

Marshall University Classified Staff Council
December 18, 2008, Drinko Library 138

Members Present: Nina Barrett, Barbara Black, Bernice Bullock, Tootie Carter, Darlene Colegrove, Betty Cook, Virgil Crockett, Mike Dunn, Toni Ferguson, Ronnie Hicks, Carol Hurula, Jennifer Jimison, Darrell Kendrick, Leonard Lovely, Okey Napier, Sherri Noble, Shirley Oden, Jan Parker, Kris Standifur,

Members Absent: Amber Bentley, Teresa Bolt, Kimberly Lawson-Murphy, Cynthia Obregon, Patsy Stephenson, Joe Wortham

Guests: Mr. Tommie Kelley, Ms. LuAnn South, Mr. Jim Stephens

The meeting was called to order by Chair Mike Dunn.

Mr. Jim Stephens – Human Resources

Mr. Stephens discussed the following:

- **Catastrophic Leave Bank** – Mr. Stephens provided a handout listing the account's balance as of the end of November 2008; a copy is on file in the Staff Council Office. No donations to the general catastrophic leave bank were received nor hours used from the general bank in November 2008. As of the end of November, there are three active Catastrophic Leave Applications in the Human Resources Office. These three approved applications are eligible for leave which is donated specifically in their behalf. This category of leave does not come from the general bank. The balance as of November 30, 2008 is: 2365.286 hours which equals 315.371 days.
- **Sick Leave Buy Back Program** – The State Department of Administration is in charge of this program which is based on the section of the State Code which was changed at the last legislative session. Anyone wanting more information on the program should contact the Human Resources Office.
- **Revision to Catastrophic Leave Policy** – Mr. Stephens asked Council to consider approving this revision. The revision includes the following: *"Any employee of Marshall University who receives a payment from the Department of Administration for purchase of accrued unused sick leave under the provisions of West Virginia State Code Section 5-5-6 shall be ineligible for grants of catastrophic leave from the University's Catastrophic Leave program for a five-year period commencing with the date of the payment."* Mr. Stephens provided copies of this revision to Mike Dunn and Kimberly Lawson-Murphy for the Personnel Committee's deliberations. He also agreed to send the PDF file to Mike for distribution to the Council.
- **MU-HR-40 – Timeline for Completion and Processing of the PIQ** – At the November 21st meeting, a routing sheet was proposed; a revision was forwarded to Mr. Stephens by Kimberly Lawson-Murphy after the meeting. While Mr. Stephens feels that everyone can work around the suggestions, he needs additional time to get it in a format which will work for everyone. He hopes to bring another revision of the routing sheet to Council's January meeting.
- **HR-AP-13 Classified Recruiting Policy** – Mr. Stephens asked that this policy be changed to stop the cross-institutional bidding process. The wording changes would include deletion of the dual institutional references and inter-institutional bidding rights. Mike agreed to get back to Mr. Stephens with a response the second week of January.
- **MU-HR-18 - Annual Experience Increment** - This policy had to be modified to change all the values from \$50/year to \$60/year. Calculation changes were also necessary. Mr. Stephens provided copies for Mike and Kimberly Lawson-Murphy (Personnel Committee chair) and asked for feedback from Council on this matter.
- **Holiday** – The half day holiday given to state employees by the Governor for the day after Christmas will be considered a "floater" for Marshall employees. This will be a 3.75 hour award

for full-time employees and must be used by June 30, 2009. Mr. Stephens will send out an e-mail message after the beginning of the year concerning how time is to be used.

Mr. Stephens opened the floor for questions

Have you had the opportunity to research standards for the evaluation form for classified staff? Can supervisors modify the standard form and "make it their own?" Mr. Stephens said that additional items or areas can be added as attachments, but the document of record with the areas of evaluation should remain the same.

Approval of Minutes:

Carol Hurula made a motion, and Ronnie Hicks seconded, that Council accept the October minutes. Motion passed. The October minutes were approved with a correction.

Betty Cook made a motion which was seconded by Carol Hurula, that the November minutes be approved as written. Motion passed.

In his absence, Joe Wortham's question concerning Charlene's practice of forwarding the draft of their sections of the minutes to Dr. Kopp and Mr. Stephens was tabled for discussion at the January Council meeting.

Election of Second Vice Chair – Mike Dunn

Mike opened the floor for nominations: Leonard Lovely nominated Bernice Bullock and Jennifer Jimison nominated Carol Hurula. A secret ballot vote was taken; ballots were counted by Mr. Stephens. The results were: Carol Hurula, 9 votes and Bernice Bullock, 8 votes. Carol was declared the winner.

ACCE Report – Mike Dunn

Mike sent the ACCE presentation to the HEPC to Council members this morning by e-mail. This is the same presentation that was given to the Community and Technical College Council last Friday. The presentation will be made to LOCEA in January. A hard copy of the presentation is on file in the Staff Council Office.

In regard to the ACCE presentation and SB 603, ACCE has not given their approval to any of the three salary schedules which are proposed. ACCE is asking that it eventually be put into code that the minimum salary schedule would be at the same rate/percentage to be paid to faculty and non-classified staff. ACCE is also discussing a "living wage." A lengthy discussion of salary schedule funding ensued.

Committee Reports:

Service Committee – Betty Cook – The basket raffle (won by Dr. Jeff May, Biological Sciences) raised \$436.00 for the Flower Fund. Tom Bergquist donated \$100.00 to the fund. Tomorrow is the last day to donate items to the Christmas Project for Fairhaven Rest Home residents. The donated items will be delivered to the nursing home on Monday, December 22 at 11:00 a.m.

Future Agenda Items

At present, staff members are eligible (with supervisor approval) to receive up to five hours of release time a week to take college courses. Darrell Kendrick asked if staff members could have release time for coursework that would apply toward their GED. Mr. Stephens stated that this is a commendable issue which would require a policy change. Mike said Council would look into the matter and prepare a recommendation.

There being no more business, the meeting was adjourned.

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