

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

October 18<sup>th</sup>, 2012, MSC 2E37 – John Spotts Room

**Members Present:** Chris Atkins, Nina Barrett, Tootie Carter, Amanda Dailey, Barry Dickerson, Carol Hurula, Jennifer Jimison, William Lewis, Leonard Lovely, Lisa Maynard, Dwayne McCallister, Donna Megquier, Terrence Olson, Jan Parker, Kelly Preston, Tanya Ramsey, Lu Ann South, Nancy Tresch-Reneau, Lisa Williamson, Joe Wortham

**Members Absent:** Toni Ferguson, Jack Ferrell

**Members Absent (Excused):** Bernice Davidson, Darlene Colegrove, Miriah Young

**Guests:** Dr. Kopp, Michelle Douglas

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 many had taken advantage of the flu shots. There were 290 total given according to Rite Aid. Michelle said we would like to get a working relationship with Marshall Health or School of Pharmacy to do the vaccination and keep it in-house.
- Connections training has continued this month. Those who have not yet been notified of when their training will take place will be contacted soon. Training will run over into the Spring and it will also be on the regular HR training schedule going forward. There will be refresher courses online, and there will be an onboarding activity for new employees.
- There are some activities listed on the HR website about it being Breast Cancer Awareness month such as walks and free screenings.
- Human Resources just started a new round of supervisor training which is going well. Michelle stated that you do not currently have to be a supervisor to take this training. It's part of professional development, and if someone aspires to be a supervisor it would be something useful to have in their background.
- Part of the legislation in SB 330 required a review of every HR department in the State regarding Higher Education institutions. Marshall has done everything to participate in this review that was asked, and Michelle stated she received a draft document for comments which has been sent back. Hopefully in the next month we will have the finalized document which will be a review of things we're doing, areas we can improve upon, best practices, etc. It will be a public document and possibly online with the HEPC, but it will also be made available to find from the HR website and a hard copy will be given to Staff Council. There will be specific information regarding Marshall in the document, and also generalized information about other institutions in the State.
- Michelle reported a follow-up regarding a question in a former meeting about the Christmas Holiday and what kind of schedule employees will have to work in order to get out graduation and suspension letters. She stated she has not gotten the information yet but she is still working on it.

Michelle opened the floor to questions.

*Lu Ann South mentioned that she has attended two sessions of supervisor training and it was very enjoyable.* – Michelle responded by saying that it has opened up the possibility of having more networking opportunities they may pursue.

*Numerous Staff Council members pointed out that with the elimination of 150 staff parking places there is a large parking problem on campus. The 3rd avenue garage is primarily filled with students on the first 2 floors, the new 5th Avenue garage is significantly more expensive than the surface lots spots that were removed, and it's impossible to find a spot if you leave and return on lunch break.* – Michelle stated she would certainly bring it to Dr. Kopp's attention.

### **Dr. Kopp – University President**

- Dr. Kopp told Staff Council that he would be interested in hearing more about the issues with parking, and what kind of suggestions or recommendations there are for the problem.
- Dr. Kopp reported that they are in the process of getting started on the 10 year master planning process and it's pointing toward Smith Group to be the company that we will enter into an agreement with. Our 10 year master plan is due to HEPC in late fall 2013, so this will be approximately a one year process. There is a lot of uncertainty in public higher education across the country and some of the projections are quite disturbing. In 2010 the national average for public higher education tuition fees was a little over \$16,000. By 2020 the average American will be paying \$40,000 a year based on current rates of increase and trends. One of the major challenges is how to reign in the escalating costs. As part of the campus master planning process, Dr. Kopp stated they will be setting up a website for people to contribute ideas and suggestions to. The goal is to get as much input as possible.
- Since the last Staff Council meeting there have been two special Board of Governor's meetings.
  - One meeting was to ask the Board to approve and authorize Dr. Kopp to proceed with signing a long term agreement with INTO University Partnerships. Dr. Kopp stated they went through a very lengthy discussion of what that entails and why this is something the University needs to move forward with. The Board voted unanimously to approve it. They're still working out the final details but should have an agreement ready to be signed when the familiarization visit from approximately 80 different international recruiters takes place at the end of October.
  - The second meeting was to approve the contractor for the Applied Engineering Complex. The board unanimously approved BBL Carlton as the low bidder. The staging area will start to develop and the groundbreaking ceremony will be the 29th of October. It will be a 28 month construction project.

Dr. Kopp opened the floor to questions:

*Leonard Lovely pointed out that WVU has come out with a new pay scale that shows entry rates are 6.5% higher than our current rates and asked if we are working on something similar. – Dr. Kopp responded that as we have not yet given raises to Faculty and Non-Classified staff they are not working on this yet.*

*How would you like our comments on the parking issue? – Lu Ann South – Particular issues and recommendations would be most helpful.*

*Chris Atkins pointed out that the first two levels of the 3rd Avenue garage are frequently filled with student's cars which stay parked for weeks at a time. He said his suggestion would be to have the first two floors of the garage be reserved for faculty and staff parking. – Dr. Kopp responded that another idea could be to possibly designate different areas for short-term parking versus long-term parking to help alleviate this issue. He acknowledged that if someone is going to park their car for a week at a time there's no need for them to be on the first floor.*

*Terry Olson pointed out that there are some locations that now belong to MCTC instead of Marshall University and MUPD Officers should not be patrolling there as they have no jurisdiction.*

*Chris Atkins stated that Student Government has passed a tobacco-free campus initiative and asked Dr. Kopp if he cared to share his views on the issue. – Dr. Kopp stated he is all in favor of it.*

### **Approval of Minutes**

September 20<sup>th</sup> minutes were approved as written.

### **Recommendations/Resolutions**

- CSR-12-13-03 SDSC

A movement was made and seconded to approve CSR-12-13-03 SDSC with the word Benefit in replace of Waiver every time it appears on the forms and then the floor was opened to discussions. The Recommendation was approved with changes. The final finished Recommendation can be found on pages 6-9.

### **Move December Meeting Date**

A motion was made and seconded to move the December meeting to Wednesday December 12th at 1:30pm in a room to be designated by the Staff Council Office at a later time. Motion passed.

### **ACCE – Carol Hurula**

- The ACCE meeting was held on the 17th of September at Blueridge CTC. Laura Nauman from the HEPC Office phoned in to the meeting to provide updates on Fox Lawson and Modernthink.

- Fox Lawson was the company awarded the RFP to do the Salary and Compensation Study. They have begun collecting information from the WV system for the 225 benchmark jobs chosen for the study. Carol stated she would try to get a list of the 225 job titles they are using.
- Modernthink is supposed to get their Human Resources report to the HEPC in December. ACCE is supposed to get the report in November prior to what they submit in December to HEPC. Hopefully we will know in November what the Modernthink report looks like.
- The Emergency Rule Committee has been moving along. There are two ACCE reps, two CHROs and a lawyer from WVU that are on the committee. They have been doing conference calls to work on the Emergency Rule.
- The HEPC is advertising for the position of Vice Chancellor of Human Resources, and ACCE has two people on the search committee for the position.

*Is there a new pay scale at WVU or did they just get another raise?* – Terry Olson – WVU came up with a new scale.

Senator Plymale met with Chancellor Hill and some progress is being made on the past due deadlines from SB 330.

### **BOG – Miriah Young**

Staff Council Program Assistant read a prepared message from Board of Governor's Representative Miriah Young.

The INTO project was approved at a Special BOG meeting on September 28th. It appears to be a really good company. Miriah has personally talked with all of the schools that currently have an INTO partnership on their campus. They are all very happy with INTO and have a good working relationship with them. It was also stated again before the approval that as the program grows it will mean some additional jobs either through INTO with the partnership, or actual University jobs.

It was also approved during the meeting to renovate East Hall (the old Community College building) for use by INTO. If it's not used by INTO it would eventually be used by University College and Career Services, among others, but that would be only if INTO vacates it. While INTO is there they would be paying a lease to the University for the use of the building.

Another item approved during that meeting was for the University to go forward with approving the rank order for the firms that bid on the 10 year Master Plan contract. The resolution the Board adopted approved the rank order of the firms that were determined to be finalists for the awarding of the 10-Year Master Plan contract. The awarding of this contract is based on the overall rank ordering of the finalist firms with respect to the criteria specified in the Request for Proposals, which included the evaluation of the firm's on-campus presentation. Following MUBOG approval of the resolution, negotiations will commence with the top-ranked firm with regard to a negotiated fee structure acceptable to Marshall. If Marshall cannot come to

acceptable terms with this firm, we will commence negotiations with the #2 ranked firm. The Board approved to go forward with this.

The next Special BOG meeting was on October 10<sup>th</sup>. It was called to review the Bids for the Arthur Weisberg Family Applied Engineering Complex. The lowest bidder was taken and the preparation for the project is to begin the following Monday. This project will take a little over 2 years to complete. This was approved to move forward.

The next full BOG meeting will be October 30.

**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*** – The committee met and discussed the lighting issue, which is approximately 80% complete. They also discussed having an engineer come in to look at a problem in Lisa Williamson’s office.

***Staff Development Committee – Miriah Young*** – See Recommendations/Resolutions section.

The Classified Staff Holiday Project is coming up and Staff Council discussed what project to do. We will do a nursing home at the discretion of the Staff Development Committee.

**Announcements**

Nina announced that Marshall officially owns the building across from 16th street with a furniture store, apartments and Husson’s Pizza.

For the time being, the Huntington Occupation Tax is a dead issue, but it could come up again.

Lisa Williamson reported on the actions of the Calendar Committee. The HEPC confirmed that there is no longer a stipulation to have 71 instructional days in the Fall and 73 in the Spring. Therefore, they cut two days at the end of the Fall 2013 and Fall 2014 semesters and finals will go back to being a full solid week with a study day on Wednesday. This schedule will give the Colleges more time to finish graduation and suspension letters.

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

**STAFF DEVELOPMENT/SERVICE COMMITTEE  
RECOMMENDATION**

**CSR-12-13-03 SDSC**

The Staff Development and Service Committee recommends changes to the Classified Staff Council Tuition Waiver Guidelines and Application as per the attached documents. Original documents are attached with deletions being indicated with ~~red strikethrough~~ and new language in red font.

**RATIONALE:**

To replace the word “waiver” with benefit so as to not mislead anyone into thinking a complete waiver is given for any course as employees are still responsible for some fees. To draw a distinction in wording between an on-campus full course benefit and assistance given for an e-course, as it could be less than a full course benefit. To make employees responsible for repaying Staff Council for classes in which they received a waiver or assistance and chose to drop. Also, to provide a better distinction of what criteria are used for awarding benefits/funds.

**STAFF COUNCIL CHAIR:**

APPROVED  
BY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_  
DISAPPROVED  
BY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

**UNIVERSITY PRESIDENT:**

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Classified Staff Council Tuition **Waiver/Benefit/Assistance** Application



**Applicant Information**

Name: \_\_\_\_\_ MUID#: \_\_\_\_\_
Title: \_\_\_\_\_ Department: \_\_\_\_\_
Home Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_
Campus E-mail: \_\_\_\_\_ Date Employed at MU: \_\_\_\_\_
Cumulative GPA: \_\_\_\_\_
Employee Status: Full-time Permanent Part-time Permanent/Benefits Eligible
Current Classification: Undergraduate Graduate (Eligible for e-course waivers-funds only)
Do you have more than 90 undergraduate hours completed, or more than 18 graduate hours completed? \_\_\_\_\_
If yes, I have attached a Plan of Study per Tuition Waiver/Benefit Guidelines Yes No
Fee Classification: WV Resident Out-of-State Metro
Will you accept partial funding if available? Yes No

**Course Information**

Semester Applying For: \_\_\_\_\_ FALL \_\_\_\_\_ SPRING \_\_\_\_\_ SUMMER
Year Year Year & Session

(Please be aware that there are a very limited number of E-course waivers-funds available each term)

Course(s) Requested: \_\_\_\_\_ Class Location: \_\_\_\_\_
1st Choice: CRN: \_\_\_\_\_ SUBJ: \_\_\_\_\_ CRSE#: \_\_\_\_\_ SEC: \_\_\_\_\_ CREDIT HRS: \_\_\_\_\_ On Campus E-Course
2nd Choice: CRN: \_\_\_\_\_ SUBJ: \_\_\_\_\_ CRSE#: \_\_\_\_\_ SEC: \_\_\_\_\_ CREDIT HRS: \_\_\_\_\_ On Campus E-Course
3rd Choice: CRN: \_\_\_\_\_ SUBJ: \_\_\_\_\_ CRSE#: \_\_\_\_\_ SEC: \_\_\_\_\_ CREDIT HRS: \_\_\_\_\_ On Campus E-Course

I understand it is my responsibility to submit all information needed (Application, FAFSA and a Plan of Study if applicable per Tuition Waiver/Benefit Guidelines) and failure to do so will result in my application being returned for correction, time permitting. By signing this application I agree to abide by the terms of the Classified Staff Council Tuition Waiver/Benefit/Assistance Program.

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Applicant's Signature

Date

Full-time regular-status employees may take up to 5 hours per week release time to attend class per the Classified Staff Handbook. If the class you have indicated is scheduled during your regular work schedule, your Supervisor's signature is required below.

Part-time permanent employees are not eligible to take classes during their regularly scheduled work hours.

Supervisor's Signature

Date



## Classified Staff Council Tuition ~~Waiver~~Benefit/-Assistance Program

### Mission Statement

It is the intent of Classified Staff Council to ensure our employees have the opportunity to further their education by offering tuition benefit/assistance to them as funding is made available.

### Guidelines

#### ➤ General

- On-campus Tuition ~~waivers~~Benefit and e-course financial assistance are available in the Fall, Spring and Summer semesters as funding permits.
- Employees must apply for tuition ~~waiver~~benefit by the appropriate due dates for each semester.
- Employees must follow the educational benefit policy at [www.marshall.edu/human-resources/handbook/BENEFITS.HTM](http://www.marshall.edu/human-resources/handbook/BENEFITS.HTM) regarding release time from regularly scheduled work week. **With supervisors** approval full-time regular status employees may take up to five hours per week release time to attend class.
- ~~Tuition waivers pay the cost of: Capitol Fee and Education and General.~~
- Employees are responsible for all costs not covered which may include all fees: auxiliary, special equity, recreation center, program, lab and late fees.
- Employees must inform the Service Committee at least 10 days prior to the first day of class if they intend to decline the award by notifying the Staff Council Program Assistant at 6-2222. Failure to do so may impact future awards.
- Withdrawing from class or receiving a failing grade in a class for which funds were received will impact eligibility in the following semester. will be reviewed on a case-by case basis for future eligibility.
- Once an employee accepts the benefit/assistance, if they choose to withdraw or drop a class after a 100% refund is available the employee will be responsible for paying back any part of the benefit/assistance that is not refunded by the Bursar's Office.

#### ➤ On-Campus Benefit

- Tuition ~~waivers~~Benefit for on-campus courses are for undergraduate ~~courses~~degree seeking staff only.
- As a limited number of tuition ~~waivers~~benefit areis available to Staff Council, each employee applying will first be eligible for one 3-hour ~~waiver~~benefit. Once all applications have been reviewed and awarded consideration for additional ~~waivers~~benefit will be made for those employees requesting a second or third 3-hour ~~waiver~~benefit.
- Tuition ~~waivers~~benefits are for classified benefit-eligible Marshall University / MURC employees only.

#### ➤ E-Course Assistance

- Tuition waivers for E-courses are A limited amount of funding is available for e-courses for undergraduate and graduate ~~courses~~degree seeking staff only.
- E-Course assistance is for classified and non-classified benefit-eligible Marshall University / MURC employees only.
- As a limited amount of funding is available for e-courses to Staff Council, partial awards may be considered.



### ~~Tuition Waiver~~ Eligibility

- Employee must be admitted to the University as a degree seeking ~~undergraduate~~ student.
- ~~E-course waivers are available for both undergraduate and graduate students.~~
- Employee must have completed their initial six-month probationary period prior to first day of class.
- Employee must maintain Financial Aid Satisfactory Academic Progress according to University Policy. [www.marshall.edu/sfa](http://www.marshall.edu/sfa).
- Employee must have a Free Application for Federal Student Aid (FAFSA) on file with the Marshall University Financial Aid Office for current Academic Year. Please go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to apply.

### Application Package

- Notice of application deadlines will be posted on the Staff Council's webpage.
- Applicants are responsible for filling out the application correctly by the deadline.
- Complete application form will be available on the Staff Council and Financial Aid's webpages at <http://www.marshall.edu/staff-council/> or <http://webcontent.marshall.edu/sites/sfa/Pages/FormsandApplications.aspx>
- After completion of either 90 undergraduate hours or 18 graduate hours applicants must attach a Plan of Study OR a list of remaining required courses to graduate.

### Evaluation Criteria

In the event there are more applicants than ~~waivers~~ benefit/assistance, the following ranking will apply:

- ~~Degree seeking.~~ Preference will be given to employees seeking their 1<sup>st</sup> degree (1<sup>st</sup> Bachelors, 1<sup>st</sup> Masters, 1<sup>st</sup> Doctorate). Those seeking assistance for additional degrees will be considered based upon availability of funds.
- New applicant or renewal (previously received ~~waiver~~ benefit/assistance from committee).
- Seniority based on ~~regular status employees~~ number of continuous years in service.
- An employee's eligibility for grant/scholarship aid based upon their FAFSA will be taken into consideration.

### Deadline Dates

- Fall Semester – ~~August~~ 1<sup>st</sup> Monday of August
- Spring Semester – ~~December~~ 1<sup>st</sup> Monday of December
- Summer Semester – ~~May~~ 1<sup>st</sup> Monday of May

### Notification of Award

- All applicants will be notified of their award by Staff Council via email.