

Marshall University Classified Staff Council
January 15, 2009, Drinko Library 138

Members Present: Nina Barrett, Amber Bentley, Barbara Black, Teresa Bolt, Bernice Bullock, Darlene Colegrove, Virgil Crockett, Mike Dunn, Toni Ferguson, Ronnie Hicks, Carol Hurula, Jennifer Jimison, Darrell Kendrick, Kimberly Lawson-Murphy, Leonard Lovely, Okey Napier, Sherri Noble, Shirley Oden, Jan Parker, Kris Standifur, Patsy Stephenson, Joe Wortham

Members Absent: Tootie Carter, Betty Cook, Cynthia Obregon,

Guests: Mr. Bill Bissett, Ms. Michelle Douglas, Dr. Stephen Kopp, Ms. LuAnn South, Mr. Jim Stephens

The meeting was called to order at 1:36 p.m. by Chair Mike Dunn.

Dr. Stephen Kopp – University President

Dr. Kopp updated Council on the following:

- Doctorate in Physical Therapy Program – has been approved by the Board of Governors. This program, which is a joint venture with the Marshall Medical School, will be self-sustaining and self-supporting. The revenue generated from tuition will be split between the University and the Medical School. The University's portion of program revenue will be reinvested in people and programs at the University. The President expects the program to take 3-4 years to fully develop. He also stated that should the University face a budget shortfall, this program could be put on hold.
- A committee will be formed to finalize the separation of Marshall University and the Marshall Community & Technical College.
- December Convocation was a success. Next year the President anticipates a full December commencement ceremony. A new venue, hopefully on campus, is needed to accommodate the size of the ceremony.
- The Marshall Institute for Interdisciplinary Research and Other Initiatives is up and running. To date, several grants have been written and approximately 1.8 million has been raised from private funds for research.
- Director for Recruitment position has been offered. The administration is waiting for the candidate's response.
- Leadership Summit for Senior Vice Presidents and Vice Presidents - held in December to discuss key issues facing the University. Student recruitment and retention was one of the main topics and was discussed at length at the summit. The President also indicated that the University needs to generate 4 million in new revenue each year in order to fully fund the compensation packages for faculty and staff. This translates to approximately 1000 new students each year.
- Marshall will soon serve as a beta site to test software for a new federal financial aid form from Intuit, Inc. This California-based company has created programs such as TurboTax.
- Renovation Projects – The MSC lower level renovation continues. The Basketball Locker Room will be renovated soon with private funding.

The President recognized United Way Chair Bernice Bullock who announced that the campus campaign reached 75% of its \$50,000 goal.

The President opened the floor to questions:

Will MU graduates have an edge in being accepted into the new Physical Therapy master's program? The President indicated that they would.

Concerning retention, is there a process in place (such as letters, phone calls, etc) to follow up with students who do not return? The President said there would be follow-ups, perhaps by phone. He welcomed all ideas and suggestions. A lengthy discussion of retention issues ensued.

Mr. Jim Stephens – Human Resources

Mr. Stephens updated Council on the following:

- Catastrophic Leave General Bank – Donations received in December 2008: 105 hours (14 days). No donations were used in December. Four active Catastrophic Leave applications are on file. These individuals have been deemed eligible to receive leave donated in their name. The December balance is 2470.286 hours which is equal to 329.371 days.
- Half-Day Holiday – Individuals cannot be compelled to take this holiday at a certain time. It must, however, be taken by June 30, 2009 or the time will be lost. Mr. Stephens urged everyone to make a notation on their time sheet at the time the holiday is used.
- Four-Day Work Week for State Employees – Marshall currently has ten (10) employees working on a modified work schedule (4-day work week). Anyone interested in pursuing this schedule and who is meeting resistance from supervisors should contact Mr. Stephens.
- Personnel Study Final Report – Draft – Mr. Stephens encouraged everyone to take a close look at this document which will be presented to LOCEA in February. Anyone needing a copy should contact Mr. Stephens.
- Timeline for Processing of PIQ – Mr. Stephens has the recommended form in his queue of things to do. He does not anticipate any problems with it.

Approval of Minutes:

Okey Napier made a motion, which was seconded by Carol Hurula, that the December 18 minutes be approved as written. Motion passed.

IBOG Report - Sherri Noble

Sherri distributed copies of the Revised MU Board of Governors January 14 meeting with her notes indicating actions taken.

Leonard Lovely made a motion that the Board of Governors be invited to meet with classified staff for a question and answer session during the Spring 2009 semester. Okey Napier seconded the motion. The motion passed.

ACCE Report – Mike Dunn

ACCE gave a presentation to LOCEA on January 11, 2009. Mike sent the December 11, 2008 minutes, the January 11, 2009 ACCE agenda (with his notes) and the PowerPoint presentation to LOCEA to Staff Council. This information is on file in the Staff Council Office.

Committee Reports:

Financial Affairs/Personnel – Kimberly Lawson-Murphy

- Kim made a motion to accept the increment changes suggested by Mr. Stephens for HR-18 (Annual Experience Increment Policy). Leonard seconded the motion. Motion passed.
- Kim made a motion to accept the Routing Sheet Recommendation (CSR 08-09-02-FAP). Leonard seconded. After discussion, the motion passed with changes.
- Kim made a motion to attach the Sick Leave Buy Back Program information from State Code (§5556) be attached to the existing Employee Catastrophic Leave Policy (MU-HR-AP-3) and the existing Sick Leave Policy. Leonard seconded the motion. Motion passed.

- Kim made a motion to give Mr. Stephens authority to remove references to the Marshall Community & Technical College from all University policies. Leonard seconded the motion. Motion passed. Mr. Stephens offered to keep Council informed of activity on this matter.

Elections/Communications Committee – Joe Wortham – The committee sent recommendations for changes to the Constitution and By-Laws to the Executive Committee. The committee will get back to the regular election cycle with the election of all Staff Council members in the spring.

Staff Development/Service Committee – Amber Bentley - At the December meeting, Darrell Kendrick asked if employees could receive release time for courses applied toward a GED just as employees can currently receive release time for college credit coursework. It was agreed that there was a misunderstanding as to what information was originally requested; Amber agreed to further research the Topic and share her findings with Council.

Announcements – Mike Dunn

Mike reported that the Christmas Project, the Fairhaven Rest Home, was a success. The donated items were taken to the home on December 22 and the staff was very appreciative of Council's help.

There being no more business, the meeting was adjourned at 3:03.

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