

Marshall University Classified Staff Council Minutes

January 20th, 2011, Memorial Student Center BE5

Members Present: Nina Barrett, Johnny Bradley, Bernice Bullock, Mike Dunn, Toni Ferguson, Carol Hurula, William Lewis, Dwayne McCallister, Jan Parker, Kelly Preston, Kris Standifur, Joe Wortham

Members Absent: Barbara Black, Diana Bradley, Tootie Carter, Ronnie Hicks, Jennifer Jimison, Leonard Lovely, Jennings Stiltner

Guests: Dr. Stephen Kopp, Matt Turner, Michelle Douglas

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

Dr. Stephen Kopp – University President

- **Dr. Kevin Yingling is the founding Dean for the new School of Pharmacy.** The School of Pharmacy will operate like the medical school does as a separate school. The Dean will report to the Provost and during the developmental stages to Dr. Kopp as well. Dr. Kopp said they've submitted the initial pre-candidate application to the Accreditation Council for Pharmacy Education (ACPE), which went in last Friday. The process to follow for accreditation is: submit an application, staff within ACPE will review it, send back recommendations and comments, and then we have a formal submission in May. When Marshall submits in May we have to have the key leadership personnel in place or under contract. Dr. Kopp stated this will be a great move for the University, and will have a similar impact that the SOM has had. It will provide great opportunity for research development, and perhaps most importantly students who may not have chosen to attend MU as undergrads will attend MU now, because we will give preference to MU students in terms of admission to the Pharmacy School.
- **Dr. Kopp is in the process of reviewing the Governor's Budget Bill:** seeing what's in it, and how it aligns with our priorities. It appears that the Governor's Bill has all of the pieces of the CTC separation funding. Before the CTC separation passed, an agreement was struck that Fairmont and Marshall would receive for the next 4 years increases in state funding amounting to 1.25 million a year to total 5 million. Those 4 years were supposed to be FY 9, 10, 11, and 12. In FY 9 it went into the base appropriation, and FY's 10 and 11 were funded through federal stimulus on a one-time-basis each year. Dr. Kopp said their question was whether they would build it into our base for 12, so we don't have a structural budget deficit created by the cuts of the federal stimulus which was no longer available for 12. It looks like they have, and they have also added in the additional 1.25, so as far as we can tell with the Governor's Budget Bill we are kept whole.
- **Dr. Kopp is also looking for the state to provide funding for personnel for pay raises.** The Governor announced in the state of state that he is looking into one-time pay increases, but Dr. Kopp said they're going to encourage that those increases be added to the base. He said they are committed to funding the classified staff salary schedule 25% each year until it is fully funded. They would like to be able to do more, and will see how the budget planning works out.

- **Regarding the Personnel Bill** – Dr. Kopp saw the first draft yesterday, and they're looking at it to make sure all the things they are looking to have are in it, such as the investment authority of the University. Right now, as a result of the special session last year we were given a 1 year extension on the authority of the board to invest funds by the University. In the past, prior to passing SB 603, the State Treasurer invested funds from the universities. We never saw much of the proceeds that were generated by those investments. They never came to the universities as they were used by the treasurer at his discretion. SB 603 permitted Marshall and WVU to make investments that had a seal on the amount that we could invest and it sunset in 2010. Marshall liquidated all investments prior to June 30, 2010 because that was what the state code required. WVU did not, but the legislature in special session provided a one year extension. What both universities are now looking for is to take the sunset provision off, and to see the cap raised to provide greater discretion. Dr. Kopp said they're also looking in this bill to make a very small adjustment in state code in section 18B 8-3, which deals with promotion increments for faculty when they're promoted from assistant to associate or from associate to full. Right now the language stipulates that the pay increase is 10% of their base salary, and they would like to put in a single word change that says a minimum of 10%.
- **Dr. Kopp reported they're looking for greater flexibility in taking advantage of some ecommerce solutions that can improve operational efficiencies.** They'd like to have the authority to take advantage of whatever ecommerce solutions are out there that could help us in terms of operational efficiencies.
- **Pay Periods** – Dr. Kopp stated that one issue that has come up has to do with changing the number of pay periods from 24 to 26. He asked Council to let him know if we can think of any pros or cons to this change.

Will there be any current SOM faculty transferred to the new Pharmacy school or will it be all new faculty? There will be some co-teaching but the only transfers would come from a faculty member who requests the change from SOM to the Pharmacy school.

When will the program pay for itself? In four years, right now we're using one-time money to invest into getting it started. The benefits to the University will be undergraduate enrollment growth, increased student population, and the program will generate revenues in excess of its expenditures. It will be located at the VA.

Ms. Michelle Douglas – Human Resources

- Michelle reported Human Resources in their planning phase for their annual **Benefits and Wellness Fair** for Marshall Employees. It will be on the 17th of March in the Don Morris room. They're in the process of inviting people, and will have some of the same booths as last year such as PEIA, FBMC, and TIAA-CREF.
- On the 16th TIAA-CREF will be hosting a **Tax and Savings Seminar** for Marshall Employees. There will be 2 sessions: one early, and one later. They will be providing free lunch.

- **Michelle reported they have just signed a memorandum of understanding with Occupational Medicine at the School of Medicine.** They want to make sure that if anyone has an on-the-job injury they're seen very quickly by a physician. They've just signed this memorandum whereby if that does occur we'll get immediate care once we go over to the hospital. Michelle is working with Brian Carrico and Tracy Smith on a system now of how supervisors will know how to utilize that resource. A trial run occurred unintentionally when an employee got a cut on the job and was seen by a physician at the hospital within 20 minutes of the injury.
- In conjunction with that Michelle says she will be revisiting **light duty**. There is a draft that exists, but we do not have "light duty" but Michelle feels we need one. She will be working with Brian Carrico and Tracy Smith with that also.
- Michelle said she is working on a proposal to give to her boss about **performance evaluations**. It's a state issue but they're also working on it in the Marshall Human Resource Services office here.

Minutes:

November 18th, 2010 minutes passed as written.

ACCE – Mike Dunn

- There's a **Personnel Bill** coming through on the Senate side. And there's a Personnel Bill in the House side that's basically 480 with all the other stuff taken out to make it just a Personnel Bill.
- **The Personnel Bill** – it updates the classification compensation system. This bill gives until 2015 to fund the salary schedule. We would like at least maybe 2013 put on it, but then there are some schools that literally may not be able to fund their salary schedules by then. There is a Classification Committee and a Compensation Committee that will be in code and will have equal representation of classified employees, CFO's and HRA's to come up with a classification system that narrows the job families down and makes sure that they're reviewed every 5 years for each job family.
- If they would fully fund the 2001 salary schedule, which is the minimum schedule in this bill, then they can go above and beyond that schedule. They're looking at different ways to do the compensation. Most states do the range, where you have a bottom range of hiring, a top and a medium and anywhere in between. You can look at that for pay grades instead of just looking at years of service, or you can make a step system to factor in more than just years of service so you wouldn't get redlined at 15 years.
- Also on the compensation side in the bill, it states that you have to show every group: faculty, classified, non-classified, and what percentage of their market that they're being

paid at. Intent would be that all groups be within 5% of each other. (Example: If Faculty are being paid at 86% of their market, classified and non-classified would have to be paid no less than 79% of **their** market, or no more than 91% of **their** market). We will need to have to have a reading of where the non-classified, classified, and faculty each are to their market.

- The Bill requires organizations that have not reached full funding to apply all funds for classified employee salaries increases toward funding the schedule and prohibits organizations that have not achieved full funding or are making appropriate progress from giving discretionary raises to any other employee, which is why we will get at least 25% no matter what.
- The HEPC will look at any kind of compensation system that the University wants to go through. The committee that will review this has not been put together yet.
- This bill would also give the spending flexibility that Marshall and WVU has to all of the state institutions.
- Marshall and WVU can raise their tuition up to 5% without previous approval, and the other institutions can raise theirs up to 3% without previous approval of HEPC or Council. Even if our Board of Governors approves something more than 5% it has to be approved by HEPC and Council also.
- There will be annual reporting on the “report cards” for Human Resources on who is getting their evaluations done. The annual reports will show what each group is making, how they’re funding the salary schedule and how much percent of market each group is making.
- The Bill from the Senate side would make Shenita Brokenburr, who is the HEPC director of personnel, a vice-chancellor.
- The bill is pretty much like 480 except for it took the committee makeup out of code and lets you make a rule to make the committee makeup.
- Mike discussed the differences in the bills.
- Mike discussed Reduction In Force.

Committee Reports:

Staff Development Committee – Carol Hurula – The Christmas projects of collecting items for the Madison Park Nursing Home and the Veterans Home went very well. We received a thank you note from the Madison Park nursing home, and Mike reported that the Veterans home was also very ecstatic with the donations he delivered to them. Nina acknowledged that the Classified Staff pulled a whole lot together on a very short timeframe and we’re grateful.

Election Committee – Joe Wortham – Joe reported that the election committee will be meeting sometime the first week of February to start the process for the 2011 General Election to take place in April.

Personnel/Finance Committee – Johnny Bradley – No report.

Physical Environment Committee – Bill Lewis – No report.

Legislative Committee – Carol Hurula – No report.

Faculty Senate Committees – No reports.

Announcements:

Nina Barrett mentioned the Relay for Life will be coming up if anyone on Staff Council would be interested in putting together a team.

Johnny Bradley mentioned that earlier that morning in the Information Technology Council (ITC) meeting the topic of “who owns your email” came up. They’re trying to nail down a policy on this topic. The major problem that has occurred due to this question is that when someone passes away the family comes and asks for their email, and they give the family everything. The fact that they don’t sift through the email account for anything potentially confidential regarding students and such is what has caused them to consider making a policy on how to handle this.

Bernice Bullock mentioned that the group she works with that’s sponsored by the AARP will be doing free income tax preparation, and once they finalize dates and locations she will forward Staff Council the information to pass along to our Buddy Lists.

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