

Marshall University Classified Staff Council
October 16, 2008 Drinko Library 138

Members Present: Amber Bentley, Barbara Black, Bernice Bullock, Tootie Carter, Darlene Colegrove, Betty Cook, Mike Dunn, Toni Ferguson, Ronnie Hicks, Carol Hurula, Jennifer Jimison, Darrell Kendrick, Leonard Lovely, Kimberly Lawson-Murphy, Sherri Noble, Shirley Oden, Jan Parker, Kris Standifur, Patsy Stephenson, and Joe Wortham.

Members Absent: Nina Barrett, Teresa Bolt, & Christopher Kennedy

Guests: Ms. Michelle Douglas, Dr. Stephen Kopp, & Mr. Jim Stephens.

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

Jim Stephens:

- Mr. Stephens provided statements of current Catastrophic Leave Hours available and advised that requests had been minimal. Applicants still receiving leave at present time generally have leave supported by donations made directly to the applicant, therefore not requiring use of hours from the general leave bank. Mr. Stephens again expressed his appreciation to Betty Cook for her excellent service as a reviewer of catastrophic leave requests from classified employees. He noted the 2008 WV Legislative session created the Sick Leave Buy Back Program. Policy for this is in two parts. One part is WV State Code Section 5-5-6 and the other is an Administration Rule written by the Department of Administration which becomes effective November 3, 2008. Anyone needing a copy of the code or Administrative Rule may contact Human Resources. The application should be available on line through the Secretary of State's office shortly and Mr. Stephens advised that any employee wishing to apply should be aware this is a personal decision. Human Resources Services will assist employees with information about the program and will provide forms when available but will not advise employees on whether or not they should participate.
- Mr. Stephens advised that Tuesday October 28, 2008 the Senate Bill 603 Personnel Studies Committees will be on campus to provide presentation as to what the committee is proposing for the next legislative session. Representatives from the committees will be here to address questions and concerns. Time has yet to be determined but publicity and announcements will be forthcoming. It was brought to Mr. Stephens's attention that Oct. 28th Marshall has a home football game which could present conflict with the proposed meeting. Mr. Stephens will contact committee to reschedule at a future date and provide information as to when meeting is confirmed.

Approval of Minutes:

- Minutes for September 18, 2008 were approved as written with motion to approve by Carol Hurula and seconded by Shirley Oden.

Fitness Center

- Mike asked for motion to accept the recommendation SR-08-09-02 IS requesting the new health and recreation center bears the name of Dr. Paul Ambrose. Motion to accept made by Betty Cook seconded by Carol Hurula

Mike asks Patsy Stephenson to speak regarding the quest to have this recognition bestowed on behalf of Dr. Paul Ambrose. Patsy noted that Faculty Senate had written a recommendation requesting the health center be named in honor of Dr. Paul Ambrose, Staff Council also provided a petition in support of the request as well. Not only was Paul an avid member of the Marshall family his father emeritus Dr. Kenneth Paul Ambrose retired as Chair/Professor of the Sociology/Anthropology department with 30+ years of service. Sharon Ambrose worked in the School of Nursing at Marshall University and went on to serve as CEO of St. Mary's and just recently retired as well. The ties, service and history of the Ambrose family to Marshall University is monumental. Patsy gave heartfelt comments in respect to the milestones that Dr. Paul Ambrose achieved in his work. While in Washington Paul gave his time freely working at a clinic that provided free health care to those without and mainly families of Spanish descent. Paul spoke Spanish fluently and most times this was the only health care people of this area received. Paul's attended Harvard and Dartmouth served and studied under two surgeon general's Dr. Jackson and Dr. Koop. Paul was on his way to Los Angeles to attend a conference and a paper and presentation regarding obesity of children within the United States. All the information Paul had compiled for his study was on his laptop which was lost as well in the crash. It would be an honor to Ken, Sharon & family if the health center was named for Dr. Ambrose as he was the epitome of health. As Dr. Angel had announced back in 2002 this was the intention of this university and it certainly would be the right thing to do but as well as a big morale booster for faculty, staff and students. There should be no question as to the why this should be done but only how soon. It is my hope that the higher ups will keep an open mind and heart and do the honorable thing for someone that loved Marshall University, worked to improve Health Care in WV and only strived to make a difference for all of us. We understand the money factor but realize at times honor is more important and doing the right thing is sometimes the action that needs to be taken. This is such a small price to give considering what was lost by Paul's life being taken so quickly. With no further discussion on this issue Leonard moved to close discussion and vote to accept recommendation was unanimous.

Dr. Stephen Kopp – University President

- Senate Bill 603 – Dr. Kopp has not at the moment reviewed all the information but advised he is trying to rework schedule to attend campus meeting that is currently scheduled.
- Fitness Center membership fee schedule is being finalized and reviewed. Rates are comparable to that of the YMCA. The types of memberships to be offered are still being defined and categorized. President Kopp is expecting final report in his office on Friday.
- An e-mail from Lu Ann South had been submitted to President Kopp asking that MU Bert be reviewed to see if it is feasible to adapt software or a program be written to allow entry of course schedules. Dr. Kopp will forward this to Dr. Jan Fox for review and will discuss with her as to what possible options may be available, or if compatibility exist within the Banner system that will allow this option to be made available. Dr. Kopp will report back to Council with response from Dr. Fox.
- Student Financial Aid Web Site – MU is working with INTUIT, President Brad Smith, regarding a possible software interface for completing the FASFA. This would make available to students an informational site regarding Financial Aid assistance. The site would enable students to prepare and compile all the information needed before submitting an application on line. The on-line site would be advantageous in many aspects, time saving in submitting the application, providing many links for other information, and a tool readily available at all times. Also, allows perspective students a site to view and prepare for gaining Financial Assistance if needed
- New Recruiting Director: Three perspective candidates with strong credentials have been selected and interview schedules are being arranged for candidates beginning early next week. Goal is to have position filled before the end of the year,

- **Stock Market Issue:** Dr. Kopp was asked if he saw any areas of concern regarding the stock market and responded at present it is too early to tell if any ramifications will be impacted by the University. Dr. Kopp will be working with Ron Area and will monitor closely endowed scholarships, etc and review any area that may show a downward spiral toward funding regarding the university.
- **Land Issues:** Dr. Kopp advised proposers had been given until next Friday to submit full proposal bids for review. Two major issues – does the Board regard this to be surplus property. If Board declines then no further consideration will be given to purchase the property. If the Board does make the determination as surplus property then proposals will be reviewed.
- **MCTC Separation:** Anticipating an updated status report today. The actual separation of the data base system in Banner is still under discussion waiting on info from MCTC as to whether they have contracted with WV NET to transfer the information. The bond issue information was put on hold regarding capital, projects and capital due to the market status. What this will do to time table of separation is still in question. The goal is to have data base separation completed by fiscal year end but an actual completion date is not feasible at present due to the many concerns and issues yet to be resolved.
- **Salary Petition:** Mike received a response from President Kopp regarding the salary petition. It was reiterated that until growth in enrollment reaches a higher percentage and remains stable and revenue becomes available to support the costs that is needed to fund salary needs, other programs and prior commitments throughout; the university is not in a financial position to support this at the present time.

Announcements – Mike Dunn

- Sent out items via e-mail presented to Sub Committee V on Education which in large contained information regarding the Forms Management Committee that recently completed the form now required in performance evaluations. We have been given charge to review a Pay for Performance Summary which the Committee proposed a Points for Rewards program which was done at some institution as a trial basis. This would allow employees to choose a gift item for reward rather than linking back to merit or monetary awards. Please review and provide comments, questions or suggestions back to Mike before meeting scheduled Oct. 28th.
- Mike noted that Amy Pitzer , ACCE Chair and Cindy Curry from WVU had traveled to St. Louis and presented to CUPPA HR work entailed on improving Human Resource Systems with Senate Bill 603 for the state of WV. The presentation was very well received and many positive comments made.
- **Compensation:** Mike and Sherri have been working on questions regarding compensation. Right now it is hard to report as to what means will be taken with regards to years of service but basically a minimum across the board and possibly factor step raises for educational benefits completed by employees. Hopefully a better report will be available by Oct. 28 meeting.
- Next ACCE meeting scheduled November 18th, 2008 which allows opportunity to meet with Legislators, Performance Management & Compensation Committees to address and voice further concerns.
- Report on Cores Management Committee went well 50 minute presentation with many questions from Legislators. Any questions or concerns please send by e-mail to Mike.

- Mike announced that Andrian Lawson retired and that Kimberly Murphy Lawson had agreed to serve as Chair for the Personnel Committee.
- **Personnel Committee** - Kimberly Lawson Murphy – Bernice Bullock - The PIQ Routing Sheet submitted to Human Resources for Dr. Kopp's approval back in 2007 somehow did not make it through routing for approval. Motion was made to have this recommendation deemed null and void. It was requested to the Personnel Committee to revise and develop new form make any further changes necessary and resubmit to Council for further action by next scheduled council meeting. Also, the committee has been asked to review whether employees were required to use Annual Leave if they were sent home due to the last power outage throughout campus. The committee will review and report back at next council meeting.
- **Election Committee: Joe Wortham** – Joe reported that announcement for nominations had been sent out for vacancies in EEO groups 10, 40 and 50. E-voting will be held November 14th – 17th. Paper ballot voting will be held November 18th in the staff council office Morrow Library 123. Results will be counted the 19th and invitations for new members to attend the meeting on November 20th will be sent. The committee is reviewing Article Six of the Constitution and By Laws regarding elections and foresees at least two more meetings before recommendations may be presented to Executive Committee. Nominations for open positions will continue to be accepted until 4:30 pm Friday, October 19, 2008.
- **Staff Development/Service – Betty Cook** – Tuition applications will be due November 14th and an announcement will be available from the Staff Council Office shortly. Revision of Tuition Waiver guidelines have been placed on hold until an agreement between MCTC and Marshall is more defined as to how courses between the two areas will be made available for waivers. Also, the basket raffle in raising monies for the Flower Fund will be placed in the student center for a two week period. Drawing for the winner will be held at 2:15 pm November 21, 2008.
- **Budget & Academic Policy Committee – Carol Hurula**
Carol submitted the following report:
 - Report from Hearing Officer: Jim Sottile on Academic Dishonesty
 - three appeal hearings this summer, presentation of cases was extended in time and often repetitive
 - Sottile proposes that a 20 minute limit for each side on presentation of case at beginning of hearing
 - Agreement that the committee can make this decision
 - Jim Sottile will distribute revised procedure document for vote next meeting
 - Election of chair for AY 2008-09
Phillipe Georgel elected by acclamation
 - Discussion of draft of University Calendar for AYs 2009-2010 and 2010-2011: Hensley
 - Discussion of new charge for committee: incompletes: Hensley
 - review and recommend time limits for resolution of INCOMPLETE (I) final grades
 - Policy now states up to one year to complete course work with faculty option to set more limited time
 - Subcommittee (Perkins and Sottile) will review policy and develop recommendation for next meeting.
 - Discussion of Excused absence policy: Perkins

- Suggestion made that Dean of Student Affairs be invited to meet with committee to discuss current process for granting excused absences from class
- Topics should be inclusive of medical, athletic, and military policies.
- Buck Harless Student Athlete Program responsible to verify and notify faculty of athletic excuses absences.

Next meeting 10/16/08 at 4pm

Mike acknowledged his thanks for the hard work that Andrian had done while serving on Council and noted that the special elections of 2nd Vice Chair would be held at next scheduled council meeting.

No further business meeting adjourned at 2:55 pm.

Minutes prepared by:

Betty Cook, 2nd Vice Chair, Staff Council

Minutes approved by:

Michael Dunn, Chair, Staff Council

Minutes read by:

Stephen J. Kopp, University President