

STAFF CONGRESS MINUTES



Date: Tuesday, February 1, 2022

[Recording of Meeting](#)

MEMBERS ATTENDED

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

GUESTS

Dr. Annie Adams, Dr. Caroline Atkins, Dr. Joel Pace, Shelbie Black, Dr. David Long, Mary Fister-Tucker

CALL TO ORDER

- **Time meeting called to order:** 1:00 PM
- **Call to order given by:** Chair David Flora

MOTION TO APPROVE THE MINUTES

- **Proposed by:** Rianna Robinson
- **Seconded by:** Debbie Ellis
- **Motion Approved:** Yes

CORRECTIONS

No corrections were presented.

CHAIR'S REPORT

Chair David Flora reported:

- Staff should consider backing up important files to [OneDrive](#) or another shared space so that they can be accessed when they are needed, even during winter closures.
- The [COVID-19 Vaccine Survey](#) is located at the top of the MyMoreheadState Portal page. President Morgan has requested that MSU employees provide their vaccination status using this survey.
- On February 15th from 12pm-12:30pm there will be a webinar called [COVID Fatigue and Mental Wellness](#).
- Due to a temporary change in workflow in Secretary Scott's department, the January Newsletter was replaced with an unconfirmed copy of the meeting minutes rather than the usual format. Secretary Scott hopes to resume the usual format for the February or March newsletter.
- Guests should abstain from commenting during Staff Congress meetings, even in chat. Observing these rules helps us stay focused and conduct our business in a timely fashion.

VICE-CHAIR'S REPORT

Vice-Chair Helisha Tuerk reported:

- COVID-19 Dashboard Update from January 17-23:
 - Positive Cases
 - Employees: 17
 - On-Campus Students: 37
 - Off-Campus Students: 37
 - If you display symptoms of COVID-19, you should receive a test, even if you are vaccinated.
 - If you have been exposed to COVID-19, you should receive a test within 5 days of last exposure.
 - If you have high-risk activities such as large gatherings, you should social distance and wear masks.
 - Visit <https://www.moreheadstate.edu/healthyatmsu> to for daily information regarding COVID-19 at Morehead State University.
 - At-Home COVID tests are now available at <https://www.covidtests.gov/>.

SECRETARY'S REPORT

Secretary/Treasurer Xavier Scott reported:

- **Supply Account Balance:** \$204.19
- **Expenditures:** None.
- Members and guests have been absent due to scheduling conflicts. Secretary Scott suggested that we reevaluate the monthly meeting times to improve attendance. Chair Flora suggested that we send out a poll to all participants to determine the best meeting time.

STAFF SALUTES

No staff salutes were submitted

COMMITTEE REPORTS

BENEFITS & COMPENSATION:

B&C Chair Debbie Ellis reported:

- On December 8th, B&C met with Mary Fister-Tucker to discuss [PG-48](#). The committee agreed to move forward with the original proposed change, which indicated that excess annual leave (vacation) balances will carry over until June 30th, after which the time above the limit will be removed. Originally, this process would be done monthly.
- Approval of the changes to PG-48 motioned by Jamey Carver. Seconded by Tasha Purvis. Vote held until Old Business report.

CREDENTIALS & ELECTIONS:

C&E Chair Toni Hobbs reported:

- The committee will meet on February 3rd to begin working on the 2022/2023 Staff Congress election cycle.
- There are several members whose terms are expiring in June.

STAFF ISSUES

Staff Issues Chair James Carver reported:

Comment/Concern	Response
<p>I'm concerned about the appearance of the library. Aside from the stained carpets throughout, it looks like it needs a thorough cleaning.</p> <p>It's my understanding there is only one person assigned to clean the library— part of the day. This doesn't seem sufficient to cover such a large building. Ceiling tiles are covered in dust, HVAC units are as well. Walls are dirty and the edges of all flooring are grimy. The windows are always dirty, as well. It is a beautiful building with heavy traffic. I think we can do better than this.</p>	<p>Facilities Management has been notified and will give extra attention to the Library in the coming weeks</p>

REGENT'S REPORT

Reported by: Dr. Joel Pace.

The Board of Regents:

- BoR hasn't met since the December meeting.
- January meeting canceled.
- Will meet again in March.
- In December, approved employee compensation plan.
 - First compensation is \$500 on February 15th, 2022. This is for employees hired on or before September 2021.
 - Second compensation is \$500 in May 2022.

HUMAN RESOURCES REPORT

Reported by: Dr. Caroline Atkins reported:

- Issues with health equity card funds are resolved. If staff still have issues, they should call the Office of Human Resources at 606-783-2097 or email humanresources@moreheadstate.edu.
- Annual performance evaluations are coming up.
 - This is a great opportunity for supervisors to coach employees and to promote departmental goals.
 - It's okay if employees don't get all "exceeds expectations" reviews as it shows areas to grow.
 - Employees should review their job descriptions for accuracy against current job duties. Office of Human Resources will work with your supervisor to make edits if necessary.
 - Evaluation period is April 2021-March 2022.
- Requested that staff help share employment opportunities at <https://moreheadstate.peopleadmin.com/>.

- If staff have recently moved homes, they should fill out the [Employee Information Change Form](#) to ensure HR has the right information for communication.
- HR is working on the annual staff appreciation celebration, which is estimated to be held in the third week of May.
- At-Home COVID tests are now available at <https://www.covidtests.gov/>. Note that the tests expire, so only order what is necessary.
- The monthly Learning Cafes are back.
 - Working on one related to Valentines Day.
 - Working on one for Excel Training.
 - Email Learning Café ideas to humanresources@moreheadstate.edu
- Representative Lora Pace asked which year's CUPA data are used to determine pay scales.
 - Dr. Atkins said we are using the 2013/2014 CUPA data because MSU hasn't had a significant raise since that time and we must make sure everyone is on the same scale. It is on the to-do list to share current CUPA data to share with administration for future changes.
- Representative Lora Pace suggested that in order to compensate for the lower pay and to improve recruitment that we offer hybrid work opportunities that would work partially/fully remote for applicable jobs.
 - Dr. Atkins said she will share that suggestion with leadership.

CABINET REPORT

Reported by: Mary Fister-Tucker

- Employee compensation is the Cabinet's #1 priority. They're currently working with the budget office to estimate the dollar amount it would take to raise wages to match current CUPA data.
- There has been a new announcement about the [COVID-19 Vaccine Survey](#), where you can upload your most recent vaccine cards. This request is to get up-to-date vaccination statistics for MSU employees.
 - Staff are encouraged to upload those.
 - There will likely be randomly chosen rewards available for those who participate.
- On the MSU site, you can find the [Weather Plans page](#), where it explains the current weather plans and has a link to [Eagle Alerts](#), where you can sign up for important notifications. Representative Toni Hobbs informed the body that when signing up for Eagle Alerts, users must accurately use the text EAGLEALERT exactly. Any deviation in the EAGLEALERT text will not be successful.

FACULTY SENATE REPORT

Reported by: Dr. David Long reported:

- The next Faculty Senate meeting will be held on February 7th. Agenda items include:
 - Shannon Harr from the Office of Research & Sponsored Programs (ORSP) will be coming to speak at Faculty Senate about the vision of his office going forward on February 7th. Staff Congress representatives are invited to the meeting.
 - The Academic Issues Committee is investigating the current state of COVID protocols at MSU, specifically addressing the need for KN95 masks over cloth masks.
 - The senate will discuss endemic technology issues in some of the buildings that are affecting faculty and staff.

STUDENT GOVERNMENT ASSOCIATION REPORT

Reported by: Shelby Black reported:

- Shelby will be taking over for Philip Maxey due to scheduling conflicts.
- SGA had their first meeting of the year last week. During this meeting, they discussed concerns about the residential WiFi.

OLD BUSINESS

Motion to approve changes to PG-48 as presented to the congress.

- Motion to approve by: Jamie Carver
- Seconded by: Tasha Purvis
- Motion Passed: Yes

NEW BUSINESS

Chair David Flora reported the formation of an ad-hoc committee to look into the evaluation of teaching by staff who have teaching in their job description, such as in Advising. The goal of the committee is to work with the professional advising staff to develop a short rubric that will document observable techniques that lead to quality teaching experiences. Chair Flora has asked Representative Lora Pace to chair the committee. Senator Dr. Robert Boram.

ANNOUNCEMENTS

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

MOTION TO ADJOURN

- Motioned by: Jessica Thompson
- Seconded by: Jen Timmerman
- Motion Passed: Yes
- Time Adjourned: 1:56 PM