

## **Marshall University Classified Staff Council Minutes**

March 17<sup>th</sup>, 2011, John Spotts Room (MSC 2E37)

**Members Present:** Nina Barrett, Johnny Bradley, Bernice Bullock, Mike Dunn, Toni Ferguson, Carol Hurula, Jennifer Jimison, William Lewis, Leonard Lovely, Dwayne McCallister, Kelly Preston, Kris Standifur, Joe Wortham

**Members Absent:** Barbara Black, Diana Bradley, Tootie Carter, Ronnie Hicks, Jan Parker, Jennings Stiltner

**Guests:** Dr. Stephen Kopp, Matt Turner, Michelle Douglas, Debra Hart, Chris Atkins

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. Kopp reported that it's been a very busy legislative session and that they have been tracking several bills related to higher education, most notably Senate Bill 330.

***Will we be included in the 2% increase for all state employees?*** Dr. Kopp understands that to be the case but we won't know for sure how it will work out until we see the budget bill.

***Will we receive that 2% above the amount that we're already supposed to be given for the next 25% funding of the 2001 salary schedule?*** Dr. Kopp said that will have to be a Board decision, and we'll know that for sure at either the April or June meeting.

***Are salary increases for classified staff scheduled for October again?*** Dr. Kopp said they will most likely make the suggestion to fund the next 25% increase on July 1<sup>st</sup>, but it will ultimately be a Board decision.

***Since we funded 25% of the salary schedule last year will that cut down the 4 year stipulation in the Senate Bill to 3 years?*** Dr. Kopp said our plan at Marshall will be to continue funding 25% each of the next 3 years as planned.

### **Ms. Michelle Douglas – Human Resources**

Michelle reported that the annual Benefits and Wellness Fair was going on in the Don Morris Room and the event was going well.

Michelle said that an announcement will go out soon regarding open enrollment in April and that Lisa Henry will have open hours and will be taking appointments. She encouraged everyone to look at the changes with the Medical Flexible Spending account that were a result of a health bill that passed.

Michelle opened the floor to questions:

***Can you include any additional information or documentation when submitting an application?***

Individuals can include a resume, letters of recommendation or other items they think may be helpful,

and those will be included with the application. However, they cannot include copies of official Marshall University Performance Evaluations for security reasons. If the hiring department desires to look at the employee's evaluation they can make an appointment with Human Resources to view that information.

***Can an individual who is interviewing for a position personally take a copy of their Marshall Performance Evaluations to the hiring committee they're interviewing with?*** Michelle would not recommend it.

***What are the provisions for an employee working in a hostile work environment?*** Debbie Hart, Director of Equity Programs, spoke up to say that the process would be to contact her immediately to start a complaint or grievance process. ***If someone wants to make an appointment would that be by phone or email?*** It would be the employee's preference. They can do that or stop by her office.

***Is there a list of people that want to be moved who are having problems with a hostile work environment?*** No, there is no such list.

***Under current State Law, how could an employee who is applying for a position, who meets minimum qualifications, and has previously held the identical job before, be told that they're no longer being considered a candidate for that position?*** Each hiring decision is singular, and there is no cookie cutter way with regard to how that is done other than making sure we adhere to policy. The search process for hiring first starts with the submission of an application. With regards to a classified non-exempt position, state code says that when someone meets the qualifications internally the most qualified person should be hired. Ascertaining qualifications involves different phases. First, Human Resources screens applications for minimum qualifications and forwards applications to the hiring body. Next, the hiring body makes an effort to understand the person's qualifications and conducts an interview to ask questions relevant to the position and make the determination if they can perform the job based on their answers. The next step is to perform reference checks to ask questions of former supervisors to determine if the interviewing individual can perform the job. The hiring body may also look into the employee's file in Human Resources to view the performance evaluations for that individual. As a result of all of this information, "minimum qualifications" is a body of evidence collected from all of these sources. If for some reason a hiring body decides an internal candidate is not qualified for a position they must provide written documentation of their reasoning, which must be approved by the Director of Human Resources and higher.

**Ms. Debra Hart – Equity Programs**

***Regarding "hostile work environment," is there a definition as to what a hostile work environment is or what creates a hostile work environment?*** As it is defined by the law it is associated with sexual harassment and a hostile work environment is very difficult to prove. At the core it is an environment that impedes one from doing their job and can be physically aggressive or mentally aggressive.

**Approval of Minutes**

January 20<sup>th</sup>, 2011 minutes were approved with one correction.

February 17<sup>th</sup>, 2011 minutes were approved as written.

**ACCE – Mike Dunn**

- Senate Bill 330 has a lot of reporting information. We'll be redoing PIQ's again and hopefully it will be a little easier.
- Shenita Brokenburr will not be the Director of HR; she will be the Vice Chancellor of Human Resources.
- Mike said they have to come up with committees for classification and compensation, and the difference between last year's bill and 330 is that they have to make a rule on who will serve on committees and it has to be approved through the HEPC and the CTC Council. Committee members will have to be approved through that route. There will be equal representation on the committees. The members may come and go but the committees will be in code and required to meet.

**Committee Reports:**

***Election Committee – Joe Wortham*** – General Elections this year will occur on April 12-15 and will be all electronic voting. We have approached both Housing and Plant Operations to make sure all staff will have the opportunity to utilize a computer. For this election we will be voting on the positions of Council Chair, the Advisory Council of Classified Employees Representative, the Institutional Board of Governor's Representative, as well as all 5 members for each of the 5 EEO groups. There will also be a constitutional amendment to vote on. Nominations have been closed for the election and there are sufficient nominees in all categories except for EEO 60/70 – Service/Maintenance.

***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*** – We have in-class waivers available for summer, but not e-course waivers. We will be getting out fliers announcing that we are taking summer tuition waiver applications.

**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