

Staff Congress Newsletter



Chair Chat

Greetings from Staff Congress!

I hope you are all enjoying the warmer days, and the relaxation of the masking requirements on campus. Let's hope these are trends that continue!

We've worked hard with the administration this year, and I hope you enjoyed President Morgan's announcement on the coming staff raises as well as the pay grade increases for new hires. With careful planning, these should continue to move MSU in the right direction for hiring and retaining quality staff.



Of course, the Ukraine invasion is on the forefront of everyone's mind, and the Congress is in discussion with the Senate and the SGA in crafting a resolution of support for that beleaguered country.

Let this conflict remind us of our common ground, and remember to be extra supportive of your fellow employees and students who are understandably anxious about the future. Together, we have the strength we need to withstand dark days.

Thank you for making a difference at MSU!

-Chair David Flora

March 2022

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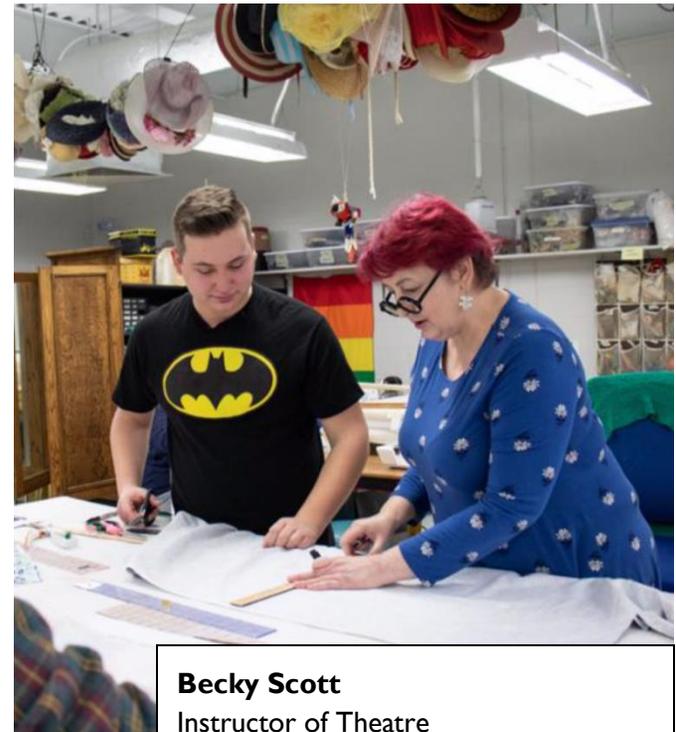
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Staff Spotlight | Becky Scott

This section highlights a Staff Congress representative.

I am Becky Scott, and I am an Instructor and Costume Shop Supervisor in the Music Theatre & Dance program at MSU. My job, aside from teaching Costume Construction and other theatre classes, is to work with the production team for each of our shows. The Costume Shop brings the Costume Designer's ideas from paper to reality—which may involve sourcing from lots of different places, building things from scratch, embellishing, modifying, and altering, along with footwear, accessories, and hair & makeup, and training backstage personnel. The job varies a little with each show—depending on the script, other design elements, timeframe, and budget. My MFA is in Costume Design and sometimes I design the costumes for productions here, but most often I am making sure the process goes smoothly for the designer, and mentoring and teaching students who are interested in costuming.

I feel that Staff Congress serves a valuable role on the MSU campus. Being staff at MSU, and being on Staff Congress, is similar to being a theatre technician. For every cast of actors out on stage gathering applause, there are even more people backstage, unseen, making sure that everything goes smoothly. The crew makes sure the lights work and appear when needed, that everyone on stage looks good, that the floor has been mopped, that the sound board boots up, and that there is someone to greet the audience and show them to their seats. They are the ones who clean up after everyone else has gone home, and who stare at spreadsheets trying to make a budget work. That is what the MSU staff does every day: unlauded, consistent, and essential to the success of the university. It's easy to forget the people who are behind the scenes, but the show won't go on without them. Staff Congress helps ensure those people have a voice.



Becky Scott

Instructor of Theatre
Costume Shop Supervisor
Program of Music Theatre and Dance

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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.

How to Delete Voicemails

Have you ever called someone and their voicemail box was full? This can be quite frustrating, but so can the voicemail deletion process. MSU's IT Helpdesk has provided instructions on how to delete your voicemails.

The My Progress Tool

The "My Progress" tool is now available, which is a tool for students to assist in planning their progress through their college career. Documentation on My Progress and a video demonstration on how to access and use these new features is available on March 1 at www.moreheadstate.edu/self-service. You can also select the help button in Self-Service for help on specific features. If you have any questions concerning My Progress, please contact the Office of the Registrar at registrar@moreheadstate.edu. If you experience technical issues with My Progress, please contact the Office of Information Technology help desk at 606-783-HELP.

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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.

Employment Opportunities

In an effort to help fill open positions at MSU, we request that you view and share the employment opportunities with your peers and associates. Job postings can be found on the [MSU PeopleAdmin](#) site.

Learning Café | Microsoft Excel - Basic

This seminar will provide an overview on the basics of how to use Microsoft Excel. The seminar is intended for anyone who uses Microsoft Excel and is a beginner with the software.

[Register for Learning Café Seminars](#)

Learning Café | How to Write a Job Description

This seminar will provide an overview of how to fill out the Job Analysis Questionnaire (JAQ) and how to fill out the Position Description in PeopleAdmin. The seminar is intended for supervisors who write job descriptions and administrative employees who process actions in PeopleAdmin.

[Register for Learning Café Seminars](#)

Learning Café | All Things Budgets

Budget management may seem daunting, but it does not have to be. This workshop will focus on routine budget processes, answer frequently asked questions, and provide tips that participants can use to manage their unrestricted budget.

[Register for Learning Café Seminars](#)

Learning Café | How to Post a Job

This seminar will provide an overview of how to request a job posting and then how to post a job through PeopleAdmin. The seminar is intended for supervisors and administrative employees who request job postings through PeopleAdmin. This includes full-time and part-time job postings.

[Register for Learning Café Seminars](#)

Learning Café | Microsoft Office Excel - Advanced

This seminar will provide an advanced overview of Microsoft Excel. The seminar is intended for anyone who uses Microsoft Excel and is ready to advance to a more intermediate level.

[Register for Learning Café Seminars](#)

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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.

Tosha Binion

“She does a great job of awarding scholarships to students in need. She will help anyone on campus with a need. She has a big heart and her MSU family is a blessing to her.”

- Submitted February 16, 2022

Virginia Brown

“For 29 years Virginia has led the way with her unwavering loyalty and hard work. I hope she knows that her dedication does not go unnoticed. Her staff at the AAC has not had one home basketball game postponed due to COVID and I'm not sure another gymnasium in the country can say the same. Thank you Virginia for taking care of MSU in so many behind the scene ways.”

- Submitted February 15, 2022

Topaz Butler

“Topaz is an integral member of MSU's community. She is a knowledgeable, welcoming, and student success-driven professional.”

- Submitted February 23, 2022

Brittany Hargett

“Brittany is a new employee and has worked hard to learn her job duties. She is eager to learn and fosters a positive work environment while always being willing to help a coworker. MSU is lucky to have her in the Accounting department!”

- Submitted February 23, 2022

Alan Joseph

“Alan Joseph has been named the OVC Rifle Coach of the Year for the past 2 seasons. He recruits top flight student athletes and is consistently breaking and challenging school records at each meet.”

- Submitted February 8, 2022

Jen Timmerman

“Jen wears many hats for the University and wears them well. Transfer Admissions is a small piece of the Admissions picture but she works very hard to see that each student has the support needed to transfer successfully. She helps with students who are veterans, she helps adult learners/non-traditional students who are entering higher education for the first time. She assists many other departments to make sure their student population is supported well.”

- Submitted February 16, 2022

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Staff Congress Meeting Summary

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

- The MSU Little Bell Tower has been updated with new physical bells, replacing the PA system.
- Chair Flora complimented the administration for continuing raises, especially amidst inflation.
- COVID-19 cases are in decline, and many institutions are dropping mask requirements. Governor Beshear has announced that mask mandates are being dropped today (March 1st) for most state buildings. Chair Flora expects we will hear more about mask guidelines for MSU very soon.
- Credentials & Elections committee is preparing for the upcoming election for seven 3-year vacancies.
- The last Ad-Hoc Committee (AHC) discussed developing recommendations on how teaching-staff evaluations are/should be handled.
 - Laura Rucker, Jared Hunt, and Dr. Robert Boram agreed to serve on the AHC.
- Regent Joel Pace recognized the Staff Congress Executive Council's work, professionalism, and accomplishments.
- The "My Progress" tool is now live. This is a tool for students to assist in planning their progress through their college career.
- There is a floating holiday built into the Academic Calendar on March 18th.
- Evaluations for April 2021-March 2022 are due by the end of April 2022.
- The changes to PG-48 will be taken to the board for approval at the end of March 2022.
- Student worker wages will be increased to \$8/hour on August 1st, 2022.
- The first bonus of \$500 went out on February 15th. The second \$500 bonus will be released in May, 2022.
- Cabinet will bring the raises for 2023 to the board soon, including:
 - 3% raise for full time employees hired on or before September 1, 2021.
 - 1% raise for full time employees hired after September 1, 2021.
- Gary Cornett requested that we revisit the proposal that Staff Congress Chair/Vice-Chair be renamed President/Vice-President in order to be consistent with other governing bodies at MSU.
 - Motion to begin the process to rename Staff Congress Chair/Vice-Chair to President/Vice-President in the Staff Congress Bylaws and Constitution was approved.
 - Secretary Xavier Scott volunteered to get the 5 signatures required to begin the process.
- Dr. Adrian Mandzy approached Chair Flora about Staff Congress collaborating with Faculty Senate concerning a resolution on the Ukraine/Russia conflict.
 - Chair Flora suggests that we (Staff Congress) work with Faculty Senate to create a unified resolution, as opposed to creating our own separate resolution.

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Staff Concerns

Comment/Concern	Response
<p>Recently the plastic wraps have been removed from the water fountains in my building after being closed for nearly two years. Is the water safe to use? Have the fountains been flushed to remove stagnant water?</p>	<p>Consulted Facilities Management. The lines have been flushed and the water is okay to drink. If there are any issues, please let Facilities Management know so they can be resolved.</p>
<p>I am excited about the opportunities that are being offered to our students with the level up program. Is there any way we could consider a similar model for faculty and staff to participate in? I'm thinking - customer service, teamwork, supervisor (leadership) training, computer skills, recruitment skills, organizational skills, stress management, communication and networking among campus offices, etc. We need more professional development among our faculty and staff here at MSU.</p>	<p>Forwarded to Human Resources for consideration.</p>
<p>What is the point in having voice mail, when someone's mail box is constantly full? You go through the process to leave a message and you immediately receive an email stating the mail box is full. I realize we can communicate via email, but there are times when you need to speak with the person.</p>	<p>Steps to delete old messages is as follows:</p> <ul style="list-style-type: none"> • First enter into the voicemails system on your phone • Select 3 “review old messages” • Select 2 “deleted messages” • Select 1 “review deleted messages” • Select 3 “ to delete”
<p>I have a question concerning the bookstore transitioning to Barnes and Noble. Will MSU faculty and staff still receive a discount on items and will they still receive the gift-card for years of service milestones (15 years / 20 years / etc)?</p>	<p>Reached out to Mary Fister-Tucker. Full-time Faculty and Staff will receive a 10% discount on merchandise available at the Barnes & Noble campus bookstore however there are some exceptions (*see below for the exact language under the contract). We do still plan to offer it as an item for milestone service awards.</p> <p>(*Per contract, these are the items not eligible under the discount; adopted textbooks, special orders, sales books, class and alumni rings, computer software & hardware, periodicals, discounted merchandise, stamps, health and beauty aids, food snacks, and beverages).</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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