

STAFF CONGRESS MINUTES



Date: Tuesday, September 7, 2021

Recording Link: [Part 1](#) and [Part 2](#)

MEMBERS ATTENDED

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

GUESTS

Dr. David Long, Dr. Dirk Grupe, Dr. Annie Adams, Dr. Caroline Atkins, Dr. Joel Pace, Mary Fister-Tucker, Julie Ferguson, Travis Keene

CALL TO ORDER

- **Time meeting called to order:** 1:00 pm
- **Call to order given by:** Helisha Tuerk

MOTION TO APPROVE THE MINUTES

- **Proposed by:** Xavier Scott
- **Seconded by:** Toni Hobbs
- **Passed:** Yes

CORRECTIONS

No corrections were presented.

CHAIR'S REPORT

Chair David Flora was absent. No report given.

VICE-CHAIR'S REPORT

Vice-Chair Helisha Tuerk reported:

COVID 19 UPDATE

Morehead State University encourages everyone to get a COVID vaccination. If you are not sure if the vaccine is right for you, please consult with your medical provider. Covid-19 vaccinations are widely available. Locally, you can receive a COVID vaccine through:

- MSU Counseling & Health Services clinic Call (606) 783-2055 to schedule your appointment.
- St. Claire Healthcare
- Gateway Health Department
- Local pharmacies
- Go to <http://vaccinefinder.org> to find out where vaccines are available.

STAFF CONGRESS UPDATE

- Please visit the [Staff Congress](#) website page for minutes.
- If you would like to update your headshot, please contact:
 - Timothy W. Holbrook t.holbrook@moreheadstate.edu

SGA UPDATE

- Student Congress meets every Wednesday at 6:30 p.m. in 329 ADUC.
 - Meetings are open to the public.
 - For more information, visit the SGA Office at 222 ADUC.
- Please email any questions or concerns pertaining to SGA business to h.tuerk@moreheadstate.edu.

SECRETARY'S REPORT

Secretary/Treasurer Xavier Scott reported:

- **Supply Account Balance:** \$373.19
- **Expenditures:** None

STAFF SALUTES

DR. APRIL MILLER

“Dr. Miller has served as department chair and also chaired another division within the College of Education. She has agreed to serve as Interim Dean of the College of Education. Dean Miller has been a great example of servant leadership and has always worked for the betterment of the University and to enhance education in our state/region. She should be recognized for her great work.” –Submitted August 5, 2021

MICHAELA SMEDLEY

“Michaela Smedley is a hidden gem in the Financial Aid Office. She processes outside scholarship checks and foundation scholarships like a champ. She is such a friendly person who is always willing to stop what she is doing to help others. Thank you for all the hard work you put in daily! Know that it is recognized and greatly appreciated!!!!” –Submitted August 20, 2021

STAFF OF THE UNIVERSITY STORE

“This is just to say Thank you and what a wonderful job that has happened over the past month. They have been short staffed, fought COVID related logistics issues and even pulled in former employees from across campus to better serve our students. While there have been issues, overall they have done a great job and should be commended.” –Submitted August 31, 2021

COMMITTEE REPORTS

BENEFITS & COMPENSATION:

B&C Chair Debbie Ellis reported:

B&C met at 2pm on August 31st.

UAR 324

- B&C sent forward a recommendation to Staff Congress. No vote action taken. There was a meeting called for Dave Flora, Mary Fister-Tucker, Caroline Atkins, and Debbie Ellis. At that meeting, Ms. Fister-Tucker said she would send us a draft of UAR 324.
- Discussed revised copy sent from Mary Fister-Tucker. None of the changes suggested were in the revision sent forward.

FEES ASSOCIATED WITH CLASSES TAKEN BY MSU EMPLOYEES

- B&C sent forward a recommendation to Staff Congress to remove all fees for employees taking classes. No action taken.
- Discussion of staff survey questions was tabled.
- Debbie will reduce the number of questions and send them to the committee again.
- Discussion of mandatory vaccination for MSU.

CREDENTIALS & ELECTIONS:

C&E Chair Toni Hobbs reported:

C&E met at 10am on August 24th.

- Toni sent a few documents about timelines, areas and what we do as C&E Committee.
- C&E will have copy for the main Staff Congress election form soon.
- C&E needs to replace one Area 2 & one Area 3 representative, as Risa Boyd and Charlie Gancio are no longer serving.
- Chair Hobbs requested nomination ideas be sent to her by Monday.
- We have Amanda Hogge and Becki Alfrey as potentials at present.
- Open to all suggestions.
- After all suggestions are received, Toni will reach out to those suggested. If they agree, then we will move forward from there.

STAFF ISSUES

Staff Issues Chair James Carver reported:

There was a technical issue in July which prevented Staff Concerns from being delivered to the Staff Issues representatives. This report includes the Staff Concerns from July and August.

TRASH AND RECYCLING

Comment/Concern	Response
Why haven't custodians resumed trash pick up and cleaning in individual offices yet? Will this service resume now that things are all "back to normal"? Also, recycling seems to be going in the dumpster. Has the recycling program changed?	Response from Facilities Management. Building Service Technicians (BSTs) have been instructed not to clean offices unless there is a special need. If there is a special need a work order should be submitted. This new cleaning protocol is primarily due to the pandemic. Office occupants should take their office trash to the nearest break room, bathroom or common area waste receptacle. Food waste should be removed from offices daily. BSTs will take the trash out of these common areas daily. MSU still has a Recycle Program. Please visit the Sustainability webpage for more information. There have been some changes in the recycle handling over the summer, but we are getting back on track as the semester starts. Recycle materials should be placed in Recycle Bins which are located in the buildings. Recycle materials will be picked up at a minimum of once a week, sometimes more often depending on demand. Paper waste cannot be recycled if it is mixed with food or other putrescible wastes so please help keep these separated. One thing that is not being done as frequently is the paper shredding. We rely on the Morehead Recycle Center to take that and they have been really backed up on that service so they asked us to not bring it for a while.
Trash pick up and office cleaning has not resumed in my building since the pandemic began. Has this service been stopped?	
What are we to do with our Recycling in our offices? We were told by our building that MSU is no longer recycling. Is this true?	
The contents of our recycling bins are being taken to the dumpster. Have we stopped participating in the recycling program?	
Can we get a clarification on the trash pick up procedure for offices on campus? Are custodians to pick up trash in individual offices or are employees to take their trash out to another location? If employees are to take trash out to another location, is this due to COVID-19 or is this due to a change in the custodial staff's level of service? Will staff have to take their own trash out and clean/wipe/vacuum their own offices from now on?	

STAFF CONGRESS NEWSLETTER

Comment/Concern	Response
I would like to complement the new look of the SC newsletter. It is more modern and I like the new features. I do, however, miss the committee reports and staff concerns sections. Hopefully these won't be completely excluded from future publications.	The information previously provided in the newsletter has been split into a separate document, titled Staff Congress Meeting Minutes. The Meeting Minutes document

<p>I am concerned that the new staff Congress newsletter does not promote transparency. It seems that relevant information such as summaries of discussions, reports, concerns, etc. were replaced by a picture and biography of the staff congress chair.</p>	<p>will contain a full record of actions taken in the monthly Staff Congress meeting. The newsletter has been converted into a less formal magazine format, focusing on personalizing Staff Congress representatives and providing helpful information for MSU staff. Both of these documents will be provided to all staff on a monthly basis, and will be distributed as early as possible.</p>
<p>I would like to unsubscribe from the staff congress newsletter if future editions are going to be like this past one.</p>	
<p>If Staff Congress is not going to relay committee and cabinet reports in the Newsletter, then they need to send regular links out to the meeting minutes. The whole point of Staff Congress is to be a link from the staff to the administration, so why are you making it harder to get information about what the Congress is doing?</p>	
<p>While I applaud the updated formatting of the newsletter, I am very disappointed in the content. There is no update on items discussed in the monthly meetings. No concerns, no committee updates, no guest content coverage. If this is the new newsletter, I would stop sending it out. You are adding an unnecessary layer to staff being kept in the loop about issues that concern us. I guess we have to look up minute archives if you even publish those now.</p>	
<p>What purpose does staff Congress serve if they are not able to disseminate information about their meetings and interactions with university administrators? If you can't manage to relay that information in the newsletter any longer, at least circulate a dang link to the minutes along with that briefest of brief newsletter.</p>	
<p>Where can staff find the minutes for this year's staff congress meetings?</p>	
<p>I read the Staff Congress newsletter to keep up on the issues that the Congress is mediating with our administration and to keep up on what is happening in your meetings. Why has the newsletter been stripped down to salutes and announcements? Where are the meeting minutes?</p>	

OTHER CONCERNS

Comment/Concern	Response
<p>The large directional white sign between ADUC and Fields needs to be updated. It lists the Post Office as being in Allie Young Hall and has proven confusing to new students and their families.</p>	<p>This concern has been forwarded to Facilities Management. We are awaiting a response.</p>
<p>Is there a plan for the removal of the large dead tree in front of the library? It is a hazard with limbs often on the ground under it. I expected it to be removed during the summer but it is still standing.</p>	<p>Response from Facilities Management: MSU made multiple attempts to get contractors to remove this tree over the summer, but was unsuccessful due to backlog of work by qualified contractors. The tree will be removed as soon as MSU can get a contractor to commit to removing it in a safe manner.</p>
<p>Has any thought been given to a remote work policy for staff that would differ during the summer as compared to the academic year? Many staff have proven that the job can be done effectively</p>	<p>Response from Human Resources: Thank you for your suggestion. The OHR will share this suggestion with senior leadership for their review/consideration</p>

remotely and having some flexibility to rotate into an office while keeping it open over the summer would be a nice perk to consider.	
My supervisor continuously makes off-color remarks and jokes about sex, drugs, and alcohol. I cannot report this because I do not know if MSU even has a reporting process. Even so, I am not sure I could report without fear of repercussion. This may not be the culture MSU is trying to cultivate but it is certainly one that is growing.	<p>Response from Human Resources: MSU is committed to creating and maintaining a community where all individuals can work and learn together in an atmosphere free of harassment, exploitation or intimidation. Please contact the Office of Human Resources immediately at 3-2097 and ask for Dr. Caroline Atkins. Please know that you may confidentially disclose information via face-to-face, red-flag reporting, or the bias incident reporting form.</p> <p>https://www.moreheadstate.edu/Leadership/Diversity-Inclusion-Initiative/Bias-Incident-Reporting-Form (Internal)</p> <p>https://www.moreheadstate.edu/Administration/Procurement/A-Z-Index/Red-Flag-Reporting (External)</p> <p>Harassment of a sexual nature needs to be reported to Title IX. You can send it to me directly or complete an report, which can be anonymous. The report link can be found at www.moreheadstate.edu/titleix.</p>
Will the COVID dashboard be reinstated so that we know what the COVID situation is on campus?	COVID-19 Dashboard info is now live at https://www.moreheadstate.edu/healthyatmsu .
Convocation breakfast was great. Thank you! I suggest that MSU work with Aramark and/or Facilities Management to have hand sanitizer available at the beginning of all catered events/ buffet lines occurring during this Delta variant surge.	The above suggestion will be forwarded on to the proper department. Thank you for your suggestions.

REGENT'S REPORT

Reported by: Regent Joel Pace

Highlights from the August Board of Regents meeting. The Board approved:

- A midyear compensation plan that moves all hourly salaries to at least \$10 per hour as well as adds a raise package that will begin in mid-October for all employees.
- Updates to the Student Code of Conduct
- Revisions to the Emergency Operation Plan
- Revised the university Debt Plan

HUMAN RESOURCES REPORT

Reported by: Dr. Caroline Atkins

- The Office of Human Resources plans to use information from the Well-Being Survey to work with our prospective vendors to determine how best to allocate our funds to benefit MSU employees.

- We received several suggestions in support of employee satisfaction and will be working with the relevant units/departments on campus to implement those.

CABINET REPORT

Reported by: Mary Fister-Tucker

OPERATIONS

- We encourage our employees and students to speak with their health care providers and, if possible get vaccinated.
 - Our goal is to have 75-80% of all our employees vaccinated by 9/30.
 - We will be providing incentives for vaccinations by having drawings for prizes such as iPad and stipends.
 - Last week we provided 15 students with \$200 awards and we will be continuing to nudge our students to provide documentation of their vaccination by providing additional awards.
 - If you haven't already, please go to the My Morehead State portal to upload the proof of vaccination.
 - COVID dashboard is live at www.moreheadstate.edu/healthyatmsu
- Trash pickup will continue to be limited – primarily to reduce the risk of exposure to COVID.

COMPENSATION PLAN

- Employees moving to \$10 per hour 9/1.
- Those on staff as of 9/2020 will receive \$400.
- Those on staff as of 9/2019 will receive an additional \$200.

PROCUREMENT CARD REVIEWS

- We have engaged a 3rd party to conduct 100% reviews of all procurement card transactions.
- To avoid being contacted for additional information, include the business propose of the transaction and include the details of the purchase.

MARK YOUR CALENDARS

- Family weekend this weekend – Friday night Soccer and Volleyball and Saturday tailgating fun from 11 – 1:30 with the football game at 2:00.
- Homecoming weekend will be October 15/16
- Open enrollment will begin in Early November timeframe with the wellness event planned for November 2nd.

FACULTY SENATE REPORT

Reported by: Dr. Dirk Grupe, Faculty Senate Communications Officer

- Dr. Patricia Harrelson stepped down as Faculty Senate President.
- Dr. David Long has become the new Faculty Senate President.
- Dr. Julia Finch has become the Faculty Senate President Pro Tempore.
- Dr. Lesia Lennex is now Chair of the Evaluation Committee for Executive Council.

- Faculty Senate elected a new Executive Council.
- Faculty Senate has a new resolution on teaching modalities in response to the COVID-19 Pandemic, which has been updated due to the impact of the vaccines.
- 77% of faculty surveyed are in favor of vaccine mandate at MSU.

STUDENT GOVERNMENT ASSOCIATION REPORT

- Student Senate is in the process of being elected
 - 50 candidates total, 30 seats open
 - Voting began yesterday (9/6) and ends tonight (9/7) at midnight
 - Senate Retreat (first meeting) will be held tomorrow
- Student Court has been appointed
 - 7 Court Justices total
- Senate Committees will be formed later this week
- First formal Senate meeting will be held 9/15
- We have been waiting for our Senate to be elected to start any big new projects, so we are hoping to have everything fully operational by next week! More updates to follow.
- Thank you to our staff for your hard work during this time! We appreciate you all endlessly!
- If anyone has any questions or concerns, feel free to contact Chloe Marstiller at cmarstiller@moreheadstate.edu

OLD BUSINESS

No old business to report.

NEW BUSINESS

No new business to report.

ANNOUNCEMENTS

- Check <https://www.moreheadstate.edu/healthyatmsu> for updates on campus changes related to the Coronavirus.

MOTION TO ADJOURN

- Motioned by: Jessica Thompson
- Seconded by: Owen Wagoner
- Motion Passed
- Time Adjourned: 1:48PM