



MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
April 6, 2015



DRAFT

MEMBERS:

Sheila Barber	Mike Esposito	Margaret LaFontaine	Kerry Murphy	Gabria Sexton
Jerel Benton	Richard Fletcher	Patty Little	Scott Niles	Ernie Tackett*
Benji Bryant	Shannon Harr	Jill McBride	Lora Pace	Corey Wheeler
Mica Collins	Karla Hughes	Paige McDaniel*	Ray Perry*	Barbara Willoughby
Louise Cooper	Joe Hunsucker	Brooke Mills*	Janie Porter	Donnie Willoughby
Craig Dennis	Travis Jolley	Amy Moore	Clarissa Purnell	

*Denotes member was absent.

Guests:	Mr. Harold Nally (HR), Todd Thacker (Staff Regent), Dr. Steven Ralston (Provost), Holly Niehoff (Environmental Health & Safety: Sustainability & Safety Spec)
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Chair Dennis called the meeting to order at 1:03 p.m.

Motion:	To approve the minutes from the March 2015 meeting.	
	Proposed: Rep. Esposito	Seconded: Rep. Jolley
Called for Vote:	Motion passed.	

Business was suspended in order to allow a presentation from Dr. Ralston (Provost) to discuss the Academic Affairs Self-Study, followed by a question/answer session with representatives.

Special Report: Dr. Steven Ralston	Dr. Ralston greeted representatives and stated he and President Andrews had just finished a meeting with students in ADUC. Dr. Ralston stated the Academic Affairs Self-Study document is preliminary and nothing has been decided yet. Feedback to the document is being gathered and a revised report will be released through the Portal on April 20, 2015. The revised report will be based upon suggestions from faculty, staff, and students gathered during the feedback phase of the process. Dr. Ralston stated he is currently in the second week of meeting with departments. Dr. Ralston stated he has received a lot of thoughtful feedback on the self-study document and the next draft will look different than the initial report, which was expected. Dr. Ralston gave background on the issues facing MSU—declining state revenues, tuition caps, rising fixed costs—that led to the decision to initiate the self-study process. Dr. Ralston explained the University must be looked at as a business and the students are the primary stakeholders. We must ensure their success at MSU by offering relevant programs that reflect the changing job market. President Andrews requested Dr. Ralston initiate an Academic Affairs Self-Study to ensure the needs of students are being met and our academic programs are relevant. Dr. Andrews stated the process must be transparent and thoughtful.
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In addition, Dr. Ralston was tasked with re-organizing Academic Affairs to realize savings of \$1.5 million that was not realized by the previous Provost. President Andrews also wanted to ensure that the promises made with the implementation of the compensation plan would be met for the employees. Dr. Ralston was also tasked to ensure programs are ‘on mark’ and healthy at both the undergraduate and graduate level. As a University, we have not taken a look at our academic programs in a while and part of this process is looking at enrollment for the various programs. Dr. Ralston was also tasked with determining if there were programs that students need to be successful in the marketplace that are not currently offered at MSU. We must have a process in place to review our academic offerings and introduce new ideas in programs. The world is competitive. Dr. Ralston recently attended a superintendent meeting for the five districts and found out high school enrollment is also down for our region. The traditional pipeline of high school students is being diminished by the decline in enrollment. Other universities are recruiting students in our service region, which also affects our student enrollment. Although we have the Craft Academy at MSU starting in the fall, we will need to do more work to ensure we have additional good students enroll at MSU. Last fall, Dr. Ralston stated there were two forums held to gather feedback from faculty and staff that were very beneficial to the self-study process. Shared governance is very important—that is why the Portal was created and all information is being housed in one location. Easy access for faculty and staff to the information during this process is a priority. There is also a student Portal site where information is being housed for the students on the self-study. On April 20th the second set of revisions to the document will be posted and a final draft of the document is expected to be posted around the end of April. Once the final document is posted, Dr. Ralston’s role in the self-study will be concluded. The information will then be in the President’s hands and he will take his recommendations to the Board of Regents. After the Board of Regents, the next step will be implementation of the recommendations outlined in the self-study. Sunsetting programs will take time, so a plan must be worked out to sunset programs and a timeline must be developed. Dr. Ralston cautions there is a lot of misinformation circulating regarding the self-study documents, but that is part of the democratic process of being transparent. Other universities who have gone through this process were not as transparent as the self-study process at MSU has been for employees and students.

The following questions were asked of Dr. Ralston during the Q/A portion:
Representative: To cut \$1.5 million—how will sunsetting programs make that possible when it takes time to sunset the program? Will you make the \$1.5 million goal by sunsetting programs over time?

Provost: The \$1.5 million is in addition to sunsetting programs. How we get there may change but we have to cut \$1.5 million without sacrificing academic integrity.

Representative: Each college submitted ‘x’ amount of money they thought would be saved—is that on the Portal?

Provost: We had to be generic posting that information---otherwise, we would be able to associate names with positions. We have to be careful of the public information we put out on spreadsheets and we know internally who it is (in the Provost’s office). Things change a lot. For example, you may have three people in an office and one of those people is on the list. If someone from that

office leaves, then the initial person is no longer on the list. Things are constantly changing. Some faculty members have already left. Do we replace? Not replace? Replace at a lower salary?

Representative: Is the thinking still to move faculty around in courses?

Provost: That is a step or so ahead. If we decide to sunset a program and don't need four faculty lines? If they are not tenured, their contracts will not be renewed. If those lines are filled with tenured people, we have PACs to guide what happens. We have been in discussion with faculty. The current PAC states one year of new training.

Representative: What about staff members? Will they be repurposed?

Provost: There are also policies that govern what happens to staff and we will abide by those policies.

Representative: If you have staff members in a department, you should make a spot wherever you can if the program is sunset.

Provost: I wouldn't argue with that. The President does worry about what will happen to people.

Representative: We don't want to forget staff.

Representative: As employees, what should we tell students who are interested in potential sunset programs?

Provost: We are still talking about it—no programs have been eliminated. Enrollment goes on—they are protected. We wouldn't be talking about programs if they had a lot of students in them. We are not getting a lot of new money—how high can you raise golf course rates? We have an obligation to provide academic programs that benefit students to get jobs after graduation. Create programs that make revenue. Graduate programs should be where we make money. If we are offering seven graduate programs that lose money, something is wrong.

Representative: We've never focused on graduate programs.

Provost: That's correct. Marketing says not a lot you can do—may be other programs are undercutting you on the price or there are no jobs in that program—marketplace overloaded with certain graduate degrees. We had the first MBA online—today the majority of MBA programs are online. We have to be different and offer something different to get enrollment up. Too much competition in areas/programs. Graduate level is the biggest drop in enrollment.

Representative: We had SOAR last week and I had unhappy parents say they were not going to check-in until the program their student was interested in was assured. We don't have enough FYS courses—is there consideration being given to right-size enrollment? Could we fix the retention somewhat if we dropped the bottom 10%?

Provost: The President has enrollment numbers in mind—same as in 2013. Enrollment Services indicates that enrollment will be a little better than the last time. Retention at my previous institution was 95%--but that was a private institution with good students. We're not that—we have an obligation to help students in this region. Have to right-size services for those students. Some students aren't likely to graduate. If we lop off the bottom they won't make it. What happens to those students? I don't have an answer. We need

to be accessible and if we raise the quality of other students, we will be more likely to keep them and have them graduate. If we lop the bottom off or not, we need to have appropriate services for students. We are committed to bringing students with needs, but we can bring in better students with the right programs. We need signature programs that are only offered at MSU. Students will come here with a purpose.

Representative: We've had this same conversation fifteen years ago and the students then didn't have the massive debt they now have.

Representative: Are some of those students graduating?

Provost: Not many of the bottom students do.

Representative: If we lop off bottom students, then we'll have even less students.

Representative: If we have enrollment, could we downsize the number of advisors, etc.?

Provost: I'm no enrollment expert, but we need to be accessible when it makes sense—that's the nature of a regional comprehensive university.

Representative: We touched on tenure a few minutes ago---as an employee, and this is my opinion, my children went to school here. We have some faculty members that carry the University. Some who get tenure, quit as soon as they get tenure. Ever thought about a post-tenure process to ensure they keep working with the students?

Provost: There are exceptions, but most that get tenure and stop working shouldn't have been given tenure to begin with. Every job usually has some type of review associated with it. We need post-tenure review, but how you do it matters. Reward those people who are really giving their all.

Representative: I made a comment to Ron Morrison that part of the problem is faculty will not criticize their own.

Provost: There is collegiality in the academy that makes it more challenging. Faculty will criticize in private, maybe not in public. We are going to do a review of course and teaching modes next year.

Representative: Some constituents have been earmarked that may be affected in the first draft. I would have thought logistics would have been involved if they are being displaced.

Provost: I am not as familiar with policies that are in place to displace staff as I am with faculty.

Representative: I have reviewed the policies are they are very ambiguous. When will these things be laid out? If President takes to the Board of Regents in June, will they be given thirty days? Or are they terminated/laid-off/etc.?

Mr. Nally: We understand the concerns about having a time frame for notification. I will say we would adhere to the policies that are in place.

Representative: The University is good at sticking to policies.

Provost: The President has a work session in May—don't know when the BOR will vote. When you see the President's final decisions, people should know then—May/June? Policies in place will be followed.

Representative: Does final implementation of the plan have to be approved by the BOR?

Provost: It is my understanding the personnel portion of the plan will be voted on by the BOR.

Staff Regent: President shares with the BOR. Personnel actions are usually

	<p>voted on in June.</p> <p>Representative: Sunsetting of programs. How closely do the APNA reports done annually fit into the self-study?</p> <p>Provost: Yes, they fit into the self-study.</p> <p>Representative: If the APNA process states programs “needs improvement” or “will receive additional funding, work on program,” how is this the same as what is in the self-study?</p> <p>Provost: APNA has a lot of data amassed. In the past, there was little done with the data.</p> <p>Representative: The Deans receive responses and put together reports every year in response to the APNA process.</p> <p>Provost: This self-study is not an annual review of the data—it is a higher level look at the data. My understanding was the APNA data wasn’t used in the past the way it was intended to be used. Attention wasn’t paid to the information in APNA.</p> <p>Representative: Do we anticipate a better process with APNA data going forward?</p> <p>Provost: APNA should have been a part of the process all along. MSU has a Strategic Plan that is being put together and an Operational Plan to go forward. APNA helps plan and inform decisions we make. In the past, not a lot happened with the APNA information.</p> <p>Chair Dennis asked if there were any other questions for the Provost. No further questions were posed. Normal business resumed at 2:02 p.m.</p>
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<p>Chair's Report</p>	<p>Chair Dennis reported he met with Dr. Ralston last week. There was a total of eight staff positions mentioned in the self-study document. (Two staff positions, two ADS, one academic advisor, and two clerical/administrative assistant positions.) The Deans were asked to look and see where we can save money. This doesn’t mean what was in the document will go forward to the BOR, because not a lot of money was saved with the elimination of the staff positions. The combination of departments may lose an administrative assistant, but not necessarily. The forums held last week---basically were in response to a report someone put out that needed to be addressed. The report that was posted happened at the same time as the self-study and the work on the PACs—it was a perfect storm. It is currently very contentious between the administration and faculty.</p>
<p>Vice-Chair’s Report</p>	<p>Vice-Chair Niles reported he attended the last PLC meeting, but couldn’t remember anything that has not already been communicated. Vice-Chair Niles stated the authored report being circulated included money that was spent per student and those figures included non-fee paying students. This is not a correct representation of money spent per student according to Dr. Andrews—high school faculty teach high school students and pay a fee to MSU which is basically a wash. The report was looking at 10,000 students when in actuality there are about 7,000 fee-paying students.</p>

	<p>We had a Staff Salute submitted: Ricardo NazarioColon (r.nazariocolon@moreheadstate.edu) has nominated Shante Hearst for a staff salute with the following reasoning:</p> <p>For her work in getting the Greek community to live up to its values and for single handling providing Leadership, Values Development and Eagle Pride to all three Councils IFC, NPHC and NPC. Also for her long hours and devotion to all aspects of the student experience at Morehead State University.</p>
Secretary's Report	Secretary Purnell reported the supply balance is \$2385.24. Staff Congress has encumbered \$39.72 for April refreshments.

Committee Reports

Benefits & Compensation	Committee Chair Moore had no report.
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Credentials & Elections	<p>Committee Chair Pace updated representatives about the upcoming Staff Congress election. Committee Chair Pace reported she had a list this morning with about 20 people who were submitted on the nomination forms for Staff Congress offices. Committee Chair Pace indicated she still had to verify the Staff Regent nominations, but it looks like there will be three candidates. The sample ballot should go out tomorrow instead of today. Overall, we are in better shape this year than last year. Some people were nominated in 2-3 categories. Everything else looks good. The Staff Regent guidelines will be put together. For a winner to be declared in the Staff Regent race, one person must have 50% of the vote plus 1 to win. This usually results in a run-off election if there are more than two candidates (which there are this year). The Staff Regent Forum will be Monday, April 13th at 10:00 a.m. in the Riggle Room (ADUC). The online Staff Congress elections will be held Monday, April 20th and Tuesday, April 21st. We do have two representatives who have missed the maximum number of meetings and we will have to send out letters, so we will have to see how this affects the election.</p>
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Staff Issues	<p>Committee Chair McDaniel was unable to attend the meeting but submitted via email there were no staff issues submitted within the last month.</p> <p>Representative Harr mentioned the Staff Concern regarding HR not offering enough Portal training for the Live Well site. Suzanne Hogge responded via email to the concern by stating the following: <i>“Yes, we had some last July when we launched, some in October and November around open enrollment and then 6 in January. We’ve also been conducting trainings for departments upon request and groups on campus including Staff Congress and the Benefits Committee.”</i></p> <p>There were also some Staff Concerns submitted regarding the need for a</p>
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	daycare on campus and those have been forwarded to the appropriate contact with no response received.
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Regent's Report: Staff Regent Thacker reported the BOR met on 3/19 and some of the things on the agenda were tenure, promotion, and sabbatical leaves. Financials were discussed including moving endowment money. Capital Projects, the Six-Year Plan, and spring enrollment were also discussed. The spring enrollment was down from the fall enrollment numbers, but Staff Regent Thacker did not have the document with him to give specifics. Wetherby, East Mignon, and the AAC experienced flooding due to the heavy rainfall. May 15th the electricity will be off on the west end of campus beginning at 7:00 a.m. and will not be scheduled to be turned back on until around 5:00 p.m. on Monday, May 18th. This includes everything from Breck west---Enrollment Services, CHER, Alumni Center, and Palmer House will not be included in the black-out.

Human Resources Report: Harold Nally, Director of Human Resources, reported Vision Exam coverage has been reinstated for employees. Anyone who had a vision exam between January 1st and January 31st will need to email Suzanne Hogge. Drs. McHugh and Mayo will participate in the exam but there will be no discounts. The copay will be \$10 for a comprehensive eye exam. The cyber-attack on Anthem: Employees have received letters from Anthem instructing the employee to call a 1-800 number. Some employees have brought their letter to HR and HR representatives have helped them through the process. Mr. Nally encourages all employees who received a letter from Anthem to call the 1-800 number and verify if their information was impacted or not. When you call the 1-800 number they can tell you specifically which information (if any) was compromised by the cyber-attack. HR cannot call for the employee as this is personal information, but they can help employees with general questions. After several representatives expressed they had thrown their letters away because there was not specific language saying their information had been compromised in the letter, Mr. Nally indicated he would provide Secretary Purnell with the 1-800 number and website address to post in the April newsletter for all employees. Mr. Nally also indicated employees could go to the Anthem website and find contact information. The sentiment that Anthem was not doing enough about the breach was expressed, as some employees may have had their children's information breached because they were on their policy. It was felt that monitoring the credit report of those affected for just one year was not long enough. Mr. Nally stated he would bring the concerns forward in conversations with Anthem representatives. A representative mentioned that individuals can put a fraud alert on their credit report free that will alert if someone is trying to open new lines of credit with their name/social security number. Mr. Nally indicated that all employees, even former employees, would receive a letter from Anthem regarding the cyber-attack. Mr. Nally wanted to urge participation in the 2015 Walking Challenge and mentioned employees may earn up to 25 well points for participation.

Cabinet Report: VP Patrick was unable to attend the meeting. No report was submitted.

Guest Report: Holly Niehoff, Sustainability and Safety Specialist, informed representatives Earth Day would be celebrated on Wednesday, April 22, 2015, from 10:00 a.m. until 6:00 p.m. at City Park. There will be crafts, food vendors, live music, the MSU farm will be selling seedlings, and there will be tours of the Recycling Center. This is the same day as the Student Scholarship Celebration. Arbor Day has been moved to this Friday (depending upon weather). There are several trees on campus that have been labeled and have a QR code that will tell more about the species. Lockegee Cleanup will be held on April 10 and April 12 from 1:00 p.m. until 4:00 p.m. each day. There is also a Chuck-It-for-Charity event scheduled in May. All residence halls, with the exception of Thompson, Field, and East Mignon, will have bins

donated by Good Will where items may be donated and will later be distributed to a local charity. Items that may be donated include clothing, household items, food items, and toiletries. This even will coincide with move-out in May.

Old Business: None.

New Business: Representative Harr would like everyone to remind constituents of upcoming PD sessions this semester. Staff will need to go to the HR website for offerings and to register for sessions.

Announcements:

- **Saturday, April 11: Open House**
- **Monday, April 13: Staff Regent Forum 10:00 a.m. (Riggle Room, ADUC)**
- **Monday, April 20 – Tuesday, April 21: Staff Regent and Staff Representative Online Election**
- **Wednesday, April 22- Research & Sponsored Programs Celebration of Student Scholarship: All day (ADUC)**
- **Thursday, April 23- Presidential Lawn Concert 5:00 p.m.**
- **Saturday, April 25- Gala (ADUC)**
- **Monday, May 4: Next Staff Congress meeting 1:00 p.m. (Riggle Room, ADUC). President Andrews will be in attendance to discuss campus and current issues.**

Motion:	To adjourn	
	Proposed: Rep. Esposito	Seconded: Rep. Pace
Called for Vote:	Passed	

Minutes submitted by: Clarissa Purnell, Secretary