

Marshall University Classified Staff Council Minutes

October 21, 2010, Memorial Student Center BE5

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

Members Absent: Barbara Black, Diana Bradley, Tootie Carter, Betty Cook, Mike Dunn, Ronnie Hicks, Jennifer Jimison, Okey Napier, Jennings Stiltner, Mary Waller

Guests: Michelle Douglas, Debra Hart, Jonathan James

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

Ms. Michelle Douglas – Human Resources

Michelle reported that they want to start working on the Classified Staff Handbook. There's a revised version in draft on the webpage and a version from 2003 on there also. It really needs to be updated and more aligned with policy. If anyone is interested in working with Human Resource Services just let Michelle know; she would like to have approximately two people to help.

Human Resources is still working on training. They just finished the final module of supervisor training. They reportedly had about 60-62 participants in each module and was well represented from groups around the campus community, which means there was a need for it. They will do this 4-part module each semester.

There's a new person over HR on the HEPC who Michelle has a conference call with every 3rd Wednesday, and this new director has given them some goals and things she would like to see them achieve. She is asking that HR directors make a list of things that are being done on their campuses, things that need done, and their plan or goal for those things. Michelle would like some feedback from Council on some of their concerns by Monday.

Questions:

Johnny Bradley commented that the supervisor training and T.O.P. training was very good and everyone should attend.

- Michelle mentioned that it's very useful information; it gives supervisors the information and tools they need to better do their job and if you're not a supervisor it makes you more aware of the responsibilities of a supervisor, and also makes you more aware of your rights.

Does the spring semester training include anything on PIQ preparation? Michelle said she's working on that in Human Resources and that it's a hot topic right now. Before the previous Human Resources director left there had been some work on a tracking document which was left hanging and it needs to be tidied up because everyone is not on the same page regarding the PIQ process. The new HR director at HEPC is also concerned about the PIQ process because it looks to be a problem all over the state,

which may result in some sort of consolidated process that every institution across the state would follow.

Is every policy that's on the HR website something that should be a BOG policy? – Not necessarily, and it's something discussed in supervisor training. It's kind of like a triangle, where you have HEPC policies, then BOG at the next level down that oversees just our institution, then we have HR policies and policies that are specific to personnel. So no policy that is below HEPC should supersede it, and policies as we go lower and lower are specific to the institution. Some of the things you see at the HR level are procedures because HEPC or BOG have given us a rule, and have told us to apply it and make it work.

Ms. Debbie Hart – Equity Programs

Questions:

Leonard informed Ms. Hart that Council is trying to develop a policy on bullying and asked her to send any suggestions she may have to Johnny.

Jonathan James – Student Body Representative

Mr. James started by introducing himself to the Council as the Marshall University Graduate Greek Advisor, President of the Graduate Student Council, and member of the Student Government Association. He then went on to inform Council of his research regarding the Marshall University Recreation Center facility and how fees are assessed to students for it. At this time any student who takes a class on the Marshall University campus is assessed a required Rec Center fee for every class they take, and only once a student signs up for 12 undergrad credit hours or 9 graduate credit hours are they charged enough to have access to the Recreation Center facility. Anything less than 12 undergrad or 9 graduate hours and the student has no access to the facility, even on a part-time basis proportionate to the fees they have been charged for their classes. The only way the student can gain access to the facility is to pay the difference between the pro-rated fee they were charged for classes and the full fee of \$195. The SGA wants part-time students to have the ability to use the Recreation Center in proportion to a fee paid, based on the number of credit hours taken (i.e. the student pays \$60, the daily use rate of the rec. center is \$6. Allow the student to use the center 10 times in a semester). The SGA will present their recommendation to the finance committee of the University Board of Governors.

Johnny Bradley made a motion to fully support the Student Government Association's endeavor to allow part-time students the opportunity to use the Recreation Center facilities on a pro-rated basis according to how much they have already paid.

Motion was seconded.

Discussion:

Have you considered looking at other universities to see what their policy is on their Rec Center? – Mr. James reported that they have just begun to look at the University of Dayton and Ohio State, but they're still gathering information.

Motion was approved.

Approval of Minutes:

Johnny Bradley made a motion, and Carol Hurula seconded, that Council accepts September 2010 minutes. Motion passed. September minutes were approved as written.

Constitutional Review Ad Hoc Committee Report – Bernice Bullock

The committee completed its review of the Classified Staff Constitution and brought forward a Resolution that they would like to bring to the full classified staff for a vote. The Resolution is attached on page 6.

Motion was made to accept the Resolution.

Discussion:

A request was made for clarification of the intent of the Resolution. – Bernice responded: Article VIII is in the Constitution, and to change the Constitution a vote by the full Classified Staff is required. What is being proposed in Article VIII is that the staff approve that changes to the bylaws will be done within Staff Council and not a full vote of the staff. It proposes that we change the approval process for changes in the bylaws.

When do we look to get this out to the staff? – Joe Wortham responded: The current Constitution requires a 20 working day presentation of any proposed amendment to the Classified Staff before we can actually have an election on it. If we approve today's Resolution to put to vote the amendment in Article VIII, we have to post it in the **We Are Marshall** newsletter, and their next edition comes out on Wednesday November the 3rd. Twenty working days from that November 3rd date takes us up to December 3rd, and it is proposed that we have paper voting occur on the following Tuesday, December the 7th. Electronic voting will begin on Thursday the 9th and run through the 13th. The votes will be tallied on Tuesday the 14th. If the amendment is approved by the Classified Staff it will go into effect immediately.

What is the primary benefit to making this amendment? – Bernice responded: That changes to the bylaws can be discussed and voted upon by the Staff Council who is the primary user of the bylaws, because the bylaws just give the procedure that the Classified Staff use when doing elections, etc.

Motion passed.

Committee Reports:

Election Committee – Joe Wortham – Until we get the Constitutional question resolved we will hold off on electing any replacements for our currently vacant Staff Council seats. The only other item the committee met to talk about was the process for the upcoming special election, which is outlined below:

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Also, coming up in April 2011 we will have the state mandated regular election for the next two-year term.

Staff Development Committee – The committee brought a Recommendation from the floor to make revisions to the current Tuition Waiver application and guidelines. The Recommendation is attached on pages 7-13.

Motion was made to accept the Recommendation and seconded. Motion passed.

Personnel/Finance Committee – Johnny Bradley – The committee is currently looking into a bullying policy. They would like bullying defined and some penalties set up and combined with current harassment policy.

Faculty Senate Committee Reports:

Student Conduct and Welfare Committee – Toni Ferguson – The committee discussed that there are some changes being made to the student handbook. They discussed the Rec Center fees (see minutes section titled "Jonathan James – Student Body Representative"). They discussed the incident that was reported in the Parthenon that happened after the WVU game regarding the students who had reportedly been sexually abused. Lastly, the committee discussed that a student who is dismissed from the University will not get their fees back.

Announcements:

Nina Barrett – reported that the day before the Board of Governors had their orientation for their new members and she was able to meet with them and give an overview of Staff Council and what it does and how it operates. She mentioned to them that Council would really like to meet with the Board of Governors.

We will continue working on the constitution if we get the vote of the Classified Staff to approve our amendments.

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

**CONSTITUTIONAL REVIEW AD HOC COMMITTEE
RESOLUTION**

SR-10-11-02 CRAHC

Resolves that by a vote of the Marshall University classified staff that Article VIII – Amendments within the Marshall University Classified Employees Constitution be revised as follows; with deletions being indicated with strikethrough and new language in **bold** font.

ARTICLE VIII – AMENDMENTS

Section 1. Amendments to the **Classified Employees** Constitution ~~and By-Laws~~ may be proposed by any Staff Council member and shall be considered approved with the approval of a two-thirds vote of all classified employees voting on the amendment.

Section 2. A notice that an amendment is being proposed **to the Classified Employees Constitution** must be placed in the university newsletter and notice distributed to all classified employees at least twenty working days before the actual voting occurs.

Section 3. Amendments to the Classified Employees Bylaws may be proposed by any Staff Council member and shall be considered approved with the approval of a majority vote of the Classified Staff Council.

RATIONALE:

The constitution is a document that contains the basic set of laws relating principally to and defines the primary characteristics of the Classified Employees Staff Council and should be considered so important that it be more difficult to amend. Whereas, the Bylaws serve as the fundamental regulations that contains the recommended practices and procedures to be followed so the Classified Employees Staff Council stays within the basic laws with amendments being made by the members of the Staff Council.

CLASSIFIED STAFF COUNCIL CHAIR:

APPROVED BY THE
CLASSIFIED STAFF COUNCIL: _____ DATE: _____

DISAPPROVED BY THE
CLASSIFIED STAFF COUNCIL: _____ DATE: _____

UNIVERSITY PRESIDENT:

READ: _____ DATE: _____

**STAFF DEVELOPMENT/ SERVICE COMMITTEE
RECOMMENDATION**

CSR-10-11-03 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 strikethrough and new language in **bold** font. Attached after the originals are the suggested final documents after changes were made.

RATIONALE:

The Committee felt that the guidelines and application were outdated and needed to be revised with new pertinent information included, and obsolete information removed.

STAFF COUNCIL CHAIR:

APPROVED
BY COUNCIL: _____ DATE: _____
DISAPPROVED
BY COUNCIL: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: _____ DATE: _____
DISAPPROVED: _____ DATE: _____

COMMENTS: _____

Classified Staff Council Tuition Waiver Program

Guidelines

- **Availability**— Tuition waivers are available in the Fall, & Spring, and Summer Semesters ~~(sometimes summer)~~
- Tuition waivers for on-campus courses are for undergraduate courses only.
- Tuition waivers for E-courses are for undergraduate and graduate courses.
 - Bullet #3 on new guidelines was formerly Policy #1, see next page
- As a limited number of tuition waivers are available to Staff Council, each employee applying will first be eligible for one 3-hour waiver. Once all applications have been reviewed and awarded consideration for additional waivers will be made for those employees requesting second or third 3-hour waiver assistance.
- Employee must follow the educational benefit policy at www.marshall.edu/human-resources/handbook/BENEFITS.HTM regarding release time from regularly scheduled work week. With supervisor's approval full-time regular status employees may take up to five hours per week release time to attend class.
 - Bullet #7 was brought from the 1st section under Eligibility, see next column.
- Tuition waivers pay the cost of: Capitol Fee and Education and General.
- Employees are responsible for all fees: auxiliary, special equity, recreation center, program, lab and late fees.
 - Bullet #10 was brought from former Policy #3

- Bullet #11 was brought from former Policy #4

~~Tuition waivers pay the complete cost of tuition for one 3-hour undergraduate course. Financial assistance pays half of the cost of tuition for one 3-hour course. Regardless of whether an employee receives a waiver or assistance they are responsible for paying the activity fee.~~

Tuition Waiver Eligibility

~~Tuition waivers are for classified benefit-eligible Full-time permanent and part-time permanent employees of Marshall University, University Physicians & Surgeons, Inc., the Research & Economic Development Center, the Byrd Institute and the MU Foundation Office who have completed their initial six month probationary period. / MURC employees only. (This point was moved to Bullet #7 under Guidelines)~~

- Employee must be admitted to the University as an a degree seeking undergraduate student.
- Employee must be taking an undergraduate regular course or E-course **waivers are available for both undergraduate and graduate students.**
- Employee is not receiving additional educational benefits from any other sources
- Minimum grade point average of 2.0 must be maintained
- Successful completion of the last class applied for under this program (final grade of "C or better)
- Employee must have completed their initial six-month probationary period prior to first day of class.

- Employee has ~~no~~ outstanding financial obligations to Marshall University or Staff Council's Staff Development Committee **must maintain Financial Aid Satisfactory Academic Progress according to University Policy.** www.marshall.edu/sfa.

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 is **will be available on the Staff Council and Financial Aid's webpages at <http://www.marshall.edu/staff-council/> or <http://webcontent.marshall.edu/site/sfa/Pages/FormsandApplications.aspx> <http://www.marshall.edu/staff-council/Forms/tuition%20waiver%202005.doc> or the Staff Council Office (123 Morrow Library). Call x62222 for assistance.**
- Proof of grade for the last class taken with a Staff Council tuition waiver or financial assistance. If class is still in session, a letter from the professor indicating your current grade will be required.
- Proof of registration for class for which you are currently applying. Indicate a reason on the application form if you are not able to register at the time of application period.

Evaluation Criteria

In the event there are more applicants than waivers, the following ranking will apply:

- Degree **seeking**, work-related or general interest
- New applicant or renewal (previously received waiver/assistance from this committee)
- Seniority based on **regular status employees**, full-time permanent or part-time permanent employment.

All permanent employees applying for tuition waivers or financial assistance who fulfill all of the requirements and submit the required paperwork will be ranked according to the criteria mentioned above. After ranking, all eligible applications will be forwarded to the Financial Aid Office along with the amount of the waiver or assistance they are to receive. The Financial Aid Office will electronically transfer the payment to the Bursar's Office. The employees will be responsible for paying the remaining balance and/or activity fee by the deadline established by the University.

Policies (Policies were combined with Guidelines at the beginning)

1. • Application has to be submitted on or before the deadline. Deadline will be posted on Staff Council web page (Forms & Tuition Waiver). Late applications will not be considered unless there are extra waivers available. Employee must apply for tuition waiver benefit by the appropriate due dates for each

~~semester.~~(This point moved to bullet #4 under Guidelines now)

2. ~~Employee can not register for a class on a CR/NC option without written permission from Staff Council's Staff Development Committee. The waiver will be cancelled if it is discovered that employee registers for CR/NC class or chooses to audit the class.~~
3. Employee must inform the **Service Staff Development Committee** at least 10 days prior to the first day of class ~~that 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.** will result in not being eligible for next semester/term's tuition waiver of financial assistance award. (This point moved to bullet #10 under guidelines)
4. ~~If an employee receives tuition waiver but drops the course for two subsequent semesters, he/she will lose eligibility for one semester.~~ **Withdrawing from class will be reviewed on a case by case basis for future eligibility.** (This point moved to bullet #11 under guidelines)
5. ~~Supervisor's approval must be obtained if an employee registers for a course which meets during regular work hours. Part time employees are not eligible to take courses during regular work hours.~~

Deadline Dates

- Fall Semester – August 1
- Spring Semester – December 1
- Summer Semester – May 1

Notification of Award

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



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- Tuition waivers for on-campus courses are for undergraduate courses only.
- Tuition waivers for E-courses are for undergraduate and graduate courses.
- Employees must apply for tuition waiver benefit by the appropriate due dates for each semester.
- As a limited number of tuition waivers are available to Staff Council, each employee applying will first be eligible for one 3-hour waiver. Once all applications have been reviewed and awarded consideration for additional waivers will be made for those employees requesting second or third 3-hour waiver assistance.
- Employees must follow the educational benefit policy at 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 are for classified benefit-eligible Marshall University / MURC employees only.
- Tuition waivers pay the cost of: Capitol Fee and Education and General.
- Employees are responsible for all fees: auxiliary, special equity, recreation center, program, lab and late fees.
- Employee 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 will be reviewed on a case by case basis for future eligibility.

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.

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>

Evaluation Criteria

In the event there are more applicants than waivers, the following ranking will apply.

- Degree seeking.
- New applicant or renewal (previously received waiver/assistance from committee).
- Seniority based on regular status employees.

Deadline Dates

- Fall Semester – August 1
- Spring Semester – December 1
- Summer Semester – May 1

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Classified Staff Council Application for Education Benefits

Name: _____ SS#: _____ MUID#: _____

Title: _____ Department: _____

Home Phone: _____ Office Phone: _____

Home Address: _____

Cumulative GPA: _____ **Campus E-mail:** _____

Date Employed at MU: _____ Full-time permanent Part-time permanent

Employee Classification Classified Non-Classified

Fee Classification WV Resident Out-of-State Metro

If a full tuition waiver were unavailable, would you accept financial assistance in the amount of half of the tuition? Yes No

Are you receiving financial assistance from the Financial Aid Office and/or any other source? Yes No

Course Applying For: _____ **Check One:** On Campus Course E-Course
 (Please be aware that there are a very limited number of E-course waivers available each term)

SUBJ: _____ CRSE #: _____ CRN: _____ SEC: _____ CREDIT HRS: _____

Current Classification: Undergraduate Graduate

Is the Class: Degree Work Related General Interest

If work related, please explain: _____

PROOF OF REGISTRATION MUST BE ATTACHED

Last Course Applied for through Staff Development Committee: FALL _____ (Year) SPRING _____ (Year)

Course Title _____ Final Grade: _____

Financial Assistance: FALL _____ Spring _____ Tuition Waiver Yes No

REQUIRED: (Year) (Year)

_____ Final Grade Documentation Attached (printout from BANNER/MILO or student grade report) **OR**
 _____ Letter from Instructor indicating current course grade **if** term is not completed.

I understand it is my responsibility to submit all information needed and failure to do so will result in my application being returned. If I have **withdrawn from two subsequent semesters** for which I have received Educational Benefits, have **less than a "C" grade average**, or **receive less than a "C" in my class**, I will lose eligibility. By signing this application I agree to abide by the terms of the Educational Benefits brochure and those stated above.

Applicant's Signature Date

Full-time permanent employees are permitted to enroll for one class during regularly schedule work hours. If the class you have indicated under **Course Information: Course Applying For** 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 schedule work hours.

Supervisor's Signature Date

