

Staff Congress Newsletter



Chair Chat

We made it!

I hope the days are winding down to a relaxing and fulfilling winter break. Please take this time to enjoy family, friends, food and fun. While you do so, please keep in mind that several of our colleagues will still be busy during this time. Maintenance, Police, and all those that support our growing Winter Session will still be hard at work to make sure our campus is safe, secure and supported. If you know any of those folks, send them a short message with a kind word for what they do.



As we turn the corner on 2021 and start into 2022, I'd like to express on behalf of your Staff Congress **Happy Holidays and a very merry New Year!**

-Dave Flora, Staff Congress Chair

December 2021

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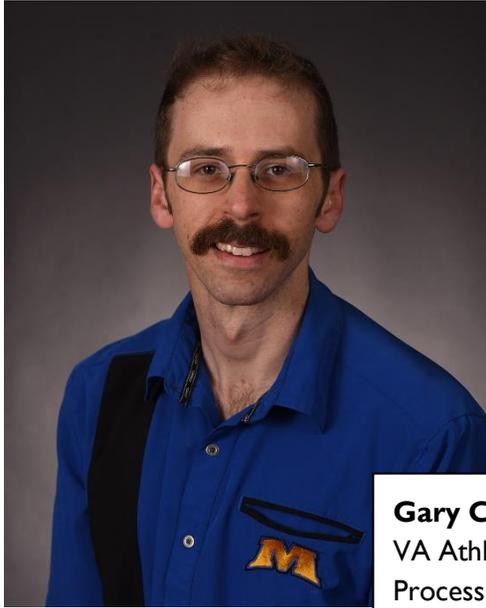
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Staff Spotlight | Gary Cornett

This section highlights a Staff Congress representative.



Gary Cornett
VA Athletics Eligibility & Records
Processing Coordinator

I work in the Registrar's office as the VA's School Certifying Official, and I also function as the Athletic Eligibility and Records Processing Coordinator. I assist students with their GI Bill benefits, as well as certify their enrollments to the VA. I assess and track progress toward degrees for NCAA and Pioneer Football League eligibility for our student Athletes. I also manage demographic changes and course substitutions for the Registrar. I was a Transfer Coordinator in this office and still assist with that process from time to time.

In addition, I often contract with MSU as Audio/Media Tech, a role I formerly filled full-time. I currently teach two sections of COMS 108, something I've done off-and-on since 2013.

I enjoy being a voice for my colleagues within our shared governance model. I am proud to have been selected by my peers, and I strive to bring their opinions and ideas to our group.

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.

MSU Directory Corrections

If your information is incorrect in [MSU's Employee Directory](#), you may submit a [Directory Update](#) to update your information.

Marketing Project Requests

MSU employees may request a number of different types of marketing projects, such as business cards, departmental envelopes, letterheads, and memo pads. Additionally, employees can request a copy of the official MSU logo, share MSU related news, and updates to the MSU website. These marketing projects may be requested through the Office of Communication & Marketing's [Request a Project](#) page.

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.

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.

Star Theater Weekend Christmas Shows

[MSU's Star Theater](#) will be showing two Christmas features, Star of Bethlehem and Xmas Night Sky on Saturday, December 18th. Tickets are \$4 for ages 16-64 and \$2 for younger or older patrons.

Campus Close-Down

Our campus will close December 17 at 4:30 pm for the holidays and will reopen Monday, January 3 for normal hours. Our Vice Presidents will be working with essential employees who may be needed periodically during the break.

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Staff Salutes

The following 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.

No Staff Salutes were submitted for the month of November.

Staff Congress December Meeting Summary

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

- Chair David Flora received a report from the office of Human Resources that over 14,000 hours of vacation time was lost to staff in 2020 due to expiration of annual leave hours. In January, Chair Flora will work with the Executive Council to develop a staff survey to determine why staff aren't taking their annual leave time, which will help find a solution to this problem.
- The Board of Regents has approved \$1,000 one-time funds for all MSU employees in Spring 2022.
- Staff Congress are in discussion with President Morgan about a modest base-pay raise in 2022.
- Chair of Benefits & Compensation (B&C) committee, Debbie Ellis, reported that changes to [PG-48](#) suggested in the previous B&C meeting were voted to move forward.
- Member Lora Pace brought forward a suggestion that vacation time be able to be used, as earned, even during probationary period.
- Member Lora Pace requested that evaluations for staff that teach be a topic for discussion soon.
- Credentials & Elections Chair, Toni Hobbs, reported that we have filled the Staff Congress vacancies and we welcome Julie Ferguson, Rianna Robinson, Rachel Whitt, and John Rose to the group.
- Staff Congress website revisions were processed and the website is up to date.

Staff Concerns | November 2021

Comment/Concern	Response
Why hasn't the meeting schedule been updated for 21-22?	Response: From Staff Congress Executive Council: Meeting schedule has been updated. Thank you for your feedback.
The MSU directory is so hard to use and takes forever to load. It's also often incorrect. It'd be nice if this were overhauled.	Staff congress has been told that the staff directory pulls its information from the colleague database and is dependent on that database being updated. There is a directory correction form located on the directory web page that can be used to notify the University of any errors. The concern has been forwarded to HR.
Is there an easy fix to address/ set the various clocks on campus so that they reflect the correct time? This may be an example of outdated technology but we do need to know if there is something that needs to be done.	Response from Facilities Management (FM): FM crews routinely reset the clocks on campus, but there are some inaccurate clocks on campus which use new technology that are not easy to fix. Please report clock inaccuracies via a work order.
Is it true that if Building Services staff receive an "occurrence" if they take a vacation day?	Response FM: If the complainant defines "occurrence" as "disciplinary action", then it is not true that staff receive disciplinary action if they take vacation. If vacation is taken without properly requesting and scheduling it, disciplinary action could result. Per PG-48 Supervisors are required to make the work requirements of the University a priority while approving scheduled vacation requests by employees. Vacation must be scheduled in advance and approved by the immediate supervisor in writing on an Exception Approval Form. Otherwise, the time off may result in a salary deduction and is cause for disciplinary action, unless the supervisor judges the circumstances to have been an emergency.

Comment/Concern	Response
<p>1. I would like to know why Facilities Management staff still utilizes a time clock and has to clock in and out each morning and afternoon even though the rest of MSU employees do not (salary or hourly). Even more, if a FM staff member does not clock in by one minute after, they are docked 15 minutes, and this continues to increase.</p> <p>2. Also, if a FM staff member has multiple late arrivals they can be written up for tardiness. So, the staff member has already been punished by having an excess of time docked, which ultimately effects their pay, but they can be punished again by being written up.</p> <p>The rest of the campus is not held to these standards and it is not fair that our FM staff is. All MSU employees should have the same set of rules.</p>	<p>Response from FM:</p> <ol style="list-style-type: none"> 1. Facilities Management (FM) at Morehead State follows the model of most university FM departments in using time clocks for tracking personnel time. Furthermore, many of the MSU FM staff do not have easy access to and/or use computers so it is necessary to have the time clocks for accuracy and accountability of time worked. FM staff tardiness is monitored daily by FM administrators. FM staff do not have time reduced by 15 minutes if they are only 1 minute late. When FM staff are tardy, they are given the opportunity to work later to get in a full shift so unless they choose not to work over to make up the time, they do not get a pay reduction. 2. See response above. Only after repeated violations of a policy do FM staff get written up. <p>FM is a support unit for the University students, faculty and other staff and has the critical mission of keeping a clean, safe, healthy and functional living and learning environment. In carrying out this critical mission, FM administrators follow the standards set forth in the University policies.</p>

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

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