

**Marshall University Classified Staff Council**  
December 13, 2007, Drinko Library 138

**Members Present:** Nina Barrett, Amber Bentley, Barbara Black, Teresa Bolt, Tootie Carter, Darlene Colegrove, Betty Cook, Mike Dunn, Betty Hazlett, Carol Hurula, Jennifer Jimison, Adrian Lawson, Leonard Lovely, Rhonda Mullins, Sherri Noble, Jan Parker, Kris Standifur, Patsy Stephenson, Joe Wortham

**Members Absent:** Ronnie Hicks, Joe Justice, Terry Olson

**Guests:** Bernice Bullock, Dr. Stephen Kopp, Lisa Penix, Senator Robert Plymale, Mr. Jim Stephens,

The meeting was called to order at 1:35 p.m. by Chair Mike Dunn.

**Dr. Stephen Kopp – University President**

- The President expressed appreciation to those who volunteered to work during the holiday season. The University is trying something new this year by keeping offices open as much as possible during the holidays due to requests from parents, students and prospective students.
- Construction continues. Work on the new Alumni Center should begin around March. The Lower level of the Student Center will be renovated. The Memorial Fountain is also undergoing repair/renovation work.

Dr. Kopp opened the floor to questions:

- ***Is keeping the University open during the holidays the first step to our losing our accumulation of holidays which equal a week off at the holiday season? There are no plans to change what we do during major holidays.*** The University will be open with a skeleton work force which will be able to address the more urgent and necessary needs of prospective students, their families and our own students. This year is an experiment. If it is successful, we will probably continue it each year.
- ***Will a count be kept to see if it is productive to have the University open during the holidays?*** Each office will report their experience and also if it was essential that they be open.
- ***What perspective dates are available for the holiday awarded by the Governor to state employees?*** The possibility of a “floating” holiday has been suggested. Any time taken cannot interfere with the education of the students and the operation of the University. The President is open to suggestions and asked for a recommendation from Council.

**Senator Robert Plymale – State Senate**

Senator Plymale shared the following information concerning PEIA:

- His past experience as chair of the select committee on PEIA and the changes that were made to the program.
- His current position on a joint select committee on PEIA. The committee will meet January 6-8, 2008, prior to the beginning of the legislative session.
- He knows of two upcoming changes in PEIA retirement coverage: increase in number of drugs on formulary and one standard \$500 deductible.

Senator Plymale opened the floor to PEIA questions:

- ***You mentioned a change in the co-pay; will there be a change in premiums?*** There will not be an increase in premiums. The co-pays will be combined and simplified.

- ***If you know that Advantra Freedom will not cover certain retirees (those moving to another state) why can't the employee remain in PEIA and get back his/her Medicare card?*** The Board is considering these situations on an individual basis.
- ***Will doctors be notified that a co-pay is no longer required?*** There is going to have to be some correspondence to the physicians.

Senator Plymale addressed the Personnel Study:

- Expects to have a recommendation by November 2008 which would go into the 2009 Legislative session as a very high priority.
- Personnel is a state-wide issue that should be dealt with fairly by the legislature, including salaries.
- What is happening on the master plan and what they are trying to put together as long-term solutions to affordability for students will have an effect on this. West Virginia has received poor marks for student affordability. Because the State does not have capital projects as a priority, the costs for building projects are part of the fees paid by students. Senator Plymale would like a five-year project (after the end of the 2012 bond issue) to make capital projects a state-wide priority and not the responsibility of students, parents, and the individual institutions. Bonding funds are available to do this. The first project Senator Plymale would recommend for this process is advanced technology centers and community and technical college bonds – an 80 million dollar bond. This would be done in 2012 with the idea that half of the savings from removing the capital fee would go to the students and the other half would go to the institution.
- Feels confident with Dennis Taylor heading the Personnel Study project for the HEPC.

Senator Plymale opened the floor to Personnel Study questions:

- ***Is there any plan to have the Salary Schedule fully funded?*** A portion of any bonding would go to faculty and staff salaries. That would be long-term. On the short term, the process to fund the salary schedule needs to continue. The Salary Schedule was passed prior to SB 603 which gave flexibility to the institutions. The Senator does see funding of the staff salary schedule as a personal priority.
- ***Is there any way to get more money from the legislature for different areas of the University (i.e. the Library)?*** Senate Bill 653 gave the responsibility for the allocation of each institution's budget to its Board of Governors.
- ***Is this the year that SB 603 is reviewed?*** It is supposed to be reviewed next year. There are some discussions going on right now, such as placing more control in the position of the Chancellor.

#### **Mr. Jim Stephens – Human Resources**

- Background Check policy draft is in the hands of Council and Faculty Senate. There is not an established deadline by which it must be returned. Mr. Stephens asked that anyone in a department that has a new benefits eligible hire, have the supervisor and the new hire contact the Human Resources Office.
- Background Check Authorization Form is being re-written. The current form does not contain some of the items in the new policy.
- Catastrophic Leave Bank. Positive balance in the general bank is approximately 160 hours.

Mr. Stephens responded to Adrian Lawson's question concerning the status of the employment application information questions which he e-mailed to Mr. Stephens. The questions and Mr. Stephens' responses follow:

- ***How can I update my application?*** Request your application in the HR Office and make the necessary changes in ink. An updated version can be substituted for the original. Applications have a shelf life of one year.

- **Does HR have a hard-copy of my application?** HR has a hard-copy of all searches for which they are responsible. From 1994 to the present, a paper copy is in file. Everything prior to 1994 has been scanned and is stored on HR's server. This information can be retrieved and printed when the employee visits the HR office.
- **Who has access to that (application) information?** HR staff does.
- **Do I need to make an appointment to review and update my application?** No, employees can review their applications in during normal business hours.
- **How much does it cost to make a copy of my employment application?** Normal fees are \$0.10 per page. Until HR receives a large number of copy requests, Mr. Stephens will provide this service free.
- **Are there policies and procedures that govern application information?** HR has a classified recruiting policies and procedures that address issues with applications. It was not clear as to the issues of concern by the Personnel/Finance Committee. Mr. Stephens asked that the committee provide him with the areas of the application and the information requested that is of concern. He will respond to the request.
- **Can you provide a link to the policies and procedures?** There is a link on the HR Home Page. The committee members expressed difficulty in finding the link and forwarding it to others. Mr. Stephens provided the following directions to the link: begin at Policies and Procedures on Classified Recruiting on the HR Home Page, at top of menu bar, use CTRL C, CTRL V (to paste it into a message) and send the link to whomever the committee member wishes.

#### **Announcements – Mike Dunn**

Terry Olson is currently in the hospital.

#### **Approval of Minutes:**

The November 15, 2007 minutes were approved as written.

#### **Extra Holiday – Mike Dunn**

The Governor granted state employees an extra half day off on December 24, 2007 and December 31, 2007. Because the University is already scheduled to be closed on those dates, Bill Bissett asked Mike for a recommendation from the staff as to when the extra day should be taken. After looking at the academic calendar, the suggestions were one day during Spring Break (March 24–28, 2008) or a floating day to be taken prior to June 30, 2008. After some discussion, Leonard Lovely made a motion and Betty Cook seconded, that the staff recommend Monday, March 24 as the extra holiday. Motion passed.

#### **Committee Reports:**

**Staff Development/Service – Betty Cook** – The committee:

- is holding a raffle for Carol Henson's grandson. To date, the committee has raised \$450.00,
- plans to review tuition waiver guidelines,
- sent five get-well cards and five funeral baskets this month.

**Personnel/Finance Committee – Adrian Lawson** – Adrian will be in touch with Mr. Stephens concerning the Employment Application. Betty is working on Catastrophic Leave.

There being no more business, the meeting adjourned at 2:50 p.m.

Minutes taken & prepared by: \_\_\_\_\_  
Charlene R. Hawkins, Program Assistant, Staff Council

Minutes approved by: \_\_\_\_\_  
Michael Dunn, Chair, Staff Council

Minutes read by: \_\_\_\_\_  
Stephen J. Kopp, University President