

# STAFF CONGRESS MINUTES



**Date:** Tuesday, December 7, 2021

## [Recording of Meeting](#)

### MEMBERS ATTENDED

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

### GUESTS

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

### CALL TO ORDER

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

### MOTION TO APPROVE THE MINUTES

- **Proposed by:** Toni Hobbs
- **Seconded by:** Debbie Ellis
- **Motion Approved:** Yes

### CORRECTIONS

**No corrections were presented.**

### CHAIR'S REPORT

Chair David Flora:

- Expressed sympathy for the passing of MSU Faculty member, Shane Shope.
- Received a report from the office of Human Resources that over 14,000 hours of vacation time was lost to staff in 2020 due 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.
- We are in discussion with President Morgan about a modest base-pay raise in 2022.
- Thanked President Morgan for the Holiday Luncheon at the Rock.
- Thanked Staff Congress for this year's work.

### VICE-CHAIR'S REPORT

Vice-Chair Helisha Tuerk reported:

- Reminder that MSU will provide 3 hours of paid time off for staff who get the COVID-19 vaccine booster.
- Vaccines can be scheduled with St. Claire Medical Center on Monday, Wednesday, Thursday, and Friday. To schedule your appointment, call 606-783-7539. Vaccines are also available at local pharmacies and local health departments. Bring your vaccination card with you.
- COVID-19 Case update. Cases on campus for the period of November 30 to December 12, there were no employee or on-campus student cases. There were 4 positive cases for off-campus students.
- Encouraged all staff to get vaccination, booster, and flu shot.

## SECRETARY'S REPORT

Secretary/Treasurer Xavier Scott reported:

- **Supply Account Balance:** \$204.19
- **Expenditures:** Gavel Plaque for outgoing Staff Congress Chair.

## STAFF SALUTES

There were no Staff Salutes submitted for the month of November.

## COMMITTEE REPORTS

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### BENEFITS & COMPENSATION:

B&C Chair Debbie Ellis reported:

The committee discussed moving PG 48 forward as voted on last meeting. Explained that the hours from the report generated did not reflect the cost to the university, because the time carried forward as sick has to be used under the rules for sick time or go toward retirement only. Sick time is never reimbursed using monetary measures. Unanimous vote for keeping as moved forward.

Member Pace brought forward a suggestion that vacation time be able to be used, as earned, even during probationary period. Stated that other state universities allow vacation time to be used during probationary period. Discussed and voted unanimously to mention at meeting on Wednesday. Have not done a proposal yet, Member Pace is looking into how other universities handle and will forward to Chair Ellis, not able to move to Staff Congress for vote at this time.

Member Pace requested that evaluations for staff that teach be a topic for discussion soon. There is nothing to keep evaluation of instructors or who evaluates them consistent. Chair Ellis is open to discussion, but is not sure if this should be in our committee. This is not really a benefit or compensation issue. There was an ad-hoc committee formed that met, not sure how far they got with discussion or suggestions on this issue.

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### CREDENTIALS & ELECTIONS:

C&E Chair Toni Hobbs reported:

- All vacant positions Staff Congress have been filled. The following members were added.
  - Julie Ferguson (Area 2)
  - Rianna Robinson (Area 3)
  - Rachel Whitt (Area 3)

- John Rose (Area 1)
- Staff Congress website revisions are complete and site is up-to-date.

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## STAFF ISSUES

Staff Issues Chair James Carver reported:

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 updates. There is a directory correction form located on the directory web page that can be used to notify the University of any errors. The link to the form is <a href="https://www.moreheadstate.edu/directory_updates/">https://www.moreheadstate.edu/directory_updates/</a> . 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.
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.	Response from FM: 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

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 affects their pay, but they can be punished again by being written up.

3. 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.

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.

3. 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.

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## REGENT'S REPORT

**Reported by:** Regent Joel Pace

- Board of Regents approved the Fall graduates.
  - Over 400 Bachelor's degrees.
  - Over 100 Graduate degrees.
- Board of Regents approved the 2021 audit budget. The audit was clean.
- Board of Regents approved an amended 4<sup>th</sup> quarter operating budget.
- Board of Regents approved the 2022-2024 budget.
- Board of Regents the employee compensation plan.
  - \$500 lump sum in February 2022.
  - \$500 lump sum in May 2022.
- Board of Regents extended the University Strategic Plan through 2025.

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## HUMAN RESOURCES REPORT

**Reported by:** Dr. Caroline Atkins

- The front facing aspect of Open-Enrollment is now complete. A team of 3 employees is working to finish the submission process. Staff may be contacted by one of this team to verify enrollment choices.
- Monthly Learning Café will not be held for the month of December, but will resume in January.
- The "Cooking Up Diversity" workshop provided with Aramark was quickly filled up and well attended. Due to the popularity, Aramark will do this workshop monthly. Only 8 participants at a time.
- In January, Human Resources will be working on getting staff tax documentation prepared.
- Human Resources is working to create a "Day of Service" in honor of Dr. Martin Luther King on January 17<sup>th</sup>. There will be 3 service activities.
  - Doves of Gateway

- Horizon Village
    - STAR (Saving the Animals of Rowan)
  - Human Resources is working on their annual diversity plan report that will be sent to Council for Postsecondary Education (CPE).
  - Employees whose directory information is incorrect or incomplete, please complete an [employee information change form](#) and send it to Human Resources.
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## CABINET REPORT

**Reported by:** Mary Fister-Tucker

- Employees who were full time on or before September 1<sup>st</sup> of 2021 and continues to be full time through February 1<sup>st</sup> 2022 will receive a one-time payment of \$500 on February 15<sup>th</sup>.
  - Employees who were full time on or before September 1<sup>st</sup> of 2021 and continues to be full time through April 30<sup>th</sup> 2022 will receive a one-time payment of \$500 on May 15<sup>th</sup>.
  - While we do have a high rate of vaccination for employees at MSU, staff are encouraged to be vaccinated. Please consult your physician.
  - Copier/Printer Fleet volume has significantly decreased. The contract is set to expire in 2022. In January there will be Requests for Proposals (RFP) to cover contract negotiations for:
    - Copier/print fleet efficiency.
    - Document center efficiency.
    - Post office efficiency.
  - Enrollment has continued to decline for first-time freshmen. If you see a student who is struggling, please refer them to HR or student accounting. There are still American Rescue (ARP) funds available for students in need.
  - Mary hopes that the proposed PG-48, which provides additional time to use annual leave hours, will pass so that we can see a drastic decline of lost hours.
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## FACULTY SENATE REPORT

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

- Faculty senate passed the following resolutions.
  - Resolution on the 50% rule, which is a bogus rule. There is no mandate that requires that 50% of classes be the same for all students. This jeopardizes programs and prevents new programs to be submitted to curriculum committees because the new programs violate the 50% rule. The resolution is to remove this rule, allowing new programs and modification of current programs.
  - Clarified that the “double-dipping” rule, indicating that you cannot use a class to satisfy requirements in more than one major/minor (ex. a Physics Major with a Physics Minor) is really not an issue, as it only affects about 4-5 students per year.
  - Resolution on merit pay and annual evaluations. Requests that there be no annual evaluations since there is no merit pay.
- There is no news on the FYS committee. They are still in negotiation with the Provost because they want a new committee on FYS.
- Regent Dr. Annie Adams authored a report on administrative/athletic costs.

## OLD BUSINESS

No old business to report.

## NEW BUSINESS

Representative Lora Pace motioned to form an ad-hoc committee to look at staff being evaluated for teaching. Teaching is not being evaluated for staff performance. Committee should consist of multiple faculty members and staff members who teach.

- Jen Timmerman seconded motion.
- Motion passed.

## ANNOUNCEMENTS

- Document print requests should be submitted or if you have information to share with the university, please do so on the [Office of Communications & Marketing](#) website.

## MOTION TO ADJOURN

- Motioned by: Debbie Ellis
- Seconded by: Jen Timmerman
- Motion Passed
- Time Adjourned: 2:07pm