

Marshall University Classified Staff Council Minutes

October 20th, 2011, MSC 2E28 – Shawkey Dining Room

Members Present: Nina Barrett, Bernice Bullock, Tootie Carter, Mike Dunn, Toni Ferguson, Carol Hurula, Jennifer Jimison, William Lewis, Leonard Lovely, Dwayne McCallister, Kelly Preston, Joe Wortham, Miriah Young

Members Absent: Johnny Bradley, Betty Cook, Virgil Crockett, Barry Dickerson, Jack Ferrell, Lisa Maynard, Jan Parker, Kris Standifur, Lisa Williamson

Guests: Dr. Kopp, Matt Turner, Michelle Douglas

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

Matthew Turner – Chief of Staff

Matt reported that there was a great event the day before that was a kickoff for the School of Pharmacy. The ongoing renovations are moving along, and if all goes well with the accrediting body the first class is expected to start next Fall.

The HEPC approved the Bond Issued the previous week and Marshall will be going to market in the coming weeks to see how much it will be for and what the bond rate will be.

Marshall just received a very favorable audit. Accounting and finance are doing a good job of keeping our books in order.

Matt mentioned that we have been seeing more about the City of Huntington struggling and that Marshall may see some repercussions of that soon, such as our municipal fees going up.

Dr. Stephen Kopp – University President

Dr. Kopp stated that regarding the Bond Issue we expect to go to market either the last week of October or the first week of November, which will hopefully culminate at least \$50 million.

Dr. Kopp reported that Homecoming weekend went well and that the campus looked great.

Ms. Michelle Douglas – Human Resources

Michelle reported she'd recently attended the CUPA-HR State meeting at Stonewall Jackson with members of CUPA-HR for the state and HR Directors along with the Vice-Chancellor for HR, Shenita Brokenburr. She reported that it was a very good, informational meeting.

Human Resources is working on a work flow project with IT that they hope will help to streamline the PAR process, which is currently problematic.

Michelle reported they're hearing positive things about PeopleAdmin. She's gone through having everyone who could possibly be involved in looking at it, and she thinks we're almost there. It would be a wonderful HR tool used for help with hiring, accountability, tracking, etc. The things Marshall would be interested in getting if we go forward with it is Applicant Tracking, Online Application Process, and Position Description Library where we can maintain descriptions of jobs and performance evaluations.

Mike Dunn pointed out that one of the benefits will also be that it tracks evaluations, and sends reminders to supervisors when they haven't completed their part.

Michelle announced there will be another session of Bullying Training with a new presenter who will speak on different topics than before.

Can a supervisor be considered a workplace bully? Yes, anyone could be a workplace bully. What we're trying to get a handle on is the definition of workplace bullying.

Approval of Minutes

The September 15, 2011 minutes were approved with one change.

Recommendations/Resolutions

- CSR-11-12-02 PFC

A movement was made and seconded to approve CSR-11-12-02 PFC and then the floor was opened to discussions. One editorial change was made and a motion to accept the Recommendation with the editorial change was approved. The final finished Recommendation can be found on pages 5-7.

- CSR-11-12-03 PFC

A movement was made and seconded to approve CSR-11-12-03 PFC and then the floor was opened to discussions. A motion was made to strike the second sentence of the rational, which was seconded and passed. A vote was then called accept CSR-11-12-03 PFC as amended. The Recommendation was approved with changes. The final Recommendation can be found on page 8.

- CSR-11-12-04 SDSC

A movement was made and seconded to approve CSR-11-12-04 SDSC and then the floor was opened to discussions. Resolution was then passed as written and can be found on pages 9-12.

ACCE – Mike Dunn

Mike reported that the last ACCE meeting was at WVU Tech.

Much of the ACCE quandary has been regarding SB 330 legislation. There are many things due in the coming months that are not going to be on time and the HEPC is asking for extensions. There was a legislative rule for Classification and Compensation that was supposed to tell institutions that are fully funded what they can and cannot do but they're in a holding pattern until it is completed. Shenita Brokenburr has been trying to hire a Classification and Compensation person at the HEPC level as well as a person for Performance Management. They've been unable to get anyone to take the positions at a Classified level, so they're going to have to hire people as non-classified in order to get those positions filled.

There is going to be a new Market Study as well as a few other studies. Non-classified are to be included this time. The HEPC says they can't write the rule until the study is done.

The next meeting will be in Bluefield. ACCE will be working on upcoming presentations to HEPC, the Community College Council and LOCEA. They will be taking three straight days in December to put on the presentations.

Board of Governors – Mike Dunn

Most of the meeting was spent talking about the Financial Report, which Mike reported he was told will be made available to view online within the day. He suggested reading at least the first 15 pages.

Minutes were approved from April until current and should be made available on the Board of Governor's website.

The President's report consisted mainly of talking about the Pharmacy School and there was also a conversation about the Med School. A timeline should be coming out in the following month stating when everything should take place because they have to do it according how the accreditation team says it has to be done. They're unaware of how to take care of many of the problems found with the Med School until the accreditation team explains further.

There was an Information Technology Security Report by Jon Cutler.

Committee Reports

Election Committee – Joe Wortham – The election committee met to set up a special election to fill two vacancies in EEO Group 60/70. The election will take place November 8th and 9th by electronic voting only. Nominations for those positions are due by October 26th at 4:30pm. The call for nominations was sent out by letter and also posted to the We Are Marshall Newsletter.

Since setting up the EEO 60/70 Election, Council has received two letters of resignation both from EEO Group 50 – Clerical. Those positions were vacated by Okey Napier and Maura Conway. The election committee will have a short meeting immediately following the Staff Council meeting to set up a tentative election schedule for filling these positions. The tentative schedule will most likely be to have an announcement for the call for nominations placed in the November 9th We Are Marshall Newsletter edition, along with letters of nomination to be sent out the same day. Nominations will be accepted until Tuesday November 29th at 4:30pm, and the special election to fill the vacancies will take place on December 13th and 14th.

Legislative Committee – Mike Dunn – The legislative committee met but their invited guest, Jim Morgan, was sick and unable to attend.

Personnel/Finance Committee – Leonard Lovely – See CSR-11-12-02 PFC and CSR-11-12-03 PFC under Recommendations/Resolutions.

Physical Environment Committee – No Report.

Staff Development Committee – See CSR-11-12-04 SDSC under Recommendations/Resolutions.

The Staff Development Committee met and discussed what this year's Holiday Project will be and decided on the Barboursville Veterans Home. Information will go out to staff in the coming month regarding drop off locations, deadlines and requested donations.

Faculty Senate Committees –

Announcements:

The Occupation Tax is still working its way through court. There should be a ruling in the next week or so.

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