

# Staff Congress Newsletter



## Chair Chat

Welcome to October! It's hard to believe that the fall semester is halfway over. Homecoming is here, we enjoyed a long fall break weekend, and students can see the finish line ahead. We've had some great news, too. Covid cases are down across the nation and in Kentucky, and the MSU employee vaccination challenge was successful in meeting the 75% vaccinated goal. We should see a well-deserved raise for our staff this month with hopes of more to come in 2022.

Your Staff Congress Representatives have been working hard to be an active voice in bringing staff concerns to the administration and working with them for resolutions. We are actively reviewing UARs for staff compensation and PG's for vacation accrual that will positively impact staff. We have representatives involved in committees that touch every part of staff and student lives.

And we could use your help!

If you are interested in serving on Staff Congress, or are contacted with the question to serve, please consider it and let us know. Toni Hobbs is the Chair of Credentials and Elections, and she would love to hear from you! Her email is [t.hobbs@moreheadstate.edu](mailto:t.hobbs@moreheadstate.edu).

We also are continuing to change and refine our newsletter to make it more useful to staff. If you have any news or tips you think staff should know about, please [let us know](#).

As always, thank you for the great work you do here at MSU!

-Dave Flora, Staff Congress Chair

## October 2021

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## Staff Spotlight | Chief Merrell “Jabo” Harrison



*This section highlights a Staff Congress representative.*

Chief of Police at the Morehead State University Police Department since 2015. I enjoy being involved in staff concerns and remedies here at MSU and look forward to continuing my service to the Staff Congress.

## Resources | Share Your MSU News

*This section provides resources available to all MSU staff. If you have resources that you would like to share with the MSU Staff community, please send them to [x.scott@moreheadstate.edu](mailto:x.scott@moreheadstate.edu).*

Do you have a great MSU story or an announcement to share? [Let us know](#). The Office of Communications & Marketing works to provide an integrated, multi-channel approach to delivering content that tells the MSU story and keeps our constituencies informed.

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## Campus Announcements

The following events are scheduled for this month at the Morehead State University residential campus. If you have announcements that you would like to share with the MSU Staff community, please send them to [x.scott@moreheadstate.edu](mailto:x.scott@moreheadstate.edu).

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### Vaccination Opportunities

Vaccines are also available by appointment at the MSU Counseling & Health Services clinic in Allie Young Hall. Call (606) 783-2055 to schedule your appointment.

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### National Student Transfer Week

Morehead State University will be celebrating National Transfer Student Week October 18-22. The goal of the week is to celebrate transfer students and the many advocates at MSU who support them. There will be a host of activities throughout the week to highlight transfer students at MSU. Regional campus students are

encouraged to stop in to their MSU office, as those campuses will be hosting a variety of celebratory activities throughout the week.

You're encouraged to follow MSU Transfer Students on social media at @msutransfer ([Facebook](#) and Twitter) and @msutransferstudents ([Instagram](#)) during this week as we feature transfer student stories, highlight MSU Transfer Advocates, and provide important information for those planning to transfer. Staff who would like to spotlight successful transfer students are encouraged to submit their names to Jen Timmermann.

To learn more about National Transfer Student Week, please email Jen Timmermann, Director of Transition Services at [transfer@moreheadstate.edu](mailto:transfer@moreheadstate.edu).

## Staff Salutes

No Staff Salutes were submitted for this month. If you know of a worthy candidate, you can submit your suggestion on the [Submit a Staff Salute](#) page.

## A Call to Serve

We need **you** to help our staff community! There are currently two vacancies in Staff Congress. If you are interested in helping make MSU a better place for our staff community, please contact Toni Hobbs at [t.hobbs@moreheadstate.edu](mailto:t.hobbs@moreheadstate.edu).

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# Staff Congress October Meeting Summary

In this section, we summarize the reports from the Staff Congress monthly meeting.

- The Chair of Staff Congress, the President of SGA, and the President of Faculty Senate will meet with President Morgan to talk about how the vaccine drive at MSU went, and what possible steps MSU could take regarding its Covid response.
- We are continuing to tweak the Staff Congress Newsletter based on feedback from members. We are going to try to include a short summary of the business in each meeting in that month's newsletter in an effort to try to keep staff informed of what is going on in a more timely manner.
- This is the month that staff should see raises go into effect.
- The Benefits & Compensation (B&C) committee discussed a second revised copy of UAR 324. Everyone was in agreement with the changes. Representative Becky Scott indicated that hybrid employees were not addressed in the UAR. It will be discussed in a future meeting.
- B&C has reduced the number of questions on the Staff Survey.
- B&C Chair, Debbie Ellis, sent a draft of the proposed Supervisor Evaluation to the B&C committee for their review.
- Credentials & Elections Chair, Toni Hobbs, proposed that we change the terms Chair and Vice-Chair to President and Vice President in order to be consistent with other organizations within MSU and the Commonwealth.
- The next Board of Regents meeting will be held next Friday, October 15th. The Board will discuss renaming of buildings, programs, etc.
- The Office of Human Resources (OHR) has been working with Kim Oatman to add healthy options in campus vending machines. Suggestions for healthy options should be emailed to [humanresources@moreheadstate.edu](mailto:humanresources@moreheadstate.edu).
- A chef from Aramark will be doing a quarterly workshop on how to make your favorite meals healthier. The first proposed date is November in relation to the Thanksgiving holiday. Space will be limited for this session.
- The Battle of the Birds step challenge is still going on. We are 26,000 steps behind Youngstown State Penguins.
- We are having a breast cancer awareness walk on Thursday, October 14th. Participants will receive a t-shirt.
- Secretary Xavier Scott suggested putting masks, gloves, and hand sanitizer in vending machines.
- Staff should encourage students with financial hardships to reach out to Financial Aid.
- Pro-Card (procurement card) training is available from October 4-20. Spaces limited.
- Faculty Senate passed a resolution that mandates vaccines on campus for all Faculty, Staff, and Students.
- Susan Perry is the new Faculty Senate Academic Department Specialist.

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- Faculty Senate gave priority list to the Provost, including:
  - Establishment of First-Year Seminar Committee
  - Merit-pay raises
  - Resolution of Librarian pay issues
- Faculty Senate President David Long suggested a vaccination rally, including Faculty, Staff, and Students.
- Student Government Association's main projects for committees are:
  - Safety Walk on October 19th making sure things are safe and accessible for students.
  - Partnerships with local businesses (Rollover Ice-Cream Shop) for student discounts.
  - Fall Festival
  - Outreach programs for minority students
  - Surveying the students about vaccine mandate
- A motion was passed to change the designation of Staff Congress Chair to Staff Congress President and the designation of Staff Congress Vice-Chair be changed to Staff Congress Vice President.

## Staff Concerns | October 2021

Comment/Concern	Response
Received the August 2, 2021 Staff Congress report today, September 8th. Why send it out if it's no longer timely. Either send it within a couple weeks or don't send it. Please do better	Executive Council: We are working on the format of the newsletter to better distribute information in a timely manner. We do appreciate the feedback.
With regards to the "Learning Cafe" that HR is holding, can all those workshops be conducted via WebEx? IT is only department that is offering it WebEx and with all the outbreaks of COVID and the safety of all of us, it would only make sense to offer workshops and trainings via WebEx.	HR: Thank you for this suggestion. We have been conducting workshops face-to-face for a number of reasons at the request of MSU employees: 1) Some have shared that for these types of topics, learning is not as effective for them in the virtual environment; 2) Some have shared that when they remain in their offices and try to participate in virtual sessions, they are interrupted by coworkers or the telephone, whereas training in an alternative location allows them to disconnect and fully participate. We continue to limit participant numbers to

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	ensure that we are able to be socially distanced, require participants to wear masks and provide sanitizer for the Learning Café sessions. For future sessions we will explore a mix of different formats to accommodate the needs of all learners.
<b>How long should it take for an HR employee to respond to both an email and phone message.</b>	HR: OHR strives to respond generally within 2 business days. We have had significant organizational and staffing changes in the OHR and suggest that employees refer to the staff directory ( <a href="https://www.moreheadstate.edu/Administration/Human-Resources/Staff">https://www.moreheadstate.edu/Administration/Human-Resources/Staff</a> ) to ensure they are emailing a current OHR staff member. If calls or emails are not responded to within 2 business day OR if the situation is of a urgent nature, please feel free to elevate the request to the interim director.
<b>Has there been any movement on fixing the attachment function for payment requests so that it works the first time and does not require multiple attempts to attach documentation. It has taken as long as 30 minutes before finally working. Note: I did nothing different to the attachment when it finally worked other than trying over and over and over before it finally worked. Can this please be fixed? Thank you</b>	Mary Fister-Tucker: A&FS and IT staff have been working with Ellucian to try and resolve this issue. Ellucian has been reviewing log files and researching the issue, but they have not determined what is causing the problem at this time. If employees continue to experience issues with uploading documents, we recommend that they close the browser and then go back into the payment request and try to upload the document again. Several staff members have reported that this has helped resolve the issue. We understand the frustrations this is causing and we are working closely with Ellucian to try and resolve this issue.  Update: 10/5/2021: Chris Howes reports that the problem has been resolved.

## Thanks for Reading | Suggestions

Thanks for reading the Staff Congress Newsletter. We're proud to be a part of your community. Please send any suggestions about the newsletter to Xavier Scott at [x.scott@moreheadstate.edu](mailto:x.scott@moreheadstate.edu)

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