

Marshall University Classified Staff Council Minutes

April 21st, 2011, John Spotts Room (MSC 2E37)

Members Present: Nina Barrett, Diana Bradley, Bernice Bullock, Tootie Carter, Mike Dunn, Toni Ferguson, Carol Hurula, Jennifer Jimison, Leonard Lovely, Dwayne McCallister, Jan Parker, Kelly Preston, Kris Standifur, Jennings Stiltner, Joe Wortham

Members Absent: Barbara Black, Johnny Bradley, Ronnie Hicks, William Lewis

Guests: Senator Robert Plymale, Michelle Douglas, Bill Burdette, Tommie Kelley, Miriah Young

The meeting was called to order by Chair Nina L. Barrett and Joe Wortham verified a quorum was present.

Ms. Michelle Douglas – Human Resources

Michelle reported that they're in the midst of Open Enrollment which will end on April 30th. There have been a lot of questions about what Open Enrollment is, and they have put up a FAQ sheet online which may be helpful. Any changes made during this Open Enrollment will take place on July 1, 2011. There will be open walk-in hours until the close of business day on April 30th.

Human Resource Services has an Administrative Professionals Recognition Day scheduled for Wednesday, April 27th and a notification will be sent out to the campus community. There will be cookies and lemonade available.

Michelle said she and other HR directors throughout the state are working diligently to address Senate Bill 330, which is very high on their agendas. They're working to address timeframes and how they will work everything out.

Human Resources will be moving some of its offices up to the 3rd floor of Old Main to form a training center. There will be computer access available for employees and Michelle is working with the groups on campus that don't have Outlook to get accounts up and running for everyone.

Michelle reported that the following Tuesday would be the last day of Supervisor Training. If anyone missed a session they will have to make them up to receive a certificate. Supervisor Training is available once in the Spring and once in the Fall.

Senator Robert Plymale – Legislative Update

Senator Plymale started out by saying that when he first decided to run for the Senate 19 years ago he made a vow to work diligently to try to do the things that have resulted in SB 330, not to say that the journey is finished but rather that it's just beginning. He believes the processes set in SB 330 will allow us to establish better Human Resources practices from PIQ's, to Classified Staff vs. Non-Classified percentages and everything in between.

Speaking on how far we've come in the last 19 years, Senator Plymale pointed out that we've had more bonds in Higher Education in the last 5 years than we ever had before which were not on the backs of students. He also stated that we have balanced our budget in a very responsible manner and have not had to furlough employees as many other states have had to do. However, until our Classified Staff Salary Schedule is met there cannot be a number of other raises that go in in other places, and he believes it's a great thing that the Board of Governors agreed to fund the schedule as we need to be investing in our employees.

Senator Plymale then opened the floor to questions.

How do you think the state will fare without Senator Byrd? Senator Plymale replied that we relied on him heavily and it is going to be an adjustment that we will do fine with, but no one will ever be able to do what Byrd did.

Do you think something will be done next year about the OPEB (Other Post-Employment Benefits) Liability? We're the only state that is really trying to address this problem, and he believes we will have a solution hopefully in the next year.

The 1.8 Million dollars that was discussed 2 years ago in a Staff Council meeting where you, Dr. Kopp, and Bob Shell were present was said then to be able to be partially used to help fund raises. We've since been told that the bonding money couldn't be used to fund raises, but we were talking about a savings from freeing up another bond. What can we use? Senator Plymale agreed that it would have been difficult but it should have been able to be worked out.

Institutions don't have to require only 25% of our raises a year, they could fund more per year if they chose to do so, is that correct? Yes, other institutions have already been doing that.

Once the salary schedule is funded by all of the institutions and we start working on a new one, do you think funding 25% a year is something we could have put into law? Senator Plymale thinks there would be a lot of pushback on that, but once we're fully funded we won't have the problem like we've had the last 10 years with looking back at the Mercer Schedule as a sort of benchmark. There will be things set in place and studies done to tell us where we are and what needs to be done. So we will need to review every 3-5 years based upon that information.

Once this schedule is fully funded, if it's done before the 4 years will that move everything up? As soon as you're fully funded you'll start on what is a new system and the new standards will come in periodically.

Is there a new system already designed and out there? No, that's part of what the new committee will be working on.

Regarding the pay raise bill that passed, there is a question of whether that will be on top of the 25% we're already supposed to get, or if it will be included in that 25%. Senator Plymale could not answer that because it is the decision of each institution.

Regarding the study that showed that WV would need so many more certified individuals or college degrees to meet the growing need, what jobs are they talking about and where does the future of jobs in WV lie? Technology is one of the areas that will be the key to keeping jobs in WV. Senator Plymale believes the survey that was done came from a jobs report that was done through Workforce WV and it wasn't equal throughout the state where those jobs would be created.

Approval of Minutes

The March 17th, 2011 minutes were approved as written.

ACCE – Mike Dunn

The oversight committee on SB 330 is going to be called Joint Advisory Group (J.A.G.) and will consist of the same members the SB 480 committee from last year was going to be which will include ACCE members and Human Resource Officers from across the state.

There will be a standing Classification and Compensation committee that will have equal representation of either classified staff or ACCE members and HRO's, and there will be a few finance people on the committees. There will be a rule-writing group consisting of a few attorneys, a Training and Professional Development group, Performance Management group, and HR Report Card group to name a few.

There will be a new market study done to try and have a fair market analysis.

The leadership conference will be June 13-15 at Canaan Valley Resort.

Committee Reports:

Election Committee – Joe Wortham – An election was conducted April 12th-15th which was all electronic voting. On the ballot were all 25 EEO positions for the 2011-2013 Staff Council term, as well as the IBOG Representative, ACCE Representative and Staff Council Chair. There was also a Constitutional Amendment to vote on. There were a few minor problems with the electronic voting but nothing was unable to be resolved. However, the voting totals were fairly low especially in the 60/70 Service and Maintenance Group, which suggests we could use some work in that area. The results are as follows:

Chair

Nina Barrett – Accounts Payable

Institutional Board of Governor's Representative

Mike Dunn – Plant Operations

Advisory Council of Classified Employees Representative

Mike Dunn – Plant Operations

EEO Group 10 – Executive, Administrative & Managerial

William "Tootie" Carter – MSC Operating

Virgil Crockett – Plant Operations

William "Bill" Lewis – Plant Operations
Lisa Williamson – Lewis College of Business
Miriah Young – Housing

EEO Group 30 – Other Professionals

Betty Cook – College of Liberal Arts
Barry Dickerson – Honors College
Carol Hurula – Academic Affairs
Jennifer Jimison – Financial Aid
Jan Parker – Graduate College

EEO Group 40 – Technical and Paraprofessional

Nina Barrett – Accounting
Johnny Bradley – Library
Toni Ferguson – School of Education
Lisa Maynard – School of Medicine
Kelly Preston – Autism Training Center

EEO Group 50 – Clerical

Bernice Bullock – Faculty Senate
Leonard Lovely – Mailroom
Okey Napier – Psychology
Kris Standifur – Geography
Monique Williams – Special Education

EEO Group 60/70 – Service/Maintenance

Jack Ferrell – Public Safety
Dwayne McCallister – Housing
Joe Wortham – Athletics

Classified Staff Constitution Article VIII Amendment

Approved and passed by more than a two-thirds vote

Personnel/Finance Committee – Johnny Bradley – No Report

Physical Environment Committee – Bill Lewis – No Report

Legislative Committee – Carol Hurula – No Report

Staff Development Committee – Carol Hurula – The committee would still like to get completion and graduation rates on employees who have used Tuition Waivers in the last several years to report to the President to attempt to gain more E-Course Waivers.

So far there have only been 4 summer tuition waiver requests, which will be processed soon. We will be taking applications ongoing until the last summer session.

Faculty Senate Committees

Announcements:

There being no more business, the meeting was adjourned.

Minutes taken and prepared by: _____
Katie M. Counts, Program Assistant, Staff Council

Minutes approved by: _____
Nina L. Barrett, Chair, Staff Council

Minutes read by: _____
Stephen J. Kopp, University President