

Marshall University Classified Staff Council Minutes

December 12th, 2012, Drinko Library 349

Members Present: Chris Atkins, Nina Barrett, Tootie Carter, Darlene Colegrove, Amanda Dailey, Toni Ferguson, Carol Hurula, Jennifer Jimison, Leonard Lovely, Donna Megquier, Terrence Olson, Jan Parker, Kelly Preston, Tanya Ramsey, Lu Ann South, Nancy Tresch-Reneau, Lisa Williamson, Joe Wortham, Miriah Young

Members Absent: Barry Dickerson, Jack Ferrell, William Lewis, Dwayne McCallister

Members Absent (Excused): Lisa Maynard

Guests: Dr. Kopp, Michelle Douglas, Chief James Terry

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

Ms. Michelle Douglas – Human Resources

- Michelle reported that they have received the HR Review “report card” and they are reviewing it and identifying what it means for us. The company that did the review made some recommendations at the HEPC level and at the institutional level.
- Michelle stated that they have taken care of the holiday scheduling, and if anyone has any outstanding concerns they should contact her directly.
- Michelle reported that they received information from Governor Tomblin on the State’s additional half day holiday for Christmas Eve, and they are now discussing how the University will handle the half day. It could be a floating holiday or it could be set for a designated day. Michelle stated that she would like to hear Council’s recommendations so they can take them into consideration. If it is used as a floating holiday then it will be used individually no later than June 30, 2013. If it is a designated day then they will designate the date and it will be no later than June 30, 2013.

Michelle opened the floor to questions:

Traditionally Staff Council has always made the decision as to how an additional holiday will be used. – Nina Barrett – Michelle stated they welcome Staff Council’s input.

Leonard Lovely mentioned that they should wait until the State decides whether or not to give an additional half day holiday on New Year’s Eve before deciding what to do with the Christmas Eve half day holiday. – Michelle said that was a good point and it is one of the reasons they are waiting to make a decision.

Dr. Kopp – University President

- Dr. Kopp announced that the following day there would be a Board of Governor’s meeting, and in the evening would be the Holiday Party.

- Dr. Kopp reported that there are a number of capital projects in various stages of receiving construction bids. The desired timeline is to have all contracts issued by late March.
- In Old Main there is a section of attic that was a structural problem and is being repaired currently. The problem was uncovered by one of the routine evaluations done by a structural engineer.
- The elevator in Old Main will be rebuilt over the holiday break.
- Dr. Kopp reported that he just got back from meeting with INTO partners in London. The 2nd familiarization meeting here on campus is scheduled for the 4th-6th of February. That visit will be close to 30 recruiters coming primarily from the Middle East, countries from the former Soviet Union, and China.
- Dr. Kopp reported that the newly elected Huntington Mayor, Steve Williams, has stated that the Occupation Tax is not on his agenda.
- During the legislative session a bill will likely run pertaining to performance funding for public higher education.
- The latest information out of the State Budget Office is that we are very likely looking at an 8.9% reduction in state appropriations rather than the 7.5% initially thought which is largely due to the fact that the HEPC wants to keep the financial aid state grants fully funded. There is another 7.5% reduction projected to come in Fiscal Year 15.

Chief James Terry – Director of Public Safety

Chief Terry came to give information and answer questions related to parking on campus.

- The 3rd Avenue Garage was built in its particular location for future expansion of the University.
- A group was brought in that chose the location on 6th Avenue for the new parking garage and two years were spent constructing it. Once that location was chosen they decided to change it from premier parking to hourly parking to help accommodate the Student Center and the surrounding area.
- Public Safety is no longer issuing permits for guests; if someone comes to campus for a conference they are directed to the new parking garage.
- Chief Terry gave some statistics on the number of lots and spaces available.
 - There are 36 parking lots which contain a total of 4,506 spaces: 3,011 surface permits and 1,495 garage permits.
 - There are 16 parking lots designated as employee lots with 1,033 parking spaces.
 - There are 3 parking lots designated as student lots with 674 parking spaces.
 - There are 5 parking lots designated as general lots with 1,429 spaces.
 - There are 3 garages.
 - One permit garage has 1,012 spaces not counting motorcycle parking.
 - One employee garage has 72 spaces.
 - One pay-by-hour garage has 411 spaces.

- Chief Terry stated that there is adequate parking on the Marshall Campus, but it's just not always convenient parking. The recent change in the parking landscape requires individuals to change the parking habits they have had for years.
- Discussions are being had to come up with any possible solutions to aid in the parking problem, and the Parking Office is open to suggestions.
- Once completed, the building design for the Biotechnology Incubator and Applied Engineering Complex will include having the north and south entrances lining up with the existing crosswalk.
- The stop light on 3rd Avenue across from the construction site will remain there. The Department of Highways will not put in a temporary crosswalk next to the Engineering Building since there's a crosswalk at 16th Street and also because they're afraid that they will never be able to remove it.
- There are still parking lots that are vacant, including a lot on Maple Avenue that no one will park in.

Toni Ferguson pointed out that there are individuals parking in lots without permits and are not worried about the consequences of a ticket because they do not go to school here, or they know that a parent will pay for it. – Chief Terry said that he is discussing that with Michelle Douglas and what options are available.

- Statute does not allow for individuals to be towed from the Marshall lots for parking in the incorrect lot. Chief Terry doesn't think Marshall can garnish employee's wages either, but he is going to check with Michelle.
- Chief Terry stated that he normally doesn't have a lot of complaints from Classified Staff because they have to be on campus at 8am. *Council pointed out that while that is true it becomes an issue with trying to schedule appointments and come in late or to leave for lunch.*
- Chief Terry told Council that he would like to see all internal roadways to campus to be closed and for it to be a completely pedestrian campus.
- After 4:00pm any Marshall parking pass is good on any lot, including a student permit to be used on an employee lot. This is one way students get so many tickets on employee lots: they leave them overnight and are ticketed in the morning.
- President Kopp wanted to look into charging premium parking fees for different lots with close proximity to campus and charging less for Stadium parking, but Chief Terry pointed out that for some individuals the Stadium parking would be considered their premium lot when considering proximity to their office.
- The only parking Chief Terry said he plans to possibly raise at this time is the Smith Hall garage. When asked what the justification was for raising parking there because they haven't done anything to that garage, Chief Terry stated they have done much with it including painting and putting in new lights. He also stated that it is premium parking in high demand.
- What is the possibility of increasing parking tickets, particularly the areas with \$2 parking? – Chris Atkins – Chief Terry said there are very few spots left with the \$2 parking tickets.

- What is the possibility of reserving the first two floors of the 3rd Avenue garage for faculty and staff parking? – Chris Atkins – The garage has never been full and that is part of the reason they will not segregate it, in addition to being unable to control segregation because signs don't work well.
- When Chief Terry first started his employment with Marshall he said that there were many more types of permits and the decision was to streamline parking, and have only employee and student lots, and later on general and garage as well.
- All employees have the same lots, Faculty and Staff will not be separated.
- Chief Terry stated that while the parking on 16th St. and 3rd Avenue will probably remain for a while, there will eventually probably be a building built there. It wasn't a possible location for the new garage because it's too small but would make a good location for a building.
- As part of the initial bid process on the 6th Avenue garage there are already plans to expand it to potentially almost 1,000 spaces total.
- Chief Terry said he has been asked if individuals could buy premium designated spaces. He said that is a possibility but is unsure what it would cost because they would have to fence it off and put up a gate, and people don't want to pay for all of that.
- Chief Terry said he has been asked about buying more property, but the only options were too far away. He stated that we are landlocked and the only place to go now is up with the garages. He encouraged individuals to let him know about close property that may have potential for purchasing and building a parking lot so they could look at it.
- The way Parking achieved the \$40 a month figure for the new parking garage was by using a formula with the top 10 national metropolitan areas, and then cutting in half the number the formula proposed.

Is there security in the new parking garage? – Amanda Dailey – Yes, over 40 cameras and an attendant 16 hours a day. The garage closes at 11pm and is not open on the weekends except for special events.

How many spaces are in the Stadium parking lot? – Jennifer Jimison – Chief Terry stated that he didn't have the number on him but it was in the neighborhood of 600-800 spaces.

How much is it to park per day using the meters on 6th Avenue? – Jennifer Jimison – \$0.25 per half hour. *If I already have a permit do I still have to pay that extra?* – Yes.

Is it possible to construct some sort of covered walkway from the Stadium lot and down 3rd Avenue to get to Old Main and other buildings nearby? – Jennifer Jimison – It would be too expensive. The small covered walkway going from the 6th Avenue garage to the Fine Arts Building cost close to \$78,000. Also, any time you deal with 3rd Avenue you have to deal with the Department of Highways.

Can parking be placed on top of the Engineering Buildings on 3rd Avenue? – Jennifer Jimison – Chief Terry stated that it's a question Ron May would have to answer but he doesn't figure they could because the buildings would have to be restructured to hold the weight.

- Parking will never be placed underground again because it costs a million dollars and when you get to 3rd Avenue you're in the flood zone.
- The future parking lies with building parking garages, but they are expensive. When the 3rd Avenue garage was built it was for less than \$9,000 a space, but the new garage was built for almost \$16,000 a space.

How long will it take to pay off the 3rd Avenue Garage? – The bond is up around 2030.

Could we get a shuttle to travel from parking lots to work spaces? – Jennifer Jimison – Chief Terry stated they are talking about doing shuttles, which Dr. Kirtley is looking into. If we go that route, the same bus will be used for everyone: staff, faculty and students.

- Chief Terry stated he would like to see the bookstore and church be torn down and used for parking, but there isn't money to do that currently.
- Once the leases are up on the property recently acquired in the 400 block of 16th Street they plan to make it a parking lot.

Are there plans to charge MUGC and the Med School faculty & staff for their parking? –

Leonard Lovely – Chief Terry said he does not own, maintain, or patrol those parking areas in addition to the Charleston campus, and therefore cannot charge for parking there.

- State statute says that money from parking passes has to be used in the furtherance of parking. Revenue from parking is what purchases new spaces for parking lots.

What are the possibilities of the lot behind Commerce Avenue returning to its previous status of faculty/staff parking only? – Leonard Lovely – Chief Terry stated that when that parking lot was used for Faculty/Staff only it was vastly underused so it was turned into a general lot so that students could utilize it as well. Faculty has requested the lot be for employees only and Chief Terry encouraged Staff Council to do the same if they desired, but if anything changes it will not be until after school lets out for the summer.

How many parking spaces are temporarily lost from the parking lot behind Commerce Avenue due to the construction setup of the Biotechnology Incubator? – Leonard Lovely – 125 spaces.

How many total spaces were lost from the building of the Biotechnology Incubator and Applied Engineering Complex? – Leonard Lovely – Approximately 400 spaces.

What is Smith Hall parking currently being charged, and what do you want to raise it to? –

Leonard Lovely – It is currently \$255 but they are not sure what they would like to raise it to.

- Chief Terry stated that he has always tried to keep it as cheap as he could and still keep it operating. The garage has to be raised every year in order to make the bond payments.
- Chief Terry said he believes we will see a drop in student surface permits as the commuters figure out that it will be cheaper for them to pay by the hour in the 6th Avenue garage if they are only here a few hours a day. Also, the people coming in for conferences will no longer be using surface lots since they're being directed to the 6th

Avenue garage as well. Both of these factors should help ease the parking problem concerning surface lot space.

Students in the past have said they had tickets forgiven by Student Government. Can students now go before Student Government to have them forgiven? – Lu Ann South – No, they do not have that authority.

Is the 6th Avenue garage hourly only? – Kelly Preston – No, you can buy a permit which is actually given as a card, but only to employees. If we go to that garage as an overflow from other lots then do we still have to pay the extra? – Yes.

Who is responsible for taking care of the icy lots and sidewalks in the winter, and is there something better they can use to melt the ice? – Lisa Williamson – The contractors are the ones who push the snow on the lots and he's not sure what they use, but wastewater management is very specific about what certain things can be used because it runs off into the water supply. Sidewalks are maintained by physical plant.

Are you looking into people who have ticket charges in the thousands of dollars? – Chris Atkins – Yes, at a certain point a hold is placed on their account that keeps them from registering, graduating, transferring, etc. At 3 tickets the bursar will give a slap on the wrist, but at \$300 worth of tickets they begin putting tow notices on cars.

- An upgrade that will be done at a later time will be to allow individuals to put money on their herd points and pay for the 6th Avenue garage with it.

Terry Olson pointed out that if you go over the 30 minute mark by only one minute in the 6th Avenue garage then you have to pay another full \$0.50. – Chief Terry admitted he wasn't aware of that and would talk to Carolyn O'Lynn about it because he would rather it give a little more allowance.

When the parking spaces were taken from the 3rd Avenue lot for the Biotechnology building was Parking reimbursed any for the revenue they would be losing? – Leonard Lovely – No, but parking did not purchase that particular lot.

- The corner lot on 16th and 5th was fixed and intended to be paved until the neighbor filed an injunction because it's supposed to be single family dwelling. *Why haven't you tried changing the zone on it? – Leonard Lovely – It's not a zoning issue, it's a covenant issue that it can only be single family dwelling. If we built apartment buildings then there wouldn't be a problem.*

Is the corner lot on 3rd and Hal Greer a potential place to purchase for parking? – Terrence Olson – No, the asking price is too high. It would have cost close to \$35,000 per space.

Are you working with a committee to redo the permit fees? – Leonard Lovely – No, but Chief Terry said that Faculty Senate wants a new hybrid permit that would allow them to park in any surface lot or parking garage, and he told them they could sit down and negotiate to see what they could come up with. If that sort of permit were created it would be offered to all employees.

- There is an evening permit available for individuals who only need to park in the evening.

If Smith Hall goes up in price who will decide what the new price will be? – Leonard Lovely –
The Parking Office would formulate a price and take it to Chief Terry's superiors to see if they approve. When they set prices they go look at what other people pay.

How many total spaces are in the Smith Hall garage? – 72 total

- Chief Terry announced that he is taking Faculty Senate's recommendation and putting 7 handicapped parking spaces on the parking lot behind Commerce Avenue. He is also debating on whether to take the first row of spaces out to create a walkway.
- The stop sign will probably be placed back next to the Engineering building, and a crosswalk will be put up more than likely.
- Chief Terry said he has received a suggestion to make Commerce Avenue one way, to which Staff Council expressed a solid disagreement with.
- Parking does not issue handicapped stickers for injuries that render an employee unable to walk. They can only go through their doctor for that.
- There is a state mandated ratio for how many parking spaces have to be handicapped.

ACCE – Carol Hurula

The last ACCE meeting was December 6th in South Charleston and speakers included Chancellor Hill, Chancellor Skidmore and the Director of Administrative Services, Cindy Anderson. They brought ACCE up-to-date on the progress of timelines from SB 330, and reported that several agenda items were completed. Chancellors Hill and Skidmore presented a progress report.

- ACCE asked when the Vice Chancellor of Human Resources would be hired, and they reported that the individual would probably start the first part of January.
- ACCE also asked when the two support staff would be hired to assist the Vice Chancellor of Human Resources. One support person will be for development and training and the other will be for classification and compensation. The Chancellors reported that they would not be doing any recruiting until the new Vice Chancellor of Human Resources comes in so that he could choose who he wants to work with and assist in the advertising.
- ACCE asked whether the Vice Chancellor of Human Resources would report directly to the Chancellors, to which they said yes but also implied that he would report to Rob Anderson, the Executive Vice Chancellor for Administration. ACCE would like to see the Vice Chancellor of HR be at the same level as the Vice Chancellor of Administration and report to the Chancellors as well.
- ACCE member Ken Harbaugh recommended that when the Vice Chancellor of Human Resources comes in the HEPC utilize ACCE and the CHROs to assist in getting him up-to-date on higher education and policy.

- ACCE member Ken Harbaugh also recommended that the HEPC reinstate the Joint Advisory Group (JAG) that they have had in the past which did a lot of initiatives and worked with the CHROs and Vice Chancellor's staff. The Chancellors agreed to look into it.
- When the Chancellors were asked what they thought about the performance based funding they expressed that they were not in support of it unless it only applies to new funding. They don't want to see current funding taken away.

After the Q&A with the Chancellors, ACCE worked on the Emergency Rule. Chair Amy Pitzer is supposed to send Carol a draft that they worked on in the meeting which she will forward to Staff Council. Some edits were small typographical, and they also wanted definitions of the terms "manageable accountability" and "living wage" found in the document.

Has the HEPC looked into any consolidation of the smaller schools? – Leonard Lovely – Carol replied that they did not touch on that subject, but Miriah Young added that when asked that question directly at a separate retreat Chancellor Hill stated they know there is an overcapacity of schools but they aren't going to do anything about it at this time.

Carol reported that she also attended the HEPC meeting on Friday the 7th at which they introduced the new Vice Chancellor of Human Resources, Mark Toor.

- Modernthink gave their presentation as a slideshow summary of the Human Resources report card. ACCE isn't satisfied with some of the data collected and how it was presented because they would use percentages in one section, FTE in the next section, and a formula in another which would distort the data. Also, ACCE was misquoted in one slide.
- Next on the HEPC Agenda was Amy Pitzer's ACCE report in which she told the HEPC and the rest of the group present that ACCE's presentation was the same as it had been for years. She stated all of the timelines that had been passed, how little had been accomplished, that they were in violation of State law, and that the information Modernthink had just presented had not been shared with ACCE.
- The Advisory Council of Faculty gave a presentation and ended theirs with the issue that faculty hadn't been given any raises.
- The Advisory Council of Students gave a presentation and thanked the Commission for not making a budget cut for financial aid. Some of their complaints were the parking on campuses, and how much more percentage students pay for tuition and how they can't keep taking more hikes in tuition.
- During the HEPC meeting they approved the Emergency Rule Series 53 with a notation of typographical corrections.
- ACCE Chair Amy Pitzer also noted in the meeting that the shortened PIQ that the CHROs are working on is in violation of State Code. They have to go through legislature and change it in State Code.

Carol attended the LOCEA (Legislative Oversight Commission on Education Accountability) meeting on December 10th.

- Modernthink gave their summary presentation to Senator Plymale and others who were present. Senator Plymale wasn't pleased with the report, which had more to do with CHROs than with staff. It was not the information he wanted as an outcome of this study. However, they don't know what the full 200 page report will consist of yet.
- ACCE Chair Amy Pitzer gave her presentation to LOCEA. She expressed her displeasure at the Modernthink report, pointed out the SB 330 lapsed deadlines, and the violations in state code. She expressed that there is no accountability to keep the deadlines set forth in SB 330 and stressed that we need the Commission and Council to have accountability. She also pointed out that ACCE was not included in the writing of the RFP for the report Modernthink did, and that they still haven't seen the RFP for the 175 benchmark jobs to be done by Fox Lawson.

Amy will give a similar report the following day to the CCTCE.

BOG – Miriah Young

Miriah reported that she spent two days with the Board of Governor's at the end of November and first part of December.

- As Dr. Kopp reported, it looks like our budget cut will be 8.9% instead of 7.5% since the HEPC will not cut the Promise Scholarship and other financial aid packages.
- The 7.5% was already going to be equal to 5.2 million dollars, and there will be an additional 7.5% reduction next year.
- Discussed at the meeting was whether having a 2 plus 2 program and working with the Community Colleges would help the University. The response was that we have those programs but aren't putting the money into advertising through MCTC that Ohio State is doing. They are looking into putting money into that.
- Also discussed at the meeting was operating costs. When a building is built Marshall can expect to pay an average of 12% of what the building cost to maintain and run the building each year.
- By State law Marshall can only raise tuition by 5% a year. We could raise fees to try and balance out the budget cuts, but 43% of students in the State are Pell Eligible and the higher fees and tuition are raised the larger gap there is between financial aid available to a student and the cost to attend.
- Marshall's facilities looked good except our facilities age, which is being looked at with the Master Plan.
- Miriah encouraged everyone to give input on the Master Plan.
- Marshall is looking towards the growth of Foundation as they are doing well with investing their own money and supporting the University. The more budget cuts Marshall receives the more we have to lean on the Foundation for their support.
- They discussed across the board cuts that the State is doing, and that performance funding will come up in the legislature. They have not seen the formula for it as of yet. The better scenario for Marshall will be if only in-state students are considered.

- They discussed the mission of the University which hasn't been rewritten in 15-20 years and brings up the question of whether Marshall is mission driven or driven by whoever will give money for a program.

In light of the budget cuts that are coming, how do you start an initiative to have a four day workweek some other universities are already doing? – Jennifer Jimison – Miriah said that is something that has been brought up several times over the years but there is something in State Code that has to do with it. They are working to see if any changes can be made through the legislature.

Committee Reports

Election Committee – Joe Wortham – No report.

Legislative Committee – Chris Atkins – No report.

Personnel/Finance Committee – Leonard Lovely – No report.

Physical Environment Committee – Bill Lewis – No report.

Staff Development Committee – Miriah Young – The Holiday Project went very well and we had enough for two nursing homes and a small donation for the Veteran's Home.

Tuition Benefits for the spring semester have all been awarded. The rest of the e-course allocation has been used and there are only a few on-campus benefits left. E-course recipients were not given a full "waiver" this year, but rather an amount of \$500 in fall and \$525 in spring due to limited funding and high demand. Dr. Kopp has been approached regarding getting a larger allocation for e-courses, which he will try to work with us on.

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