

STAFF CONGRESS MINUTES



Date: Tuesday, July 6, 2021

MEMBERS ATTENDED

<input checked="" type="checkbox"/> Risa Boyd	<input checked="" type="checkbox"/> Sharnetta Fritts	<input checked="" type="checkbox"/> Lora Pace	<input checked="" type="checkbox"/> Andrea Stone
<input checked="" type="checkbox"/> Samantha Bryant	<input checked="" type="checkbox"/> Charles Gancio	<input checked="" type="checkbox"/> Tasha Purvis	<input checked="" type="checkbox"/> Jessica Thompson
<input checked="" type="checkbox"/> Jamie Carver	<input checked="" type="checkbox"/> John Haky	<input checked="" type="checkbox"/> Garrick Ratliff	<input checked="" type="checkbox"/> Jen Timmerman
<input checked="" type="checkbox"/> Debbie Cooper	<input checked="" type="checkbox"/> Merrell Harrison	<input checked="" type="checkbox"/> Shayla Ring	<input checked="" type="checkbox"/> Helisha Tuerk
<input checked="" type="checkbox"/> Gary Cornett	<input checked="" type="checkbox"/> Toni Hobbs	<input checked="" type="checkbox"/> Laura Rucker	<input checked="" type="checkbox"/> Owen Wagoner
<input checked="" type="checkbox"/> Debbie Ellis	<input checked="" type="checkbox"/> Jarred Hunt	<input checked="" type="checkbox"/> Ian Savard-Hogge	<input checked="" type="checkbox"/> Traci Webster
<input checked="" type="checkbox"/> David Flora	<input type="checkbox"/> John Mahaney	<input checked="" type="checkbox"/> Xavier Scott	
<input type="checkbox"/> Joseph Fraley	<input checked="" type="checkbox"/> Paige McDaniel	<input type="checkbox"/> Becky Scott	

GUESTS

Dr. Jay Morgan, Dr. Dirk Grupe, Dr. Annie Adams, Dr. Caroline Atkins, Dr. Joel Pace, Mary Fister-Tucker

CALL TO ORDER

- **Time meeting called to order:** 1:00 pm
- **Call to order given by:** David Flora

MOTION TO APPROVE THE MINUTES

- **Proposed by:** Jessica Thompson
- **Seconded by:** Toni Hobbs
- **Yea:** 21
- **Nay:** 0
- **Passed:** Yes

CORRECTIONS

No corrections were presented.

PRESIDENT'S REPORT

President Jay Morgan announced:

- Convocation be held in-person on Wednesday, August 11th at 8:30am. It will likely be held in ADUC, but final confirmation will be provided an announcement email,
- Student Residence Hall Advisors will start to move in to dorms around August 8th,
- Other students will begin moving into the dorms on August 12th,
- Classes start on August 16th,
- "We are really trying hard to make the Fall semester, particularly at the beginning, look and feel more normal for our students," and
- Employees or employee spouses who are taking courses in the Fall should apply for a Pell grant. Eligible employees may receive the grant, which would help the University and is free to apply.

CHAIR'S REPORT

Chair David Flora reported:

- Recognition of the outgoing Staff Congress representatives,
- Purchase of a plaque for outgoing Staff Congress Chair, Shana Savard-Hogge,
- Welcome to new and returning Staff Congress members, Jamie Carver, Sharnetta Fritts, Charles Gancio, John Haky, Garrick Ratliff, Shayla Ring, Ian Savaard-Hogge, Jen Timmerman, Lora Pace, & Owen Wagoner.
- This year's Staff Congress meetings have the following changes.
 - Meetings will be 1 hour (when possible), with votes for additional time if needed.
 - Meetings will follow Robert's Rules of Order to keep the meetings concise and on-task
 - Comments during meetings will be limited to 5 minutes, and
 - Debates during meetings will be limited to 10 minutes.
- Executive Committee met with President Morgan on June 23rd to discuss an employee base pay raise.

VICE-CHAIR'S REPORT

Vice-Chair Helisha Tuerk reported:

- The Staff Congress website will soon be up-to date,
- Professional photos will be available during the August Staff Congress meeting, and
- Beginning August, Staff Congress will return to face-to-face meetings.

SECRETARY'S REPORT

Secretary/Treasurer Xavier Scott reported:

- **Supply Account Balance:** \$410,
- **Expenditures:** No expenditures to report,
- **Report:** No additional report information.

STAFF SALUTES

HARRY FLOYD

"Harry Floyd has done an outstanding job in his new position at Human Resources. He is easy to work with and has completed large projects in record time. I appreciate Harry's good work and look forward to working with him again."

CARL FULTZ

"After learning that MSU would need to spend additional money with a vendor to decommission old batteries tied to a replaced public branch exchange (PBX) phone system, David and Carl decided to proactively remove the old equipment from several utility closets around campus. This was a \$5,300 savings to MSU, and it is appreciated! Great work guys! Darrell Smith, Executive Director Infrastructure Services, Office of Information Technology"

DAVID CATRON

“After learning that MSU would need to spend additional money with a vendor to decommission old batteries tied to a replaced public branch exchange (PBX) phone system, David and Carl decided to proactively remove the old equipment from several utility closets around campus. This was a \$5,300 savings to MSU, and it is appreciated! Great work guys! Darrell Smith, Executive Director Infrastructure Services, Office of Information Technology”

DR. CAROLINE ATKINS

“I am not sure what Dr. Adkins is doing in HR but the last few times I have requested assistance in this office, I have received outstanding service. Too often, you only hear how difficult it is to work with some offices. If you haven't worked with HR lately, you should. They are doing incredible work and should be recognized.”

TAUNYA JONES

“I needed to find a replacement room for a meeting scheduled on campus due to high temperatures in the building. I called Taunya and she had me squared away with a new room in ADUC in less than a minute. Thanks for saving the day!”

RACHEL FRIZZELL

“While making an ordinary update within HR, I ended up working with Rachel Frizzell. She requested the information that was required but went out of her way to make me feel appreciated and valued as a MSU employee. It was so refreshing to take a very transactional interaction and turn it into an opportunity to connect and celebrate with someone. I am glad that Rachel is part of our HR office and I will look forward to working with her again.”

SHAYLA DUNN

“Shayla has provided outstanding service in the Office of Human Resources. She was able to resolve an issue that I have been dealing with for over a year. Once I requested information, it was resolved within an hour. Outstanding service was received and I am glad to work with wonderful people like Shayla.”

OMER RHOTON

“Omer is an excellent member of the Information Technology unit. He has worked to enhance employee technology experiences and always has a positive attitude. He continues to work to make sure that questions are resolved in a manner that makes me more efficient. I always appreciate working with Omer because I know the job will be done right and I will be able to do my work more effectively.”

COMMITTEE REPORTS

BENEFITS & COMPENSATION:

Chair Debbie Ellis reported that the next Benefits & Compensation Meeting will be held on July 20th.

CREDENTIALS & ELECTIONS:

Chair Toni-Hobbs reported that the committee will meet in July to discuss:

- New member orientation and
- Setting up a Sharepoint site for documentation, procedures, and defining objectives of the committee.

Chair Flora requested a vote to allow staff selected by the Executive Council to fill vacancies in Staff Congress. These three members are Lora Pace, Tasha Purvis, and Merell Harrison.

- Motion that the group be approved by Toni Hobbs.
- Seconded by Jarred Hunt.
- Yea: 22
- Nay: 0
- Passed: Yes

STAFF ISSUES

Chair Jamey Carver reported the following staff issues for the month of June 2021.

- **Insurance doesn't cover bariatric surgery.**
 - This issue is passed on to the Benefits & Compensation committee to be addressed.
- **The air conditioning system was turned off in Ginger Hall over the weekend, making it too warm and challenging to do business.**
 - This issue was passed on to Facilities Management. Kim Oatman responded that the air conditioning unit isn't being turned off, but there is a mechanical issue with the chiller inside the unit. Facilities Management is working with an outside vendor to resolve the issue.

REGENT'S REPORT

Reported by: Regent Joel Pace

- Regent Pace attended the June Board of Regents meeting as a participant, not a voting member, because he was yet to take his position as Regent.
- The financial budget for the academic year was approved.
- The personnel roster for the academic year was approved.
- There were policy changes with the student media board and the police office.

HUMAN RESOURCES REPORT

Reported by: Dr. Caroline Atkins

- Human Resources (HR) is fully staffed.
- An email will soon be sent out describing each representative's tasks.
- The HR website will be updated soon.
- HR will be offering monthly training sessions called "Learning Cafes."
 - Learning Cafes will be 45 minutes on a variety of topics.
 - First Learning Café is scheduled for July 20th, and there will be an announcement sent via email.
 - Space limited to a maximum of 10 participants.
 - July 20th topics include:
 - Time entry approval,
 - Leave balance review,
 - Procurement 101,
 - Purchasing cards, and
 - All things PeopleAdmin
 - Employees interested in a particular topic can contact humanresources@moreheadstate.edu.
 - Wait-listed sessions will be repeated.
 - HR is working with the Office of Communications & Marketing (OCM) to update the Personnel Calendar.
 - Adding common elements from the Academic Calendar, such as commencement.
 - Adding Juneteenth as a Federal holiday.

CABINET REPORT

Reported by: Mary Fister-Tucker

- The Board of Regents passed the budget in June.
 - Includes a 1.25% tuition increase.
 - Increased the mandatory facility fee by \$2.50 per credit hour.
 - Overall approved budget is \$145.5 million.
 - \$350,000 is earmarked for potential mid-year employee raises.
 - This depends on enrollment for the Fall, but currently things look good with new student enrollment.
 - SOAR will be held on July 13th and 14th.
 - Almost 1500 potential students are enrolled for a SOAR session.
 - Returning student numbers are also being monitored.
- Previous staff concerns related to the responsiveness of Self-Service modules in the Portal are being addressed. Staff are working with Colleague to increase the responsiveness of these modules.

FACULTY SENATE REPORT

Reported by: Dr. Dirk Grupe

- There was no Faculty Senate meeting in June, so there is no report.
- Faculty Senate meetings will continue being held online.
- The next meeting will be held on July 15th with the following topics:
 - Welcoming the new Provost, Tony Norman.
 - Discussing the Employee/Faculty Climate Survey.
- Faculty Senate Executive Council elections will be held in the Mid-August meeting.

OLD BUSINESS

No old business was reported.

NEW BUSINESS

EMPLOYEE BASE PAY INCREASE

Chair Flora stated the following.

- President Morgan has earmarked \$350,000 for a base pay increase for all employees.
- The increase is estimated to be provided in October 2021.
- Priority will be given to hourly workers whose wages are less than \$10/hour, with the intent to bring them closer to \$10/hour.
- The remainder of the base pay increase budget would be distributed evenly among all other employees.
- UAR 324, which states “upon reclassification to a higher graded position, an employee’s new rate of pay will be the entry level of the new grade” has a bracketed clause stating *[or 7.5 percent more than his/her current salary, whichever is greater]*.
 - In order to provide as much money to the employee base pay increase budget, President Morgan would like to remove the bracketed clause.
 - The 7.5% clause causes salary compression.
 - A budget of money must be set aside to prepare for the 7.5% clause.
 - Removing the clause would increase the budget for the employee base pay increase.
 - This clause has already been suspended for the past two years.
 - Staff Congress Executive Council suggests that we continue until July 2022 and work with the Benefits & Compensation committee and Human Resources to decide the best solution going forward.
 - The decision on the bracketed clause would need to be made by December 2021.

Toni Hobbs suggested that we keep the clause on the table, but frozen.

Chair Flora asked for a motion to continue the freeze on the bracketed clause until July 2022 and rewrite it by December 2021.

- Motioned by Xavier Scott
- Seconded by Lora Pace
- Yea: 17
- Nay: 2
- Passed: Yes

EMPLOYEE PROFESSIONAL DEVELOPMENT FUND

Toni Hobbs announced that Staff Congress is working with the MSU Foundation to possibly create a fund for employees to obtain professional development, membership fees, certification fees, and more.

- Only takes \$500 to start the fund.
- Payroll deductions can be used to build the fund.

Chair Flora requested that Toni Hobbs reach out to the Foundation to outline concrete expectations for this fund. This topic will be added to the agenda for the August Staff Congress meeting.

Lora Pace emphasized that while an employee funded program like this is positive, it shouldn't be the only means of professional development assistance at MSU. The University should also be responsible for funding necessary employee trainings required to do their jobs.

Charles Gancio explained that the line-items for professional development are present in departmental budgets, but that many do not know that these line-items exist. He suggests that we make these items more visible to employees.

Mary Fister-Tucker encouraged employees to elevate their needs through the chain of command to request professional development funds. The Vice Presidents are responsible for deciding how to distribute these funds to ensure that tax-payer money is being invested in projects that are in the best interest of the University as a whole, rather than special interests of individual employees. Additionally, making requests through the proper chain of command informs administration of needs they may not be aware of.

Toni Hobbs explained that there are two professional development opportunities and responsibilities being discussed. The first type is required for your job. The second type is individual professional development goals, not required for your job.

Mary Fister-Tucker suggests that required professional development be covered by University budgets, and unrequired professional development use the Foundation budget.

Shayla Dunn suggested that since the budgets are public that Staff Congress make these funds more visible by publishing a list of available resources in the monthly newsletter.

Chair Flora requested a motion to assign the Professional Development Fund project to the Benefits & Compensation committee.

- Motioned by Shayla Dunn
- Seconded by Traci Webster
- Yea: 19
- Nay: 1
- Passed: Yes

ANNOUNCEMENTS

- **MSU AmeriCorps Seniors American Red Cross Blood Drive**
 - **Date: July 20th**
 - **Time: 12:00 pm - 4:30 pm**
 - **Location: American Legion Post 126 Morehead, KY 40351**
 - **Call to schedule a donation 606-783-2105**
- Check <https://www.moreheadstate.edu/coronavirus> for updates on campus changes related to the Coronavirus.

MOTION TO ADJOURN

- Motioned by: Xavier Scott
- Seconded by: Helisha Tuerk
- Yea: 81%
- Nay: 0
- Passed: Yes
- Time Adjourned: 2pm