home, undermined our ability to conduct face-to-face or virtual sessions. However, OHR staff are available by telephone at 3-2097 to assist you with step-by-step support. Additionally, directions for completing PARs and Time Entry are included on the OHR and IT websites: <https://www.moreheadstate.edu/Administration/Human-Resources/Forms-Documents> and <https://www.moreheadstate.edu/self-service>). Finally, is also our intention to create 'how to' videos featuring a few of our front end users—that project will be underway during the summer. Again, please do not wait for a training session or a video; contact the OHR at 3-2097 or [humanresources@moreheadstate.edu](mailto:humanresources@moreheadstate.edu).*



*We are sorry for the frustration you have experienced regarding who to direct calls to in OHR. When in doubt, please call 3-2097 or email us at [humanresources@moreheadstate.edu](mailto:humanresources@moreheadstate.edu). We are in the process of filling several vacant positions which will be designated as HR Generalists; these positions will be cross trained in all human resources functions and will be able to answer any type of question. Once fully staffed, we have two steps planned for alerting the campus community about areas of responsibility: 1) We are working with COMA to update the 'meet our staff' directory with details on specific tasks assigned to each employee; 2) As soon as we are fully staffed, we will send an email to the campus community with the information detailed in #1.*

*Last, but certainly not least—if you believe that you have been lied to, please be sure to contact the Interim Director of Human Resources or to the Vice President of Fiscal Services.*

## **12. Comment/Concern**

*Can HR figure out why NO ONE is receiving E-mail notifications when PAR's are submitted to when they are approved? it's like a wild goose chase when one has submitted several. during the old Paper PAR process, EVERYONE would always get the final approval sent via email once PAR was approved and completed. It would be nice if we can move forward and not backwards on things such as this*

### **Response:**

*Waiting on response*

## **13. Comment/Concern**

*Regarding the email from Administration and fiscal services that came out on Wednesday May 26. How can AFS expect us to supply an "approved travel request or approved email" when ALL travel request go directly to Associate Deans/Department Chairs/Deans? ADS's do not receive any approved travel request nor emails. Is this another "policy change" and that both Travel Request and Travel Expense Vouchers are still handled in TWO different locations? Will there be any trainings on this? Seems lately, all these changes are being made and NO trainings. Only documentation that offices are receiving is maybe a few pages, which no one can understand the cumbersome directions especially regarding the new time entry and time approval on self-service. When will MSU get ONE platform that ALL forms will be on and can be approved from?*

### **Response:**

*Waiting on response*

## **14. Comment/Concern**

*Why are staff concerns that meet submission criteria going unaddressed or unpublished?*

### **Response :**

*Staff concerns committee is unaware of any concerns that have been omitted/ not published that did not go unaddressed. If a concern was not published the following may be the reason:*

- Staff concern was addressed prior to SC meeting being held.*
- Staff concern arrived just prior to the meeting and there was not enough time to address (this concern would then roll over to next month's staff concern)*
- Concerns that are derogatory in nature to an individual will not be published.*

*If you feel that a concern did not fall into these categories, please feel free to resubmit the concern.*

**15. Comment/Concern**

*The May Staff Congress newsletter talked about a workplace survey. I did not receive the survey. Was this sent only to those who will say what these two bodies want to hear?*

**16. Comment/Concern**

*I never received the climate survey that staff congress and faculty senate collaborated on that is mentioned in the May newsletter. It may be helpful for some items that usually go in the newsletter to be sent out sooner since they are time sensitive, it seems like we don't know about them until it is too late. Thank you for the picnic tables behind HMA.*

**Response from EC to 15-16**

*The climate survey for staff members has not yet been released. Upon review there were some questions that needed to be adjusted to better represent staff. Once those questions have been adjusted, the survey will be sent out to staff. Staff Congress will make sure to announce when the staff can expect to receive the survey.*

**17. Comment/Concern**

*Please add more parking spaces behind ADUC. Due to the distance between our building and mid-campus, we drive to ADUC to use the Post Office or Bookstore. Often there are no parking places, especially when main classes are in session. Thanks.*

**Response to 17:**

*The concern was forwarded to the facilities management department for consideration. The EC suggested a possible reserved spot for mail drop-off if possible.*

**Other Reports*****Staff Regent Report:***

Craig Dennis reported the following:

The next MSU Board of Regents meeting work session on June 17, 2021

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:***

Dr. Caroline Atkins reported the following:

- HR is working on the annual contract letters. They will be sent by email as soon as the BOR approvals them.
- Please be mindful to be patience and courteous while in the workplace.
- HR is working very hard on filling current vacancies. The goal is to have the positions filled by July1, 2021.

***Cabinet Report:***

No Report

***Faculty Senate Report:***

No Report

**OLD BUSINESS:**

No old business to report.

**NEW BUSINESS:**

No new business to report.

**CAMPUS ANNOUNCEMENTS**

- Next Staff Congress Meeting TBA
- 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)

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