

Marshall University Classified Staff Council
June 21, 2007, Drinko Library 138

Members Present: Nina Barrett, Amber Bentley, Barbara Black, Bernice Bullock, Jill Burcham, Betty Cook, Mike Dunn, Mike Hall, Betty Hazlett, Barbara Hicks, Ronnie Hicks, Carol Hurula, Adrian Lawson, Leonard Lovely, Cynthia Obregon, Terry Olson, Patsy Stephenson, Susan Weinstein

Members Absent: William "Tootie" Carter, Tom Dorsey, Carol Henson, Sherri Noble, Tamara Reynolds, Kris Standifur, Connie Zirkle

Guests: Pete Divers, Tommie Kelley, Mr. Menis Ketchum, Dr. Stephen Kopp, Kimberly Lawson-Murphy, Mr. Michael Perry, Lu Ann South, Mr. Jim Stephens,

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

Dr. Stephen Kopp – University President

Dr. Kopp explained the history of the bond issue for the student recreation center, baseball and softball fields, vertical parking facility, and residence halls including:

- SB 603, which gave Marshall increased flexibility but still held them under the Design Build Board and the Design Build Act. Through a compromise reached with the involved parties, Marshall was granted written authority to move ahead with this project, exempting MU from review or consideration by the board or the act for this project.
- An RFP was released in April 2006 which asked proposers to submit proposals to design, construct, and finance all aspects of the proposed project. The RFP also asked proposers to present plans for managing the recreation center and residence halls.
- Of the eight proposals received, four proposers were invited to campus for day-long presentations. Capstone Development was chosen.
- The University has been in the process of acquiring property and identifying sites for the proposed projects.
- Because it was decided that a vertical parking facility would not cash-flow, the facility was omitted from further consideration as part of the project.
- It was also decided that to try to finance baseball and softball fields from student fee assessments on the recreation center and residence halls housing fees was not fair to students. Financing of those projects was moved outside the bond issue. A proposal for a bond issue was submitted and approved in May by the Cabell County Commission for up to 125 million dollars. Funding for the recreation center and residence halls does not come from the University. The recreation center funding comes from a fee assessment approved by the students for this purpose. The residence halls are financed from the room rates for these residence halls. Operational costs for these facilities are paid through the financing arrangements for the facilities.
- The facilities revert to University ownership when the bonds are paid.
- The revenues generated by this project cannot be used for any other purpose, such as salaries. It is self-contained and dedicated solely for the purpose of each facility.

Dr. Kopp answered questions from the floor:

- **Issue of the alley** – An agreement had been reached with the city. Originally the mayor offered to give the property to the University. The university felt that it should pay for the property and a price was agreed upon. The City Council approved the price and all was in order until recently when the mayor asked for a higher price. The completed project on the property will generate \$1.9 million in new B&O taxes for the city. Dr. Kopp believes the city council will overturn the mayor's veto and the project will continue

- **Where will residence services employees fit in these projects?** The University is currently working with two management companies; Center's Management (which will manage the recreation center) and Capstone Management (which will manage the residence halls). Anyone working in the Gullickson facility will be "rolled" into the Center's program. These employees will have the choice of remaining a University employee or becoming a Center's employee. Over time, new employees will be hired on as Center's employees.
- **Impact of the WVU Zero Step decision on Marshall?** The court decision reaffirms the flexibility of SB 603, which states the WVU and MU are self-governing universities through their board of governors.
- **What happened to the 1.2 million received last year for raises?** The President stated that all funding received for raises has gone to raises. The raise pool enacted by the Legislature during the most recent session was based on a \$600 minimum and \$1200 maximum. The raise pool for every institution was calculated on that premise. At the end of the legislative session, the caps were removed from the minimum and maximum amounts for higher education but did not reinsert the funding required to create a full 3% pool. The funding allocated to Marshall for raises equated to a 2.3% raise pool.

Although enrollment figures are not yet available, registration figures for orientation are quite positive. The University is recruiting locally and regionally.

Michael Perry – Board of Governors

Mr. Perry began by stating that he was not speaking as a representative of the Board of Governors but in his individual capacity; Sherri Noble and Mike Dunn asked him to address budget issues because he is the chair of the IBOG Finance Committee. He stressed the importance of the efforts and contributions of staff. Mr. Perry also stated that funding which comes to the University, via Senator Byrd, bonds, and other outside sources, does not include monies for salaries. The funding provides additions to the University which are necessary for it to grow. Funding for salaries is dependent upon the money which is received by increasing enrollment and, of course, funding from the State. The Board has approved programs such as the Legacy Program, which recruit children of MU graduates and the Border State Program, which provides scholarships to students in the border states of Kentucky, Ohio, Virginia and Maryland. The University is also recruiting in West Virginia's border states to offset the state's population loss. Mr. Perry stressed the importance that all employees play in the process of retaining students which is fundamental to the growth of the University.

Mr. Jim Stephens – Human Resources

Mr. Stephens updated Council on the following:

- **MURC employees receiving PEIA insurance - The** Director of PEIA decides who is an employer (according to State Code 516:2). MURC made a valid petition for membership which was approved by the PEIA Director.
- **PEIA Insurance Coverage Letters** - PEIA recently sent out notices with amounts of insurance coverage. Unfortunately, some employees did not submit their Tobacco Free Forms and their rate reflected the Tobacco User Rates. This matter can be resolved by having the employee submit a Tobacco Affidavit which will be forwarded to PEIA. PEIA will change the employee to a tobacco-free rate at their next cycle (approximately 60 days).
- **Classified Recruiting Policy Changes** - The policy changes were discussed with the MCTC Staff Council. It was suggested that, because the Classified Recruiting Policy is an administrative procedure (#13) that is "nested" under a Board of Governors Policy (BOG 13) the Board be approached about writing the Inter Institutional bidding rights clause into the BOG policy. Mr. Stephens offered to be of help if Council decides to advance discussion of this matter.
- **New grievance process** – The University is scheduled to change to the new statute on July 1. There are questions as to what to do with grievances which are currently in process. Mr. Stephens will share transition information with Council when it is available.

- **Applications for Classified Bid** – The application has a life of one year; an employee can update and activate his/her application for a second year. Mr. Stephens believes the employment application should be on file for no more than two years because of the changes occurring in responsibilities and skills. After two years, an employee would submit a new application in order to bid on a job. Mr. Stephens suggests that Council consider reviewing this policy.
- **Digitizing Files Prior to 1994** - In order to save space, the Human Resources Office has digitally scanned all materials in personnel files prior to 1994. The information is stored on CDs outside the HR office for safety purposes. It was suggested that those affected by this new process in HR be notified that 2 pieces of paper would remain in their file and the pre-1994 paperwork would be on a CD.
- **Status of Faculty-Staff Directory** - The Telephone directory would cost approximately \$6000.00. The administration did not provide the funds for this project. A spreadsheet does exist which could be put on the web. Mr. Stephens is going to try to publish a directory in the fall of 2007.
- **Payroll Deduction for Staff Tuition Costs** - It needs to be decided if OASIS is an acceptable tool for staff payment of tuition costs. Adrian has done some research concerning other institutions which offer a staff payroll deduction plan for tuition costs. He is checking to see if any West Virginia institutions offer such a program.

Approval of Minutes:

The May 24, 2007 minutes were approved as written.

ACCE – Mike Dunn

- The leadership conference was held at The Woods in Hedgesville, WV. James Spears, West Virginia Homeland Security Advisor, was the keynote speaker.
- Chancellor Noland discussed the Zero Step Lawsuit and its meaning in regard to the HEPC's control, especially in regard to Marshall and West Virginia University. The decision says that with the added flexibility that MU and WVU were granted, they control compensation, HEPC still controls classification.
- Bruce Walker discussed the grievance procedures. The new grievance board has not yet been named.
- Mike will send ACCE handouts to everyone by e-mail.
- ACCE's next meeting will be July 22-24. New officers will be elected at this meeting.

Committee Reports:

- **End of the Year Reports** - are on file in the Staff Council Office
- **Elections/Communications Committee – Carol Hurula** – Carol provided a tri-fold brochure for Council's consideration. A copy of the brochure is on file in the Staff Council Office. Carol thanked Barbara Hicks for all of her work on the project. Barbara discussed the brochure and the changes suggested. Barbara made a motion to accept the brochure with the revisions suggested today and the on-going opportunity to update the brochure as needed to keep it current. Betty Cook seconded. Bernice Bullock requested a second draft before proceeding. After some discussion, the original motion passed.
- **Personnel/Finance - Adrian Lawson** – Adrian stated that Mr. Stephens had addressed the issues he planned to cover; PEIA, payroll deductions and *personnel* file information. Discussion of the background check information from the Governor's Office was discussed. Adrian referred to a Charleston Gazette article which indicates that this policy will apply to all state employees. It is not clear at this point if this policy will apply to higher education employees. Mike charged the Personnel/Finance Committee with the responsibility of looking into this policy.

- **Physical Environment – Susan Weinstein** – Susan followed up on two committee recommendations: the addition of changing tables in the men’s and women’s restrooms and the letter to Herb Karlet requesting staff representation on committees discussing new facilities. Although an official response has not been received, it is believed that some but not all women’s restrooms will be modified to include changing tables. The letter to Herb Karlet has been forwarded to the President. It seems that staff will not be involved in the planning stages of new buildings as requested in the letter.
- **Staff Development/Service – Betty Cook** –Betty sent two funeral arrangements and two get-well cards. The Flower Fund collection from the Staff Recognition Luncheon totaled \$588.47. Betty also announced that her committee is continuing to work on the implementation of the tuition payroll deduction option for staff. They also hope to create a “buddy system” program that would pair new hires with long-term employees. This mentoring program could be very helpful in acclimating new hires to the University.

Announcements – Mike Dunn

- The Marshall Community and Technical College Classified Staff has accepted the Pilot Program recommendation. Mike is waiting for Monica Shaffer’s signature. It will be sent to both Presidents and the Board of Governors next week.
- Mike has been named to the steering committee of Marshall’s first Habitat House which will be constructed near campus beginning this fall. It is hoped that this will become an annual project.
- Anyone not returning to Council should return their notebook to Charlene.
- Certificates of appreciation were distributed to out-going Council members.
- The July meeting will be a short business meeting followed by an orientation/training session.

Future Agenda Items

- Bernice Bullock suggested that Council consider another meeting area that has a gallery area for visitors. Barbara Hicks asked if the School of Medicine and South Charleston staffs could join the meeting via video conference.

There being no more business, the meeting adjourned at 3:12 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