

STAFF CONGRESS MINUTES



Date: Monday, August 2, 2021

[WebEx Recording Link](#)

MEMBERS ATTENDED

<input type="checkbox"/> Risa Boyd	<input checked="" type="checkbox"/> Sharnetta Fritts	<input type="checkbox"/> Lora Pace	<input checked="" type="checkbox"/> Andrea Stone
<input type="checkbox"/> Samantha Bryant	<input type="checkbox"/> Charles Gancio	<input checked="" type="checkbox"/> Tasha Purvis	<input type="checkbox"/> Jessica Thompson
<input checked="" type="checkbox"/> Jamie Carver	<input type="checkbox"/> John Haky	<input checked="" type="checkbox"/> Garrick Ratliff	<input checked="" type="checkbox"/> Jen Timmerman
<input checked="" type="checkbox"/> Debbie Cooper	<input type="checkbox"/> Merrell Harrison	<input type="checkbox"/> Shayla Ring	<input checked="" type="checkbox"/> Helisha Tuerk
<input checked="" type="checkbox"/> Gary Cornett	<input checked="" type="checkbox"/> Toni Hobbs	<input 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	<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. Dirk Grupe, Dr. Annie Adams, 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:** Garrick Ratliff
- **Seconded by:** Gary Cornett
- **Motion Passed**

CORRECTIONS

No corrections were presented.

CHAIR'S REPORT

Chair David Flora reported:

- Covid-19 is on the rise. Fleming, Lewis, Carter and Boyd counties are all in the red due to a spike in cases.
- While we are meeting face-to-face today, we will move back to online meetings if guidance suggests.
- Please take whatever reasonable precautions you can to limit the spread of the virus and to protect yourself and your loved ones.
- The EC met with President Morgan on July 21st to talk about a suggested change to PG-48, which concerns the policy on vacation accrual. Ms. Fister-Tucker will give us details on the proposal in her report.
- Chair Ellis and I met with Ms. Fister-Tucker and Dr. Adkins on July 27th to talk over suggested changes to UAR 324. They are going to draft some changes and send back to Benefits and Comp for their review.
- Kudos to Secretary Scott for a great looking newsletter. If you have feedback, we'd be happy to hear it. Each Newsletter will focus on a different Staff Congress member.

- Also, we were sad to get an email from Risa Boyd saying she was going to have to step down from her duties as a Staff Congress representative. We're of course sorry to see her go, and we will certainly leave a door open for her if she wants to come back. Credentials and Elections can perhaps work on finding someone to fill her spot.

VICE-CHAIR'S REPORT

Vice-Chair Helisha Tuerk reported:

- The Staff Congress website page in the process of finalizing the 2021-2022 updates.
 - <https://www.moreheadstate.edu/Leadership/Staff-Congress>
- If you would like to update your headshot, please contact:
 - Timothy W. Holbrook t.holbrook@moreheadstate.edu
 - Chief Photographer Communications & Marketing

SECRETARY'S REPORT

Secretary/Treasurer Xavier Scott reported:

- **Supply Account Balance:** \$398.19
- **Expenditures:** 101.81,

STAFF SALUTES

TINA MCWAIN

"For striving to ensure all students and employees are paid correctly and on time." –Submitted 7/28/21

COMMITTEE REPORTS

BENEFITS & COMPENSATION:

Reported by Debbie Ellis.

UAR 324

The following suggestions were submitted to Mary Fister-Tucker and the committee is awaiting her response.

Delete the following under Reclassification: "Upon reclassification to a higher graded position, an employee's new rate of pay will be the entry level of the new grade or 7.5 percent more than his/her current salary, whichever is greater. **Replace with:** Upon reclassification to a higher graded position, an employee's new rate of pay will be determined by considering market factors, internal equity, and the employee's qualifications, experience and responsibility level. The minimum new rate will be the entry level of the new grade or 7.5 percent more than his/her current salary, whichever is greater. **Delete the following under Promotion:** Upon promotion or reclassification to a higher graded position, an employee's new rate of pay will be the entry level of the new grade or 7.5 percent more than his/her current salary, whichever is greater. **Replace with:** Upon promotion or reclassification to a higher graded position, an employee's new rate of pay will be determined by considering market factors, internal equity,

and the employee's qualifications, experience, and responsibility level. The minimum new rate of pay will be the entry level of the new grade or 7.5 percent more than his/her current salary, whichever is greater.

No further extensions of freeze on bracketed clause past June 30, 2022.

Committee Approved. Moved to Staff Congress

FEES ASSOCIATED WITH CLASSES TAKEN BY MSU EMPLOYEES

Waive all fees associated with classes taken at MSU by MSU employees paid for with a tuition waiver.

Employees are encouraged to Soar Higher and should not have to pay fees for classes.

Committee Approved. Moved to Staff Congress

STAFF SURVEY

Discussion of survey to be sent to staff was tabled. Debbie will send the members of the committee the draft of questions for the survey. Work will continue at next meeting after the new committee members have the chance to review questions so the committee will be able to make appropriate revisions.

NEW FUND AT MSU FOUNDATION

Committee discussed support for setting up a fund at the Foundation to help staff with expenses for certifications, licensures, PD, travel for PD, books for classes, etc. The committee would like to see more information on what will be allowed to be paid and the procedure that will be used to approve expenditures. Side note: The University should be paying for some of the things mentioned.

INSURANCE COVERAGE OF BARIATRIC SURGERY (STAFF CONCERN)

Discussion of Staff Concern regarding bariatric surgery not being covered by insurance. Committee Chair, Debbie Ellis, had called HR and received the following message from Rachel Frizzell: "As far as the Bariatric Surgery inquiry, it is on Caroline's Radar and is being considered while they are reviewing plans for the university. We are currently working with our Broker actually on gathering plan information for future coverages so it will be addressed. If you have further questions regarding the status of that inquiry Caroline would be your best contact." It is my understanding that insurance costs will likely go up if we choose to cover this surgery. There is no further action to be taken by committee regarding this issue at this time. Staff Congress should stay in touch with Dr. Atkins for updates. If the decision is made to continue with no coverage for bariatric surgery, the committee can revisit this issue.

CREDENTIALS & ELECTIONS:

Reported by: Toni Hobbs

- The Credentials & Elections Committee didn't meet in July.
- C&E will be meeting in August.
- Risa Boyd has resigned from Staff Congress and will be replaced,
- C&E will meet to make sure we have proper balance in all of our areas in SC.

STAFF ISSUES

Reported by: Jamey Carver

No staff issues submitted for the month of July.

REGENT'S REPORT

Reported by: Regent Joel Pace

- Next BOR meeting is August 19. Action will be taken on the midyear salary adjustment that will begin in October.
- Current Board members Eric Howard and Wayne Martin have been reappointed to the Board by Gov. Brashear. Emily Wiley has been re-elected as Student Government Association president and will continue on another 1 year term.

HUMAN RESOURCES REPORT

Reported by: Mary Fister-Tucker

LEARNING CAFÉ

- In July, the Office of Human Resources (OHR) provided their first Learning Café (professional development event with various topics).
 - This event had 41 participants.
 - OHR plans to have a Learning Café event every month.
 - Next scheduled Learning Café is on August 24th.
 - Sessions are throughout the day with 45-60 minute durations.
 - Requested topics should go to Caroline Atkins at OHR.

HUMAN RESOURCES WEBSITE

- OHR has a [website](#) that lists employees, including names and titles.
- OHR will be reaching out to Staff Congress for changes to UAR 333, regarding criminal background investigations.
 - Requested changes so the backgrounds should be completed before the employee can start work.

BENEFITS RENEWAL

- This year our health and benefit related plans are up for renewal.
- OHR has engaged a company Gallagher to help with the renewal of MSU's health insurance plans.
 - Based on exit interviews, OHR provided Gallagher information about to which businesses we are losing our staff.
 - Gallagher is currently benchmarking to find out what mix of benefits would help improve staff retention.
- We want to ensure that MSU has a total benefits package and pricing that will be attractive to current and potential staff.

- When reports are returned, OHR will discuss the findings with Staff Congress Benefits & Compensation committee.
- Results should arrive late August early September.
- Changes will go into effect January 1st 2022.
- Initial review shows that we are competitive with coverage and deductibles.
- Open enrollment will be in October/November 2021.

CABINET REPORT

Reported by: Mary Fister-Tucker

RECOMMENDED COMPENSATION PLAN

- The Cabinet will be presenting a Recommended Compensation Plan to the Board of Regents, including:
 - MSU employee minimum wage be brought up to 10/hr starting September 1st.
 - Full time employees working since September 1, 2020 will receive \$400 recurring increase to base pay starting October 16th.
 - Full time employees working since September 1, 2019 will receive an additional \$200 recurring increase to base pay starting October 16th.
- Board of Regents will meet to approve this plan on August 17th.
- President Morgan recommends that the Board of Regents approve the plan.

PG-48: VACATION ACCRUAL

- Currently, when an employee reaches their maximum vacation hour accrual, excess hours are forfeited at the end of the month.
- The Cabinet recommends that when an employee reaches their maximum accrual, that they must use the excess before June 30 of the same fiscal year, or else forfeit the excess.
- The Cabinet recommends that if you leave the university, you may only receive your maximum accrual balance, and the excess is forfeit.

COVID-19

- 90% of people in hospital today with COVID are unvaccinated. If you're unvaccinated, you should wear a mask.

FACULTY SENATE REPORT

Reported by: Dr. Dirk Grupe

- Faculty Senate met on July 15th.
- They received the results from the Faculty Survey, which was presented in May 2021.
 - The data was reviewed and summarized by Lesia Lennex.
 - Dr. Grupe offered to share the results with Staff Congress.
 - The results indicate that:
 - Faculty understands their role at the university.
 - Faculty have had positive experiences working with students.
 - 75% of Faculty feel that they are underpaid compared to our competitor schools.

- 95% of Faculty report that they have not received annual pay raises.
 - 5% of administrators report that they have received annual pay raises.
- A lot of faculty haven't received a raise in over a decade.
- The compensation that we're seeing is insufficient, and that's why we are losing people.
- This is a retention and recruiting issue, as we need to have competitive salaries.
- Next Faculty Senate meeting on August 12th.
- This is Dr. Grupe's last meeting as President.
- Dr. Grupe will send the results of the survey to Chair Flora, who will distribute to Staff Congress.

OLD BUSINESS

No old business was reported.

NEW BUSINESS

PG-48 TO BE REVIEWED BY BENEFITS AND COMPENSATION COMMITTEE

The Chair will entertain a motion that the PG-48 proposal be reviewed by Benefits and Compensation for a recommendation.

- Motioned Toni Hobbs
- Seconded by Traci Webster
- Motion passed.

ANNOUNCEMENTS

- Check <https://www.moreheadstate.edu/coronavirus> for updates on campus changes related to the Coronavirus.
- Toni Hobbs stated that the website redesign is in progress. She suggests that departments review departmental websites once the visual changes are in place. Departments should contact the Office of Communications & Marketing for changes.
- Procurement services will be selling old dorm furniture on Friday, August 6th.
 - 10-3pm at 3rd street eats
- Convocation will be held on the morning of August 11th outside. It will include breakfast and a brief presentation.
- Our next meeting on September 7th.

MOTION TO ADJOURN

- Motioned by: Gary Cornett
- Seconded by: Traci Webster
- Motion Passed
- Time Adjourned: 2:01