

## **Marshall University Classified Staff Council**

July 19, 2007, Drinko Library 138

**Members Present:** Nina Barrett, Barbara Black, Teresa Bolt, William "Tootie" Carter, Betty Cook, Mike Dunn, Betty Hazlett, Ronnie Hicks, Carol Hurula, Jennifer Jimison, Leonard Lovely, Rhonda Mullins, Sherri Noble, Cynthia Obregon, Terry Olson, Jan Parker, Lu Ann South, Kris Standifur, Patsy Stephenson, Joe Wortham

**Members Absent:** Amber Bentley, Terry Blake, Jill Burcham, Darlene Colegrove, Joe Justice, Adrian Lawson

**Guests:** Ms. Shelbie Lovely, Mr. Menis Ketchum, Dr. Stephen Kopp, Ms. Lisa Penix, Mr. Jim Stephens,

The meeting was called to order at 1:35 p.m. by Chair Mike Dunn who welcomed the newly elected Council members.

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

- Mr. Stephens welcomed the new Council members.
- He expressed his appreciation for the opportunity to interact with Council on a regular basis. Mr. Stephens hopes to continue this practice and will continue to take questions from the floor at each meeting.
- Mr. Stephens looks to Council for suggestions of areas of concern. Because HR is limited in funding and personnel, however, decisions to act upon concerns must be made as to the most pertinent of the issues.

### **History of Staff Council – Nina Barrett & Sherri Noble**

- Dr. Robert Hayes and Dr. Olen Jones visited an institution which had a Staff Council, brought the idea back to Marshall and held a university-wide meeting on December 17, 1979 to present the idea to the classified staff. The idea was positively received and the first Staff Council members were elected at that meeting. Charter members were: William Bradley, Jill Chapman, Ray Welty, Willadean Chapman, Delores Cook, Deborah Hicks, Nadine Hamrick, Ken Reffeitt, Marvin Billups, Jeff Edwards, Thelma Blake, Earl Johnson, Frank Lambert, Ezekiel Mills, Alan Ward, Georgia Childers, Zanna Cramer, Pat Gebhardt, and Donna Beckett.
- Marvin Billups was selected to head the charter group to create a constitution. After the constitution was written, another campus-wide election was held; most charter members were re-elected.
- First Staff Council meeting was held on February 28, 1980. First Staff Council Chair was Col. Billups and Vice Chair was Dee Cook.
- Purpose of Staff Council was/is addressing concerns with the policies and procedures of the University as related to the classified staff. It focuses on the problems of the policies and communication from administration to classified staff.
- Interim President Alan Gould signed an executive order on July 1, 1971, which provided office space, a budget and support staff for Staff Council.
- The legislation that separated the Community and Technical College from the University gave the CTC their own council.
- Staff Council was put into state code in April 2003.

### **Dr. Stephen Kopp – University President**

- Dr. Kopp welcomed new Staff Council members.
- The President shared his expectations of Staff Council: Council is a forum for new ideas, suggestions, and issues. While not all concerns can be immediately solved, it is important that the President be aware of them. Council is also a communication tool to discuss what is going on

at the University and answer questions in regard to these items. The President stressed the importance of sharing correct, accurate information with members of the classified staff.

- The President opened the floor to questions:
  - ***In regard to sharing information with the staff, what is the President's opinion to having computers available to members of the staff without computer access?***  
The President feels very positively about this issue and is willing to work with Dr. Jan Fox on this matter to make the system customer friendly. He is concerned as to whether the computers will be used. Although this matter has been discussed at previous Council meeting, the President has not received a formal request from the Council. The President would like to get the University to a point where everyone has the knowledge to use the computer system to meet their needs.
  - ***Lu Ann South shared suggestions to improve student/visitor access to the University.*** Lu Ann suggested building name signs, perhaps a decal on the doors, on the inside perimeter of campus, a directory in each building and a kiosk with building information inside the major buildings.
  - ***What should be done when differing information is received from two authoritarian sources?*** Nothing should be said or shared until the information can be verified. The President suggested checking with the first line of authority in an employee's reporting relationship.
  - ***There is differing information from the HEPC concerning salary information.*** The President again stated that the HEPC does not speak for Marshall University or West Virginia University per SB 603 – they are no longer Marshall's governing body. The University is governed by our Board of Governors. The HEPC speaks for those institutions for which they serve as the governing body.
  - ***What is the status of the personnel rules?*** The policy framework has been approved by the Board of Governors. The policy rules, if not in Code, are under the Board of Governors. If there are gaps in the policy rules, we need to repair them. SB 603 created Marshall's Board of Governors as the University's governing board.
  - ***Are we still in a position to comply with the relevant HEPC policies (i.e. Series 8 and Personnel Administration) or has that constraint been removed?*** The President will have to see how those policies compare with the policy frameworks that have already been approved by Marshall's Board of Governors. Last year, when the University made the transition to comply with SB 603, all units within the University were given the responsibility of identifying all policies that needed to be brought to the IBOG. In many cases, the policies were not revised at that time. The Board approved the policies en masse with the understanding that a policy committee would be created to review and update, as needed, each policy in accordance with Marshall University. As the policies are brought forward to the Board, they will go through the normal approval process, including public comment periods.
  - ***How does enrollment for Fall look?*** The President believes enrollment will be up by 100-150 full-time freshmen. He also believes we will see a substantial increase in out-of-state students.
  - ***Has the Border State Program impacted enrollment?*** The President said it has significantly impacted enrollment. The University is seeing a noticeable increase in applications from Indiana. The University plans to "tweak" the Border State Scholarship Program title-wise and begin to recruit in major metropolitan areas in Florida and the East Coast, especially Atlanta.

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

The June 21, 2007 minutes were approved as written.

#### **Election of 1<sup>st</sup> Vice Chair – Mike Dunn**

Nominations for the position of 1<sup>st</sup> Vice Chair were accepted from the floor. Adrian Lawson and Cynthia Obregon were nominated. Ronnie Hicks made a motion to close nominations; (I DON'T KNOW WHO

SECONDED), nominations were closed. Ballots were distributed and Council members wrote the name of their choice. Adrian Lawson was re-elected.

### **Election of 2<sup>nd</sup> Vice Chair – Mike Dunn**

Nominations for the position of 2<sup>nd</sup> Vice Chair were accepted from the floor. Betty Cook, Leonard Lovely and Cynthia Obregon were nominated. Lu Ann South made a motion to close nominations; Patsy Stephenson seconded; nominations were closed. Ballots were distributed and Council members wrote the name of their choice. Betty Cook was re-elected. Ballots for both elections were tabulated by Jim Stephens and Lisa Penix (MCTC guest).

### **Set Monthly Meeting Date and Time – Mike Dunn**

Mike explained that the normal meeting date has been the third Thursday of each month, with the exception of December. Meeting time is 1:30 in the Drinko Library Room 138. Menis Ketchum offered to meet with Council on a regular basis if the meetings were scheduled for 4:00 p.m. Leonard Lovely made a motion to keep the meetings on the third Thursday of each month at 1:30 p.m. with exceptions as needed, Lu Ann South seconded, the motion passed.

### **Mr. Menis Ketchum – IBOG Guest**

A question was posed concerning the 3% increase that MURC employees are receiving. Is there anything MU employees can do to transfer what MURC employees received above MU employees to make it half – we would get another .3%. Mr. Ketchum was not aware that MURC employees received that amount. He asked Terry Olson to submit his question in writing to him. He will look into the matter and report back to Council.

Mr. Ketchum reiterated that HEPC has nothing to do with Marshall University except to approve the President's salary.

The issue of programs being cut was also raised. Adult Technical Education is unable to obtain enough professors to continue offering a program in Training and Development even though the program is growing. Kris Standifur indicated that the faculty would be meeting with the President to discuss this matter. Mr. Ketchum asked that the information be submitted to him in writing and he will look into the matter.

Mr. Ketchum would like to have faculty, classified staff and non-classified staff salaries equal to peer institutions. In order to do so, however, the University must grow enrollment.

### **Expectations/Duties of Council Members – Betty Cook & Sherri Noble**

- Everyone introduced themselves.
- Handouts concerning the 2007-09 committee assignments, the Community & Technical College emergency meeting to approve the presidential appointment, and the Personnel Committee's End-of-Year report were distributed. Handouts are on file in the Staff Council Office; committee list is also posted on the Staff Council web page.
- Notebooks have been provided to each Council member and are updated as needed. Council members should familiarize themselves with the contents of the notebook, especially the Constitution and Parliamentary Procedures.
- The Buddy/Contact List was discussed.
  - It is a tool to share information.
  - Each EEO group has been divided among that group's five representatives. Charlene will oversee the Buddy List of the vacant position in EEO Group 40 until a replacement is elected. She will also oversee Buddy/Contact lists of any resigned positions, should that be necessary.

- Betty stressed that the list not be used as a chat room, and that information shared via the Buddy List should be accurate.
- If an individual requests to be removed from a Buddy list, his/her request should be honored and the e-mail message should be forwarded to Charlene.
- It was suggested that items to be shared with the Buddy/Contact List be designated in that manner. Not all items sent to Council members are to be forwarded to the Buddy List. If there are questions, contact Mike.
- Council members should attend the monthly Council meetings and meetings of the committee to which they have been assigned.
- With few exceptions (i.e. emergency situations), issues/concerns should be sent to Mike, who will assign the matter to the appropriate committee. The committee will work on the issue and bring the matter to Council.
- It was suggested that because all committee meetings are open, the meetings be publicized so those interested may attend. The committee chair can send out a notice or send the information to Charlene who will publicize the meeting.
- Council members will be notified by letter when they have incurred three absences. Upon the fourth absence, the member will be removed from Council.

**Announcements – Mike Dunn**

- Anyone who has problems with their Buddy/Contact List should contact Mike or a member of the Executive Committee.
- The President, Mr. Stephens and Mike will hold an early morning meeting with Residence Services employees to explain all that is going on with Capstone.
- Betty Cook announced that one funeral arrangement and one get-well card were sent since the last meeting.

There being no more business, the meeting adjourned at 2:55 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