

Marshall University Classified Staff Council January 17, 2008, Drinko Library 138

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

Members Absent: Teresa Bolt, Joe Justice, Rhonda Mullins

Guests: Bernice Bullock, Tommie Kelley, Dr. Stephen Kopp, Mr. Jim Stephens,

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

Dr. Stephen Kopp – University President

Dr. Kopp discussed:

- The University's United Way campaign is currently at 94% of goal,
- The University's experimental project to open 3 days during the winter break was successful and will continue in the future. Approximately twelve hundred contacts occurred during the period. The statistics follow:
 - **Registrar's Office** - 218 phone calls, 173 window transactions, 247 transcripts generated. Other general office work related to December graduation (graduation lists, diplomas, etc) was accomplished.
 - **Bursar's Office** – 29 front counter visits, 39 cashier transactions, 158 telephone calls.
 - **Financial Aid** – 158 phone calls, 79 walk-in transactions. Other general office work related to aid was accomplished.
 - **Admissions** – 90+ phone calls, 45+ walk-in transactions. Other general office work (opening mail, loading applications, etc.) was accomplished.
 - **Recruitment** – 11 phone calls, 1 tour.
 - **University College/Advising Center** – 10+ phone calls, 4 Email advising, 24 schedule assistance.
- Concerning the Legislature, The proposal to create the WV Research Trust Fund, one of the Governor's initiatives from the State of the State address, is consistent with Marshall's plans for an interdisciplinary research institute. The administration will be tracking the bill which has gone to the Legislature. Concerning the 70/30 split, the University has five years to raise \$15 million (cash in hand) to match the Governor's \$15 million portion for MU in the bill. The President has proposed to the Governor that if one or both universities exceed the 50 million dollars that the Governor add to that investment.
- Concerning Senate Bill 603, Dr. Kopp stressed the importance of maintaining, if not increasing, the flexibility the University now has.
- Concerning improving state funding at MU, Dr. Kopp suggested:
 - The Legislature buy down capital fees paid by students.
 - Retirement contributions for all employees be moved above 6%; it is currently capped in State Code at 6%.
- The (one-time) 2 million allocation to the Medical School promised by the Governor is in the base budget. The President plans to work hard to keep it in the base budget.
- There may be a push to de-couple administrative link between the community and technical colleges from the universities and colleges. The President feels if the state wants to "buy out" the University with base funding to de-couple Marshall University and Marshall Community and Technical College, the CTC should no longer carry the name Marshall.
- Fast-track certification for first-time teachers. This proposed program bypasses the Colleges of Education; new teachers are certified by means of an examination. The President has serious concerns about this proposed program and believes it should be studied very carefully.

- The Promise Scholarship and the issues raised by the Governor are getting lots of attention. Marshall has graduated one class of Promise Scholars. Dr. Kopp does not feel that the University has enough data available to make an informed interpretation of how many Promise students are leaving the state

Dr. Kopp opened the floor to questions:

- ***Have decisions been made concerning the employees in the new dorms? Will they be MU employees or Capstone employees?*** The President is not aware of any final decision. The President also stressed that no MU residence hall employee will lose his/her job. It is a decision as to whether the company will contract staffing with the University or hire their own employees.
- ***When will we have retention results for the semester?*** The President has not seen them. He will check with Mike McGuffey and provide that information at another meeting.
- ***How does current enrollment look?*** Overall, enrollment is up slightly or flat because for the past few years the University has been graduating more students than it has been admitting. Enrollment figures show an increase of 140 freshmen in Fall 2007.
- ***What is the status of the property purchased on Fifth Avenue and 20th Street, designated for the Community and Technical College? If there is a separation of the CTC from the University, will there be an impact on that property purchase?*** It will have no impact on the property purchased. If the separation takes place, decisions will have to be made as to the property held by the Board of Governors. A separation would remove MCTC from the IBOG jurisdiction.
- ***In your opinion, is the initiative to separate community and technical colleges from universities and colleges led by the legislature or by the community and technical colleges themselves?*** The President is not sure who is behind this change but he is aware of the desire for a strong community and technical college system in the state. He does not think the state has made enough of an investment to make it happen.
- ***Will someone be in place when Provost Sarah Denman leaves?*** The University will start a search right away. An outside consulting firm will be used. The President hopes to have the new provost in place by August.

Mr. Jim Stephens – Human Resources

- Provided the Personnel/Finance Committee with a proposed revision to the timeline for the completion of the PIQ.
- Catastrophic Leave Bank general bank has approximately 400 hours.
- Waiting for the request for proposals to get a new background check vendor to return from Purchasing. Mr. Stephens expressed his appreciation to all departmental administrators and staff members who are assisting with the background check.
- Only new benefits-eligible employees are subject to the background check. The question arose if an employee transfers from MU to MCTC or vice versa, or transfers or promotes within either institution, do they undergo a background check. They do not. If, however, a MURC employee transfers to MU, they must undergo a background check because they are a separate entity.
- Concerning Senate Bill 603 Personnel Study; a proposed revision to the job evaluation plan is on the HR web site. Mr. Stephens suggested that Council review this plan carefully and give feedback to Nichelle Perkins.
- HR is considering changes to the recruiting system. Several years ago, the Human Resources office stopped publishing its Friday paper bulletin and put the job vacancies on the web. It became a virtual bulletin and e-mail messages were sent to subscribers informing them that a new bulletin was available. The office is considering moving away from a Friday bulletin and listing jobs in “real time” as the vacancies are received. E-mail messages would continue to be sent to inform subscribers of new listings on the web. The application deadline would coincide with the bulletin posting date. Anyone needing a paper copy of the bulletin can contact HR.

Mr. Stephens opened the floor to questions:

- ***The inclement weather policy has changed and we were not made aware of it. The inclement weather policy listed in the on-line Handbook does not agree with the policy listed on the University Communications webpage.*** The governing policy concerning inclement weather is Marshall's Executive Policy on Inclement Weather. Mr. Stephens will check to see if the University Communications inclement policy listed on their web page is in agreement with the Executive Policy. (Staff Council's Personnel/Finance Committee will meet next week to discuss the weather policy.)

Approval of Minutes:

The December 13, 2007 minutes were approved as written.

ACCE – Mike Dunn

- Minutes for the past two meetings were sent to Council members today.
- Mike has been unable to attend the last two meetings. Adrian Lawson attended the January meeting. Adrian will prepare a brief summary and send it to Council members via e-mail.
- The Classification, Compensation Steps, Performance Management and Professional Development Committees are meeting in Charleston on January 31 and February 1.
- Marshall Day at the Legislature is February 4.
- The next ACCE meeting is February 12 in Charleston.
- The retirement issue discussed by Dr. Kopp is one of ACCE's main agenda items.
- The legislative agenda is in process. Some wording issues exist with WVU. ACCE is asking for more funds for higher education to cover pay raises; mandate a fully funded salary schedule.

Committee Reports:

Election Committee – Joe Wortham Mike thanked Joe for taking the chair position on the Election Committee. Committee members include Nina Barrett, Teresa Bolt, Leonard Lovely, and Jan Parker. Joe announced that the committee met yesterday and knew of 5, possibly 6 vacant positions on Staff Council. The election process is in place. Nomination letters will be sent to staff members next week and the notice will appear in the January 25th edition of "We Are Marshall." There are a total of 7 vacant positions. The current guidelines will be followed. The committee will meet after the election is completed and review election procedures. The nomination deadline is Friday, February 8. Paper balloting will be held on March 11 and e-voting will be held on March 17-18.

Announcements – Mike Dunn

- Terry Olson resigned from Staff Council due to health issues.
- The Board of Governors will meet next Wednesday (January 23) on the South Charleston campus.
- Bernice Bullock thanked everyone for participating in the University's United Way Campaign. She also announced that the United Way Tax Coalition will again offer free income tax preparation for taxpayers who earn \$40,000 or less. Informational posters will be placed around campus.

There being no more business, the meeting adjourned at 2:30 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