

# STAFF CONGRESS MINUTES



**Date:** Tuesday, March 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 type="checkbox"/> Xavier Scott
<input checked="" type="checkbox"/> Jamey Carver	<input checked="" type="checkbox"/> Toni Hobbs	<input checked="" type="checkbox"/> Rianna Robinson	<input checked="" type="checkbox"/> Jennifer Shaw
<input checked="" type="checkbox"/> Debbie Cooper	<input checked="" type="checkbox"/> Paige McDaniel	<input checked="" type="checkbox"/> John Rose	<input checked="" type="checkbox"/> Andrea Stone
<input type="checkbox"/> Gary Cornett	<input type="checkbox"/> Rachel McGlone	<input type="checkbox"/> Joe Rowe	<input checked="" 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. Annie Adams, Dr. David Long, Dr. Joel Pace, Chloe Marsteller, 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:** Zachary Roberts
- **Seconded by:** Riana Robinson
- **Motion Approved:** Yes

## CORRECTIONS

**No corrections were presented.**

## PRESIDENT'S REPORT

No Report

## CHAIR'S REPORT

Chair David Flora reported:

- Performance funding is being reviewed in Frankfort. We hope to see positive changes for MSU soon.
- The monthly cap on vacation days has been lifted, and has been replaced by a yearly cap.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 1<sup>st</sup>, after which time the excess leave balance will expire.

## VICE-CHAIR'S REPORT

Vice-Chair Helisha Tuerk reported:

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

## SECRETARY'S REPORT

No Report

## STAFF SALUTES

**ASIAH HANDLEY**          **ENROLLMENT SERVICES INTERNAL SERVICES SPECIALIST**

Asiah has the patience of a saint. She helps this department stay on top of everything. She is so pleasant and helpful to everyone. She also has a pleasant voice on the phone that is calming and soothing. Sometimes that calm voice is all you need to get things worked out.

**JEN TIMMERMANN**          **DIRECTOR OF TRANSITION SERVICES**

Jen is always helpful and accommodating. She is looking outside the box to help students transfer to MSU. She devotes her time each day helping students and families.

**JOHN ROSE**                  **FINANCIAL AID SPECIALIST**

John is always helpful when I have a question for a student. He is a pleasure to work with and so helpful to students.

## COMMITTEE REPORTS

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### BENEFITS & COMPENSATION:

No Report

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### CREDENTIALS & ELECTIONS:

C&E Chair Toni Hobbs reported:

- Staff Congress elections.
- Proposed calendar:

The 2023 Staff Congress election will be held online April 11-12. Each eligible staff member will have the opportunity to vote via electronic ballot. The election link will be sent to your MSU email account prior to the election.

2023 Staff Congress Election Calendar

DATE	NOMINATION/ELECTION ACTIVITY
<b>Wednesday, March 15</b>	Nomination forms distributed via email to staff members
<b>Friday, March 24</b>	Deadline to submit nomination forms online: 4 p.m.

<b>Wednesday, March 29</b>	Sample ballot distributed by Credentials & Election Committee
<b>Tuesday, April 11 &amp;</b>	
<b>Wednesday, April 12</b>	<b>Staff Congress Election Online</b>

Nomination form will not open until 8 a.m. Wed., March 15. (<https://forms.office.com/r/2pveeqYZY5> )

**STAFF ISSUES**

Staff Issues Chair Jamey Carver was not present. Staff Issues representative Traci Webster reported:

Comment/Concern	Response
<p>1. I work in the Education Services Building (the old courthouse by Family Dollar). Our building is home to many of the offices that fall under the Office of Regional Education and Outreach, such as Talent Search, Upward Bound, RSVP, AmeriCorps, the Adult Learning Center and others. Due to the nature of our jobs (outreach), this means that myself and others who work here are constantly packing materials (carts, wagons, dollies, etc., sometimes very large loads) in and out of the building. Unfortunately, our building lacks a push-button, automatic door opener, so we struggle if there is no one available and kind enough to hold the door for us. Not only is this an inconvenience for us, but when programs in our building receive large orders from UPS, the delivery people struggle as well. And last but certainly not least, our building is where adult students, some of whom are elderly and/or handicapped, come to study, and if they can't get in the building easily they are not likely to return to receive our services. There are also college classes held in our building (Legal Studies classes in the old courtroom).</p>	<p><b>Answer: Concern has been sent to FM to make them aware of the issue.</b></p>
<p>2. When will the MSU Master Plan be updated? The most current one is from 2014. Also, there is talk of putting the new science building behind Claypool-Young/Howell-McDowell area but the current Plan shows a "West Campus Science Zone". Is there any consideration in putting the new building in that area? If not, why?</p>	<p><b>Answer: The Master plan was last updated in 2019 and it was approved by the Board of Regents on June 18, 2020. The 2014 plan had a "west campus science zone", but in the 2019 update the west zone was classified as a "west academic zone". The 2019 update also included a new map depicting the new science building behind Howell McDowell /Claypool young. To create a west campus science zone it would require the razing of Llyod Cassity, Third Street Eats and other property acquisitions/razing which would not be feasible given the timeline we must</b></p>

	adhere to in order to receive the state provided bond funding for the project.
3. Clocks across campus are not correct. Evidently they are supposed to be controlled by WiFi but they do not update when the time changes. When reporting an inaccurate clock to Facilities, nothing happens and later the work order is closed without any visit, solution or communication.	Answer: The clock problem is an almost continual and recurring problem. FM has received 8 work orders in the past 6 months and we have fixed 6 of them. The other two have problems that would be costly to repair/replace. FM will begin taking the clocks out of buildings that are not working properly. Please continue to report clock inaccuracies via a work order
1. Why pay for parking? The lot behind HMA has vehicles without the proper tag, if they have a tag, showing.	Answer: Lot is monitored and tickets have been written. Please notify MSUPD if anyone witnesses an infraction.

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#### AD-HOC COMMITTEE REPORT

Committee Chair Lora Pace reported:

- The Ad Hoc Committee and FYS Subcommittee are currently reviewing the FYS instructor evaluation instrument and process.
- A final instrument and process should be available at the Staff Congress meeting in April.

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#### REGENT'S REPORT

Staff Regent, Joel Pace, reported:

Highlights from the BOR Meeting:

- Approval of a number of annual audits for the university – all were clean audits.
- Approval of amendments to the SGA Bylaws.
- Approval of housing rates for 2023-2024. There are no increases in rates, other than the alteration of the Craft Academy moving from Grote-Thompson to Alumni Tower.
- Approval of the Employee Compensation Plan.
- Presentation on the timeline for construction of our new Science / Engineering Building.
- Capital Planning Presentation on our request for new buildings from the legislature. Our highest priority is a multi-disciplinary classroom building which could house a number of academic programs including the replacement of Baird, Combs, and potentially other building.

Employee Compensation Plan:

The Board of Regents also approved the Compensation Plan that was presented to our campus a few weeks ago on the campus livestream. Our goal within this plan was to provide:

- Another base raise to employees.
- Provide additional catch-ups to our long-term employees.

- Raise the staff scale and minimum hourly pay.
- Further address faculty compression, and complete any remaining faculty inversion.

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## HUMAN RESOURCES REPORT

Dr. Caroline Atkins reported:

- The Employee Appreciation Picnic is scheduled for April 26<sup>th</sup> 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.

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## CABINET REPORT

Mary Fister-Tucker reported:

Employee Compensation Plan:

- Another base raise to employees.
- Provide additional catch-ups to our long-term employees.
  - Examples
    - Employed FT since September 1, 2014 no break in FT service  
Catch-up 2% + Base 3% = Total 5% raise
    - Hired FT September 1, 2017 no break in FT service  
Catch-up .05% = Base 3% = Total 3.5%
    - Employed FT on August 15, 2022 no break in FT service  
Total 3% raise
- Raise the staff scale and minimum hourly pay.
- Implementation is scheduled for April 1, 2023.

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## FACULTY SENATE REPORT

Dr. David Long reported:

- Continued negotiations of language within PAc 27.
- Passed an update of Emeritus status faculty rights and privileges.
- Continuing language tweaks to a number of other PAc's.
- Conducting Faculty Regent elections.

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## STUDENT GOVERNMENT ASSOCIATION REPORT

President Chloe Marstiller reported:

- Morehead State's Student Government Association seeks nominations for the 2022 Student Choice Awards. Nominations will be accepted until Sunday, March 6, and voting will take place April 4 and 5. The Student Choice Awards Banquet is on Wednesday, April 20, at 6:30 p.m. in the ballroom at the Adron Doran University Center (ADUC).
- SGA intends to attend the rally for higher education on March 9<sup>th</sup>, for a conversation with the commonwealth's legislators.

- Executive Board elections will happen in March.

## OLD BUSINESS

- Issue of timelines for stipend for completing an advance degree was motioned to be move to Benefits and Compensation Committee for review.
  - Motioned by: Toni Hobbs
  - Seconded by: Julie Ferguson
  - Motion Passed: Yes

## NEW BUSINESS

- Representative Hobbs asked if Staff Congress would be interested in developing an “Adopt a Graduate Program”. Staff Congress discussed forming a committee to elevate the possibility.

## MOTION TO ADJOURN

- Motioned by: Lora Pace
- Seconded by: Zachary Roberts
- Motion Passed: Yes
- Time Adjourned: 11:55 AM