

Marshall University Board of Governors
December 9, 2015
Shawkey Dining Room

Present: Michael G. Sellards, Chairman; Phyllis Arnold; James Bailes; Oshel Craigo; Phil Cline; Tim Dagostine; David E. Haden; Edward Howard; Christie Kinsey; Dale C. Lowther; Joseph McDonie; Wyatt Scaggs; Joseph B. Touma, M.D.; Miriah Young, Dr. Cam Brammer; Duncan Waugaman

Call to Order

Upon determining a quorum was present, Mr. Sellards called the meeting to order at noon.

I. Minutes Approval

Upon a motion by Mr. McDonie, seconded by Mr. Waugaman, the Board unanimously approved the minutes of October 19 and October 28, 2015.

II. Committee Meeting Reports

Academic and Student Affairs Committee

Mr. Howard, Chair of the Academic and Student Affairs Committee gave an overview of the Committee Meeting. He discussed two action items.

- a) Elimination of a Degree Program: Bachelor of Applied Science. There are no students in program or faculty the last few years. Upon a motion by Mrs. Kinsey, seconded by Mr. Haden, the Board unanimously approved the following resolution:

Resolved, that; the Marshall University Board of Governors approve the elimination of a degree program – Bachelor of Applied Science

- b) Approval of the Electronic Records Management Policy from the Information Technology Council. Upon a motion by Mr. Scaggs, seconded by Mr. Dagostine, the Board unanimously approved the following resolution:

Resolved, that the Marshall University Board of Governors approves Policy IT-6 Electronic Records Management Policy.

Finance, Audit and Facilities Planning Committee

Mr. Lowther, Chair of the Finance, Audit and Facilities Planning Committee gave an overview of the Committee Meeting. He noted there are three action items.

- a) Investment Earnings Update through October 30, 2015. Upon a motion by Mr. Lowther, seconded by Mr. Cline, the following resolution was unanimously approved:

Resolved, that the Marshall University Board of Governors receives the Investment Earnings Report for the four months ending October 31, 2015;

Mr. Lowther discussed that on behalf of the Committee, an Investment sub-committee be created to closely monitor activities going forward.

Resolved, that the Finance Committee recommends the creation of an investment subcommittee to be appointed by the chair and for the purpose of more closely monitoring of Marshall University investment activities.

- b) Financial Report for 9 months ending September 30, 2015. Upon a motion by Mr. Lowther, seconded by Mr. McDonie, the Board unanimously approved the following resolution:

Resolved, that the Board of Governors receives the Financial/Budget Report for the three months ending September 30, 2015.

- c) FY 16 Budget Reforecast

Upon a motion by Mr. Lowther, seconded by Mrs. Young, the Board unanimously approved the following resolution:

Resolved that the Board approves the reforecast budget for FY 2015-2016.

As a note, Mrs. Arnold asked for an understanding session for Finance budget. Mr. White agreed that it would be beneficial.

III. President's Report

President White presented his last report to the Board as Interim President. Mr. White reflected on some of the discussions and highlights of the past year.

- Weisberg Plate – A Year of Transition;
- Higher Learning Commission assurance argument, was exceptional;
- Grant awards increased;
- Working with other Community Colleges: Mountwest, Concord, Bluefield;

- Capital improvements from reserves;
- Dietetics from College of Health Professions to move beside of Visual Arts, connecting us to the downtown area;
- Engineering Summit;
- Dr. Gilbert attended several SVP meetings through skype for business;
- Fiscal Responsibility reforecast 2016 budget;
- Increasing minimum class size from 15 to 17;
- Moving programs and people around;
- Strong Balance Sheet;
- 2017 additional reduction of 2-4%, however emerge stronger and better;
- Looking at program cuts;
- Will stay on as a consultant on a Part time basis, working with 2020 and the legislature.

IV. Chairman's Report

Mr. Sellards reiterated that we found the right person for the job when Mr. White was made the Interim President. We, as a Board and University, will be forever grateful. Upon a motion by Dr. Touma, seconded by Mr. McDonie, the following resolution:

Resolved, that the Board of Governors extends its deepest appreciation to Gary White for his dedication, service and sacrifice during his tenure as interim president.

V. Executive Session under the authority of WV Code §6-9A-4

Upon a motion by Dr. Touma, seconded by Mr. McDonie, the Board entered Executive Session to discuss Personnel Matters.

After a brief period of time, the Board returned to open session upon a motion by Mr. Lowther, seconded by Mr. Scaggs.

Mr. Lowther motions, seconded by Dr. Touma, the Board unanimously approved the following resolution:

Resolved, that the Marshall University Board of Governors approves the distribution of general salary increases from pools based on 2% of regular base salaries within each employee category as specified. (Attached to these minutes as Exhibit A)

VI. Adjournment

There being no other business to be brought to the Board of Governors, upon a motion by Mrs. Arnold, seconded by Mr. Lowther, the meeting adjourned at 1:20 p.m.

Wyatt Scaggs, Secretary

Exhibit A

Marshall University Board of Governors Meeting of December 9, 2015

ITEM:	Approval for the preparation for general salary increases for certain University employees.
COMMITTEE:	Finance, Audit, and Facilities Planning
RECOMMENDED RESOLUTION:	Resolved, That the Marshall University Board of Governors approves the distribution of general salary increases from pools based on 2% of regular base salaries within each employee category as specified below.
STAFF MEMBER:	Michael McGuffey, Senior Vice President for Institutional Research and Planning

BACKGROUND:

The FY2016 budget included a \$1.8 million salary increase pool (3% of core budget salaries). After a reduction in current-year appropriations by the state and a budget reforecast of revenue and expenditures, staff recommend authorizing a general salary increase using pools of 2% of regular base salaries within each of the employee categories under the following parameters.

For classified employees:

Classified employees will receive salary increases in two parts.

- Each classified employee salary will be increased by \$250, adjusted by the employee's FTE percentage. Approximately 625 employees will receive this increase at a cost of approximately \$156,000 (excluding benefits).
- After the aforementioned amounts have been applied, each classified employee salary will be increased to the appropriate salary on the statutory Classified Employees Salary Schedule based on the employee's pay grade and step.

The total cost of this increase is expected to be 2% of the current classified employee regular base salaries (excluding benefits) from all sources or approximately \$420,000. After the first part of these salary increases, some classified employees will already be at or above the salary schedule salary, and will not participate in the second part of the increases. Classified employees at the School of Medicine and other professional schools are included in this salary increase.

For faculty:

The salaries of University faculty, exclusive of the professional schools, will be increased based on the faculty classification: Tenured and Tenure-track faculty, Librarian and Clinical faculty, and Term faculty.

Tenured and Tenure-track faculty will receive salary increases in accordance with *MUBOG Policy No AA-7, Salaries Increases for Tenured and Tenure-track Faculty (eff. July 1, 2014)*. Salary funds will be distributed to each college in proportion to the total of the salaries of Tenured and Tenure-track faculty, excluding new faculty. Those funds are to be distributed to faculty based on a plan devised by each college, voted on by the college's faculty, and approved by the Provost. The cost of these increases is expected to be 2% of the total of the current regular base salaries (excluding benefits) for these faculty, from all sources.

Librarian and Clinical faculty will receive salary increases in accordance with *MUBOG Policy No AA-45, Salaries Increases for Library and Clinical Faculty (eff. July 1, 2014)*. Salary funds will be distributed to each college/unit in proportion to the total of the salaries of librarian and clinical faculty, excluding new faculty. Those funds are to be distributed to faculty based on a plan devised by each college/unit, voted on by the college/unit's faculty, and approved by the Provost. The cost of these increases is expected to be 2% of the total of the current regular base salaries (excluding benefits) for these faculty, from all sources.

Term Faculty will receive an increase in accordance with the following procedures: A set of funds will be distributed to colleges in proportion to the total of the regular base salaries of term faculty in the college. Salary increases to individual faculty will be based on recommendation of chairs and deans. The cost of these increases is expected to be 2% of the total of the current regular base salaries (excluding benefits) for these faculty, from all sources.

Newly-hired faculty for the Fall 2015 semester are not eligible for these salary increases, and their salaries shall not be included in the creation of these salary increase pools.

Faculty in the professional schools of medicine, pharmacy, and physical therapy are excluded from these salary increase procedures. The schools are authorized to prepare an appropriate salary increase for their respective faculty.

For nonclassified/other employees:

Salaries for nonclassified employees and other, non-instructional faculty (faculty administrators, faculty coaches, faculty-equivalent-autism, etc.) will be increased based on recommendation of the top-level administrator for each employee and approved by the president after a review by a compensation review team. Recommendations will be reviewed based on the factors of external equity, internal equity, experience and performance. The cost of these increases is expected to be 2% of the total of the current regular base salaries (excluding benefits), from all sources.

Notes:

Salary increases as a result of this resolution will be effective with the beginning of the first pay period in January, 2016, or the first pay period after completed salary adjustment worksheets are submitted after approval by deans and the provost (in the case of faculty) and vice presidents and the president (in the case of non-classified/other), whichever is later.

Increases are not effective with the beginning of the fiscal year, hence only a portion of the annual increase amount will be distributed to employees this year.

