

STAFF CONGRESS MINUTES



Date: Tuesday, February 7, 2023

MEMBERS ATTENDED

<input checked="" type="checkbox"/> Leeann Akers	<input type="checkbox"/> Sharnetta Fritts	<input type="checkbox"/> Shayla Ring	<input type="checkbox"/> Stacy Scott
<input type="checkbox"/> Samantha Bryant	<input checked="" type="checkbox"/> Merrell Harrison	<input checked="" type="checkbox"/> Zachary Roberts	<input checked="" type="checkbox"/> Xavier Scott
<input checked="" type="checkbox"/> Jamey Carver	<input checked="" type="checkbox"/> Toni Hobbs	<input checked="" type="checkbox"/> Rianna Robinson	<input type="checkbox"/> Jennifer Shaw
<input checked="" type="checkbox"/> Debbie Cooper	<input checked="" type="checkbox"/> Paige McDaniel	<input type="checkbox"/> John Rose	<input checked="" type="checkbox"/> Andrea Stone
<input checked="" type="checkbox"/> Gary Cornett	<input checked="" type="checkbox"/> Rachel McGlone	<input checked="" type="checkbox"/> Joe Rowe	<input type="checkbox"/> Jen Timmermann
<input checked="" type="checkbox"/> Julie Ferguson	<input type="checkbox"/> Tasha Purvis	<input checked="" type="checkbox"/> Laura Rucker	<input checked="" type="checkbox"/> Helisha Tuerk
<input checked="" type="checkbox"/> David Flora	<input checked="" type="checkbox"/> Garrick Ratliff	<input checked="" type="checkbox"/> Ian Savard	<input checked="" type="checkbox"/> Traci Webster

GUESTS

Dr. J. Morgan, Dr. Annie Adams, Dr. Joel Pace, Chloe Marstiller, Dr. Caroline Atkins, Mary Fister-Tucker

CALL TO ORDER

- **Time meeting called to order:** 11:00 AM
- **Call to order given by:** David Flora

MOTION TO APPROVE THE MINUTES

- **Proposed by:** Merrell Harrison
- **Seconded by:** Julie Ferguson
- **Motion Approved:** Yes

CORRECTIONS

No corrections were presented.

PRESIDENT'S REPORT

Dr. J. Morgan reported:

- We are prioritizing staff raises this year.

CHAIR'S REPORT

Chair David Flora reported:

- In his recent live-stream address, President Morgan proposed potential raises [contingent on funding] for employees who were here during the pay freeze, from 2014 to 2018. We appreciate the President's dedication to staff raises, despite the difficult financial period.
- Performance funding is being reviewed in Frankfort. We hope to see positive changes for MSU soon.
- Several members of Executive Council met with Provost Antony Norman to discuss evaluations for staff who have teaching in their job descriptions. When these staff were assigned to teach these classes as part of their job description, their pay increased by the same amount given to adjunct instructors. Since then, adjunct pay has increased, but teaching staff wages have not. Dr. Norman requested information on the staff who teach at MSU to investigate this issue further.

- Remember that there will be construction on campus this semester, improving buildings, upgrading HVAC, and improving the wireless internet infrastructure. Supervisors should prepare for potential work interruptions.
- The monthly cap on vacation days has been lifted, and has been replaced by a yearly cap. Staff are encouraged to use their excess vacation days before July 1st, after which time the excess leave balance will expire.
- MSU IT has negotiated a new contract with Spectrum, to make television services available to all students, faculty, and staff. You may use this service on campus or at home by logging into [SpectrumU](#) and entering **moreheadstate.edu** as the domain. Off-campus users will have a limited number of channels, compared to on-campus users. This service includes up to 20 hours of DVR storage.

VICE-CHAIR'S REPORT

Vice-Chair Helisha Tuerk reported:

[MSU Inclement Weather Plans](#) - Reminder: Please take time to familiarize yourself with the various plans.

- **PLAN A**
 - MSU is closed. All administrative offices are closed. All classes, including in-person, distance-learning and online classes, will not meet.
- **PLAN B**
 - MSU is closed. All **In-person classes** will not meet. However, alternative (**virtual**) learning may continue at the instructor's discretion.
- **PLAN C**
 - MSU will operate on a two-hour delay. Offices will open at 10 a.m. Monday/Wednesday/Friday classes will begin with the 10 a.m. class; Tuesday/Thursday classes will begin with the 11 a.m. class.
- **PLAN D (TUESDAY/THURSDAY ONLY)**
 - MSU will operate on a 1 hour and 30-minute delay. Offices will open at 9:30 a.m. Tuesday/Thursday classes will begin with the 9:30 a.m. class.

SECRETARY'S REPORT

Secretary/Treasurer Xavier Scott reported:

- **Supply Account Balance:** \$155.38
- **Expenditures:** Requested increase of \$150 for Outgoing Chair plaque.

STAFF SALUTES

ALEXIS MEDDINGS - ADMINISTRATIVE ASSISTANT, COLLEGE OF SCIENCE

I had the opportunity to work with Alexis on a problem. I found her to be very responsive, professional and she was able to resolve the issue quickly and efficiently. It was a joy working with her and I will look forward to partnering with her again.

NICHOLAS JUSTICE - HUMAN RESOURCES ASSISTANT

Nick was the target of a targeted phishing attack and had the awareness to verify the communication. Nick went on to assist the MSU Information Security with collecting additional information from the attacker which was then communicated to the FBI for investigation. Kudos to Nick and the HR/Payroll team for their vigilance.

ROB LACY - SENIOR INFORMATION TECHNOLOGY SPECIALIST

Rob Lacy goes above and beyond his typical job duties as a Sr. Technology Specialist. His knowledge and expertise are greatly appreciated, and he is always professional and extremely helpful. Rob is an excellent representative for the IT Department.

NELDA MARIE ANDERSON - SECRETARY SPECIALIST FOR HOUSING

Marie is always friendly and helpful with housing issues. She is patient with students and expresses care and concern for their well-being.

DR. CAROLINE ATKINS - DIRECTOR OF HR

Dr. Atkins goes above and beyond her duties as Director of HR. She makes employees feel heard and appreciated. She always has a smile on her face and greets employees on a first name basis. I'm happy to see her in this role and can't wait to see what else the future holds for her and her role here at Morehead State University.

DEBBIE COOPER – FACILITIES

I would like to recognize Debbie Cooper in FM. Every time I need to call and report an issue or ask information, she is always friendly and helpful. Her responsiveness and excellent customer service need to be recognized. Thanks, Debbie!

COMMITTEE REPORTS

BENEFITS & COMPENSATION:

B&C Chair Rianna Robinson reported:

- B&C committee agrees that the President's compensation proposal to increase staff wages is a good plan, but had some concerns.
 - Does this raise include staff whom are in grant-funded positions?
 - Mary Fister-Tucker responded that the raise may only be provided if the granting agency allows it, assuming the funding is available.
 - If their raises are contingent on whether or not the grant fund has enough money, could the anticipated surplus be used in advance, rather than at the end of the fiscal year?

CREDENTIALS & ELECTIONS:

C&E Chair Toni Hobbs reported:

- C&E will meet in February to prepare for the Staff Congress elections.

STAFF ISSUES

Staff Issues Chair Jamey Carver reported:

Comment/Concern	Response
Can a safety light be put in/around the back of Howell-McDowell? When employees arrive before daylight it is very dark in the upper parking lot close to the building and the road/stairs into the back of Howell McDowell. It would be easier to navigate the stairs and safer for female employees to have the space lit up. Also, could the shrubbery that is on either side of the back steps of Howell McDowell be cut back or taken out? It looks like a hot mess where it has grown unfettered over the years and never been cut back and the shrubbery is encroaching on the sidewalk, steps and stair railings.	Answer from Facilities Management: Existing lighting in this area has been repaired and the shrubs will be trimmed.
Could someone please do something about the tennis shoes hanging from the tree between East Mignon and Nunn Hall?	Answer from Facilities Management: Facilities will take care of this.

AD-HOC COMMITTEE REPORT

Committee Chair Lora Pace reported:

- Lora, Michelle Barber, and Jamie Carver met with the Provost.
- The FYS Subcommittee has formed a new subcommittee to work with the Ad-Hoc Committee. These two committees met on February 2nd.
 - Worked on a proposal. Final draft will be brought to Staff Congress.
 - Committee recommends that teaching staff continue to be evaluated by their department, but that the teaching not be part of their performance evaluation, as it is a separate job, including FYS adjuncts.
 - FYS adjunct evaluations are on the agenda to address.
 - Staff who are teaching FYS as part of their job should be evaluated in their annual performance evaluations, as it is part of their job description.

REGENT'S REPORT

Staff Regent, Joel Pace, reported:

- The Board of Regents (BoR) will meet on February 23rd.
- Staff Congress should support the President's compensation package.
- The Faculty Regent election is currently taking place.

HUMAN RESOURCES REPORT

Dr. Caroline Atkins reported:

- The Employee Appreciation Picnic is scheduled for April 26th in front of ADUC.
- Annual performance evaluations are from April 2022-March 2023. Review job descriptions to be sure they're up to date. Supervisors can submit modifications.
- Be honest when doing/receiving evaluations.

- Watch for professional development needs.
- Employees coming off of probation during this period do not have to be evaluated twice.
- Employees should use the evaluation meeting as an opportunity to communicate needs.
- Supervisors with employees who are having a difficult time, HR is available to help with employee improvement plans.
- Human Resources now implements student hiring, so students can go to the [HR website](#) and go to the career tab, where they can now sort jobs by student positions.
- HR also now takes care of onboarding.

CABINET REPORT

Mary Fister-Tucker reported:

- Staff who have opted for the optional retirement plan instead of KTRS, or who are doing elective deferrals to a 457 or 403b plan, are encouraged to come to one of the upcoming informational sessions. An informational email will come out soon.

FACULTY SENATE REPORT

Dr. David Long was not present, but he provided his report via email:

- Senate business is pretty practical these days with the revision of various PAcS, but our main concern right now is the handling of Academic Affairs.

STUDENT GOVERNMENT ASSOCIATION REPORT

President Chloe Marstiller reported:

- SGA filled some vacant executive board positions.
- “Spring Sesh” event will be held on February 22nd, similar to “Fall Fest,” where student organizations are invited to set up tables and participate in fun activities.
- SGA intends to attend the rally for higher education on March 9th, for a conversation with the commonwealth’s legislators.
- Executive Board elections will happen in March.
- President Marstiller will be graduating in Fall 2023.
- SGA is compiling a list of resources for students, to provide a single place to find that information.

OLD BUSINESS

- No new business items were presented.

NEW BUSINESS

- Representative Merrell Harrison reported that a constituent expressed concerns over the lack of progress on MSU’s strategic master plan. In the plan, the West Campus Science Zone is in a different location than the newly planned science building.
 - Chair Flora requested that Rep. Harrison forward these concerns to Staff Issues Chair, Jamie Carver.

ANNOUNCEMENTS

- Secretary Scott announced a professional Development Opportunity: ChatGPT at MSU: How will artificial intelligence impact Higher Ed?
 - What exactly is ChatGPT? What implications does it have for education at MSU? Come learn about ChatGPT and why it is making waves in the education community. Join us for an information session about ChatGPT and the future of AI in education. [Sign up now!](#)
 - February 8, 10am-11am, WebEx
 - February 13, 1pm-2pm, WebEx

MOTION TO ADJOURN

- Motioned by: Lora Pace
- Seconded by: Merrell Harrison
- Motion Passed: Yes
- Time Adjourned: 12:04 PM