

Marshall University Classified Staff Council Minutes

September 15th, 2011, MSC 2E28 – Shawkey Dining Room

Members Present: Nina Barrett, Bernice Bullock, Tootie Carter, Virgil Crockett, Barry Dickerson, Mike Dunn, Toni Ferguson, Carol Hurula, Leonard Lovely, Lisa Maynard, Dwayne McCallister, Jan Parker, Kris Standifur, Lisa Williamson, Joe Wortham

Members Absent: Johnny Bradley, Maura Conway, Betty Cook, Jack Ferrell, Jennifer Jimison, William Lewis, Okey Napier, Kelly Preston, Miriah Young

Guests: Dr. Kopp, Matt Turner

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

Dr. Stephen Kopp – University President

Dr. Kopp reported that the feedback from people who haven't seen the campus for a while has been phenomenal.

The upcoming weekend is the first Green and White weekend for visiting prospective students.

Dr. Kopp reported that they are proceeding with the Bond Issue, and it looks right now that they will issue the bonds in late October or early November.

Fundraising gifts are coming in, and although there is no report on the amount collected at this time Dr. Kopp stated they are confident that they will be able to raise the private funds necessary for the projects they have laid out over the next 4 years. The first project will be the parking facility next to the Joan C. Edwards Playhouse which will need to start by next spring because it must be well along before breaking ground for the Biotechnology and Applied Engineering Complex.

Dr. Kopp reported that the following Thursday they would be meeting with a company called INTO which does international student recruiting and has partnered already with University of South Florida and Oregon State University. Both schools have reported that they're happy with the partnership they have with INTO. The belief of both Marshall and INTO is that Marshall could easily quadruple the number of international students on campus within about seven years. Hopefully the program will begin by next fall and we will first begin to see an increased number of international students at that time.

According to Dr. Kopp, this year's Freshman enrollment topped last year's Freshman enrollment by about 50 students. Overall enrollment is down a slight bit, and overall retention is up over 3% above what it was last year.

The residence halls are over 95% occupied, which is a big jump from where we were last year. Regarding the international student initiative, Dr. Kopp reported they are now looking at the capacity of the residence halls and what may need to be done to increase capacity. No new residence halls will be built any time soon, but it may be necessary to reconfigure some halls and decide if we want to continue having the availability of single rooms in Towers for instance.

When the Bonds are done that will include the new parking garage will it affect our parking prices again as the previous garage has done? Dr. Kopp stated he is unsure, but that they are not counting on any increase in revenue over what is currently charged from the addition of the new parking garage.

The Recommendation that Staff Council previously submitted to the Office of the President regarding the placement of a holiday the day before Thanksgiving due to a special election day in October creating an extra holiday has not been received back in our office with a signature. What is the likelihood of that getting approved? Dr. Kopp replied that they are still checking into it and that they were first making sure it would be designated as a holiday, and then wanted to see what the other State Institutions would be doing. At this point it looks as though everyone is doing something different and he is very receptive to the Recommendation submitted so long as it doesn't adversely affect anyone. He will get back to Council regarding an answer.

Approval of Minutes

August minutes were approved as written.

Review of Proposed Changes to the By-Laws by the Election Committee

The Election Committee proposed some changes to the Classified Employee By-Laws. As a result of the April 2011 election, changes to the By-Laws can be made by the Staff Council as needed without the necessity of bringing it to the entire Classified Staff. The Election Committee suggested the following changes in order to enhance the ability to conduct an election in a fair, adequate and speedy manner.

These are the revisions approved by the Constitutional Review Ad Hoc Committee. The language below reflects the editorial revisions approved by the Staff Council and is the same as in the Classified Employees Constitution published on the Staff Council website.

Deletions are indicated with ~~striketrough~~, new language is indicated in **bold** font, and page numbers have been included for easy reference.

Marshall University Classified Employees Constitution

Page 2: (If you look at the Constitution on the Staff Council website these revisions have been published so it is not necessary to include this in the recommendation)

Article VI – Elections

Refer to Bylaw VI, Election Procedures.

Marshall University Classified Employees By-Laws

Page 4:

Bylaw II – Standing Committees

Page 6:

E. Elections/Communications

1. The Committee shall coordinate elections for the positions of Staff Council members, the Chair of Staff Council, the Institutional Board of Governors (MUBOG) classified employee representative and the Advisory Council of Classified Employees (ACCE) classified employee representative, and shall also be responsible for coordinating public relations efforts on behalf of Staff Council.
2. **Recommend necessary election procedure changes to Staff Council.**
3. **Election changes must be approved by Staff Council before becoming official.**

Page 7:

Bylaw VI – Election Procedures

Section 1. Position and Terms

- A. The Chair of Staff Council shall serve a two-year term beginning on July 1 of each odd-numbered year and ending on June 30. **For term limits refer to WV State Code §18B-6-6-(d).**
- B. The Advisory Council of Classified Employees (ACCE) representative shall serve a two-year term beginning on July 1 of each odd-numbered year and ending on June 30. **For term limits refer to WV State Code §18B-6-5-(b)-(2).**
- C. The Institutional Board of Governors (MUBOG) representative shall serve a two-year term beginning on July 1 of each odd-numbered year and ending on June 30. **For term limits refer to WV State Code §18B-2A-1-d3.**
- D. Staff Council representatives shall serve a two-year term beginning on July 1 of each odd-numbered year and ending on June 30.

Section 2. Election/Communications Committee

- A. The Election/Communications Committee shall be appointed by the Staff Council Chair.
- B. Membership of the Election/Communications Committee shall consist of five classified employees representing each of the five EE0 categories as defined in WV State Code **§18B-6-6-(b)-(7).**
- C. The Staff Council staff support position shall be available to provide clerical support to the Election/Communications Committee as needed.
- D. The Election/Communications Committee shall keep a file of all notes, correspondence, recommendations, forms used, press releases, meeting minutes, etc. This file shall be retained by the Staff Council staff support position at the end of the committee's service and shall be forwarded as a guideline for the next appointed committee.

Section 3. Election Authorization

- A. WV State Code Sections **§18B-6-5, §18B-6-6 and §18B-2A-1** provides authority for the election of the Staff Council, including the Chair, as well as the Advisory Council of Classified Employees (ACCE) representative and the classified employee representative to the Marshall University Institutional Board of Governors (MUBOG).
- B. ***The Advisory Council of Classified Employees election procedures was established March 13, 2004 by Legislative Law, §18B-6-5.***
- C. ***The Institutional Board of Governors Classified Staff member election procedures was established March 13, 2004 by Legislative Law 18B-2A-1.***

Page 8:

Section 4. Eligibility

The term "Classified Staff Employee" ~~is as~~ used herein shall mean any regular full-time or part-time employee of Marshall University who holds a position that is assigned a particular job title and pay grade in accordance with the personnel classification system as established by the WV State Code §18B-9-2(a) and who has completed his/her initial employment probationary period **before the election date**. This does not include faculty or non-classified personnel (West Virginia Code 18-26-9c).

Section 5. Nominations

- A. Sample nomination forms, the election procedures and the election time line shall be published in the university's newsletter in March and distributed to all classified employees eligible to participate in the election process. Additional copies shall be distributed upon request from the Staff Council Office.
- B. Any classified employee may nominate ~~an eligible staff member to run for the positions of Staff Council Chair, Advisory Council of Classified Employees (ACCE) representative and the Marshall University Institutional Board of Governors (MUBOG) representative with the approval of the nominee~~ **with the approval of the nominee one eligible staff member to run for each of the following positions:**
 1. **Staff Council Chair**
 2. **Advisory Council of Classified Employees (ACCE) representative**
 3. **Marshall University Institutional Board of Governors (MUBOG) representative**
- C. For Staff Council vacancies, classified employees may nominate **a up to five (5)** qualified classified employees within their respective EE0 category ~~and with the approval of the nominee~~ up to the number of positions to be elected and with the approval(s) of the nominee(s).
- D. ~~In order to be considered eligible, a~~ Nomination forms must be received in the Classified Staff Council office before 4:30 pm. on the date determined by the election committee in order to be considered eligible.
- E. Names of the nominees shall be verified against the Master List of eligible employees made available by Human Resource Services.
 1. Upon verification of the candidates, any EE0 category left open shall be conveyed to the Staff Council Chair. The Election Committee is then authorized to place a call for nominations within that EE0 category for a period of one week. Should the special call result in no nominations, the position shall be considered vacant until such time that regular Staff Council elections occur **or the next special election, whichever may occur first.**
- F. A nominee shall be considered a candidate if the following conditions are met:
 1. He/she is an eligible Classified Employee as defined in the Staff Council Election Procedures, Bylaw IV – Section 4, Eligibility
 2. He/she consents ~~in writing~~ to serve, **if when** elected.
 3. ~~He/she is not in their probationary.~~

Section 6. Election Procedures

- A. Both preliminary and final election results shall be ~~posted immediately outside the Classified Staff Council Office, reported in writing to the University President, and announced in the university's newsletter. All election related materials shall be retained in the Staff Council Office for three years after final results are reported, after which they shall be destroyed by the Executive Committee.~~ **distributed as follows:**
 1. **Both letters and e-mails shall be sent to all candidates notifying them of the results.**
 2. **Reported in writing to the University President.**
 3. **Classified employees, in general, shall be notified within 24 hours of the certification of the results:**

- a) **By mass e-mail**
 - b) **By posting of the results on the Classified Staff Council office door.**
 - 4. **By having the results published in the university employee newsletter.**
 - 5. **Results reported to the Classified Staff Council at its next scheduled meeting.**
- B. A re-count based on preliminary results may be requested in writing to the Election Committee by any candidate within five working days from posting. This re-count must be completed by the Election Committee within ten working days from the date of the receipt of the written request. This candidate may only request a re-count for voters involved in his or her occupational classification or position. If no request for re-count is made within five days, the preliminary results become the final results. Unless otherwise determined by the Election Committee, there shall only be one re-count per candidate. Each candidate may designate one person, other than themselves, who is an eligible voter to serve as an observer during the re-count process.
 - C. The Election Committee shall resolve, by a majority vote of the committee, all election related questions, disputes, and challenges. Clarification of non-addressed procedures shall be taken to the Staff Council Executive Committee, excluding any Executive Committee member who is an active candidate.
 - D. Once a re-count has been completed, any election tie shall be determined by a "Luck of the Draw" method. A flip of a coin shall be used when possible. The candidate or his or her designee may be present for the draw.
 - E. The Election Committee shall submit a written **end-of-year** report during the ~~May~~ **June** Staff Council meeting regarding the elections. The report should include any suggested future changes for identified difficulties during the elections.
 - F. The vote count shall appear in the minutes of the ~~May~~ **June** Staff Council meeting.
 - G. **All election related materials shall be retained in the Staff Council office for three years after final results are reported, after which they shall be destroyed.**

Section 7. Vacancies

- A. A vacancy in the position of Chair of Staff Council shall be filled by following the same election procedures as outlined in this section of the ~~Staff Council~~ **Classified Employees** Constitution and By-Laws.
- B. A vacancy in the Advisory Council of Classified Employees (ACCE) position shall be filled by following the same election procedures as outlined in this section of the ~~Staff Council~~ **Classified Employees** Constitution and By-Laws.
- C. A vacancy in the classified employee representative to the Marshall University Institutional Board of Governors (MUBOG) shall be filled by following the same election procedures as outlined in this section of the ~~Staff Council~~ **Classified Employees** Constitution and By-Laws.
- D. Vacancies on the **Classified** Staff Council shall be filled by following the same election procedures as outlined in this section of the ~~Staff Council~~ **Classified Employees** Constitution and By-Laws.
- E. The election process of any vacant position shall be ~~listed~~ **published** in the ~~MU Newsletter~~ **university employee newsletter** ~~two weeks~~ **immediately** prior to the beginning of such a process.

Section 8. Campaigning

- A. **Campaigning will be permitted by guidelines as established by the Election Committee in accordance with university policy and approved by the Classified Staff Council. Guidelines will be publicized with the call for nominations. Campaign procedures shall be e-mailed to all candidates, where practicable, with all others to receive a copy by campus mail.**
- B. **The Election Committee will be responsible for investigating and resolving any reported violations of the campaigning guidelines. Results of any investigation and resolution will be reported to the Executive Committee.**

After some discussion the following motions were made:

- Joe Wortham moved to accept the proposed changes as written above. Leonard Lovely seconded. Motion passed.

- Leonard Lovely moved to have a section that was removed from the proposed changes taken back to the Election Committee to be reviewed further. Said section contained wording that would allow one person to serve in only one position at a time on Council. Kris Standifur seconded. Mike Dunn spoke against the motion. Leonard Lovely moved to close. Motion did not pass.

Committee Reports

Election Committee – Joe Wortham – The election committee will start scheduling a special election to fill vacant positions.

Legislative Committee – Mike Dunn – The committee will have their first meeting September 23rd and will be meeting with Jim Morgan.

Personnel/Finance Committee – Leonard Lovely – Nina requested that Leonard and the Personnel committee take up the topic of the Absence Policy to bring forward to Council.

Physical Environment Committee – No Report

Staff Development Committee – No Report

Faculty Senate Committees – the following Staff Council members will be a representative for each committee listed:

- Athletic Committee – Lisa Williamson
- Budget and Academic Policy – Carol Hurula
- Legislative Affairs – Mike Dunn
- Student Conduct and Welfare – Jan Parker
- University Functions – Toni Ferguson
- Physical Facilities & Planning – Bill Lewis

Announcements:

The SHOUT group is still looking for additional funding to cover the legal bills it is acquiring.

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