

**Marshall University Classified Staff Council**  
May 24, 2007, Drinko Library 138

**Members Present:** Nina Barrett, Amber Bentley, Barbara Black, Bernice Bullock, Jill Burcham, William "Tootie" Carter, Betty Cook, Tom Dorsey, Mike Dunn, Betty Hazlett, Carol Henson, Barbara Hicks, Carol Hurula, Adrian Lawson, Leonard Lovely, Sherri Noble, Terry Olson, Kris Standifur, Patsy Stephenson, Susan Weinstein, Connie Zirkle

**Members Absent:** Mike Hall, Ronnie Hicks, Cynthia Obregon, Tamara Reynolds

**Guests:** Kimberly Lawson-Murphy, Lisa Penix, Mr. Jim Stephens, Lu Ann South

The meeting was called to order at 1:30 p.m. by Chair Mike Dunn.

**Mr. Jim Stephens – Human Resources**

Mr. Stephens updated Council on the following:

- *Proposed HR Policy on Customer Service Hours (Governor's order to keep offices open until 5:00 p.m.)* is still with administration.
- *Employment of Relatives* – The administration will not write rules on this subject. The policy and its entry in the Classified Staff Handbook will be eliminated.
- *Payroll Deduction for Staff Tuition* – The request is being evaluated by the Comptroller's Office - nothing to report at this time. Mr. Stephens suggested that the Personnel Committee look into this matter with the Comptroller's Office.
- *Grievance Process* – The new grievance process goes into effect on July 1, 2007.

Mr. Stephens provided a packet of handouts for the topics to be discussed. These handouts are on file in the Staff Council Office.

- *Holiday Schedule – Fiscal Year 2008* – Mr. Stephens asked Council to review the schedule and get back to him.
- *May Catastrophic Leave Balance as of May 23, 2007.*
  - Current balance: 1534.9 hours which is equal to 204.7 days
  - Leave donated calendar year to date: 712.4 hours
  - Leave awarded calendar year to date: 566.5 hours
- *MU-HR-AP-13 Classified Recruiting* – Upon advice from the HEPC legal counsel, Mr. Stephens recommends changing the bidders' rights in the policy. It was written to consider both Marshall University and Marshall Community & Technical College staff as internal candidates for positions at Marshall University. Mike asked Adrian Lawson and the Personnel Committee to review this policy.
- *Policy No. HR-12 Performance Assessment, Classified and Nonclassified Employees* – Council approved the change in evaluation periods from two, four and six months to three and six months. The forms have been changed on the web; Mr. Stephens will change the wording in the policy.

Jill Burcham provided a handout (which is on file in the Staff Council Office) concerning MURC employees receiving benefits through PEIA. Mr. Stephens explained that the MURC board voted to change to PEIA on July 1, 2007. PEIA will admit non-state agency members. Mike asked Jill to e-mail her questions concerning this matter to Adrian Lawson for the Personnel Committee.

**Approval of Minutes:**

The April 19, 2007 minutes were approved with corrections.

### **ACCE – Mike Dunn**

- ACCE met on Thursday, May 17 at Potomac State College, Keyser, WV and approved the April minutes. Minutes are on file in the Staff Council Office.
- All new and returning members will be listed on the ACCE web site
- Leadership conference, scheduled for June 10-12, will be held at The Woods in Hedgesville, WV. Sherri Noble and Mike will attend. Presenters include: Chancellor Noland, Nichelle Perkins, Jean Lawson, and Bob Plymale. The Keynote Speaker has not yet been named.
- The next ACCE meeting is scheduled for July 22-24 at Pipestem State Resort. Officers will be elected at this meeting.
- Much of the meeting involved discussions on why salary increases are not given in July. Although Chancellor's letter said increases were to be distributed "by" October, institutions did not have to wait until October.
- ACCE members are encouraged to attend legislative interims whenever possible.

### **IBOG – Sherri Noble**

- Notes from the May 9 and 14 IBOG special meetings were sent to Council members by e-mail.

### **Announcements – Mike Dunn**

- Special thanks were extended to the Service Awards Committee members for the excellent luncheon/presentation on May 23. Committee members are: Nina Barrett, Frances Browning, Charlene Hawkins, Leonard Lovely, Glenna Racer, Nancy Schultz, Barbara Simpkins, Cora Westmoreland and Committee Chair Joe Wortham.
- Congratulations to Betty Cook for being recognized as Employee of the Year.
- The University will be constructing a Habitat for Humanity house near campus this fall.

### **Committee Reports:**

- ***Executive Committee – Mike Dunn*** – The Executive Committees of the Community and Technical College and Marshall University, in conjunction with our Staff Development Committee, would like to have the approval of this council to go forth with the Staff Development Pilot Program which was distributed to Council members for comment. The only change Betty received was the addition of the CTC President in the reporting area. Betty made a motion to approve the program, Susan seconded, motion passed. Mike asked if there were any objections to the Holiday Calendar presented by Mr. Stephens. Leonard made a motion to accept the calendar; Adrian seconded; motion passed.
- ***Elections/Communications Committee – Carol Hurula*** – Carol provided a handout of talking points from the Election Committee. The committee suggests the creation of a committee during the 2007-09 term to review the current election procedures and by-laws for revisions. The handout is on file in the Staff Council Office. Carol also read the candidates and vote totals for each area. The winners from each area are:

- EEO Group 10 – Executive/Administrative & Managerial
  - Terry Blake – Plant Operations
  - Teresa Bolt – IT
  - William “Tootie” Carter – Student Center Operating
  - Ronnie Hicks – Plant Operations
  - Adrian Lawson – ITV
- EEO Group 30 – Other Professionals
  - Amber Bentley – Career Services
  - Jill Burcham – Purchasing
  - Betty Cook – COLA
  - Carol Hurula – Academic Affairs
  - Jan Parker – Graduate School
- EEO Group 40 – Technical & Paraprofessional
  - Nina Barrett – Accounting
  - Jennifer Jimison – Financial Aid
  - Kimberly Lawson-Murphy – Human Resources
  - Cynthia Obregon – Bursar
  - Patsy Stephenson – Drinko Library
- EEO Group 50 – Clerical
  - Darlene Colegrove – Special Education
  - Leonard Lovely – Mailroom
  - Rhonda Mullins – University Communications
  - Lu Ann South – Communication Studies
  - Kristine Standifur – ATE
- EEO Group 60/70 – Service/Maintenance
  - Barbara Black – Housing
  - Betty Hazlett – Housing
  - Joe Justice – Plant Operations
  - Terry Olson – Public Safety
  - Joe Wortham - Athletics
- **Personnel/Finance - Adrian Lawson** – Adrian provided a handout of comments received on IBOG HR Policy 14 – Background Checks. (Handout is on file in the Staff Council Office). Council members questioned the need for employee credit checks.
- **Physical Environment – Susan Weinstein** – Because Cynthia raised concerns about the women’s restroom on the first floor of Old Main, and because she works on that floor, Susan had asked her to contact Dale Osburn concerning this matter. Cynthia was not at today’s meeting so Susan does not know the status of the issue. Mike mentioned that the men’s first floor restroom (near the Admissions Office) may be converted to a women’s restroom.
- **Staff Development/Service – Betty Cook** – Betty announced that two get well cards and one congratulations card (for Melanie Gallagher’s new baby) were sent. The flower fund collection from the Staff Recognition Luncheon totaled \$518.77. Amber Bentley compiled a vote of the funeral choices shown at the April meeting. The winning item was the permanent flower and electric candle arrangement. Exceptions to the item sent will be made when deemed necessary.

#### Future Agenda Items

- MURC and PEIA health insurance

**Terry Olson** – Terry provided handouts of Article 23 – Wages from the State of Ohio for police officers. He explained that these handouts from the Ohio State web page show what is possible with union representation.

**Betty Cook** – Betty provided copies of the Role of Council Member from the Staff Council reference book. She expressed her concerns about the negativity which has permeated Staff Council. She suggested that members review their role as a council member, support their leader and work toward common goals for the good of the entire classified staff to change the negative environment which is apparent, even to those not on council.

There being no more business, the meeting adjourned at 2.53 p.m.

Minutes 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