

Marshall University Classified Staff Council Minutes

August 16th, 2016, John Spotts Room MSC 2E37

Members Present: Jason Baldwin, Nina Barrett, Missy Browning, Patty Carman, Tootie Carter, Joe Chambers, Stacy Good, Carol Hurula, Leonard Lovely, Becky Lusher, Lisa Maynard, Nancy Tresch-Reneau, Joe Wortham, Miriah Young

Members Absent: Shay McComas, Donna Megquier

Members Absent (Excused): Chris Atkins, Amber Bentley, Toni Ferguson, Jennifer Jimison, Tim Melvin, Larry Morris, Marcos Serrat, Tony Waugh, Rachel Williamson,

Guests: Mark Robinson

The meeting was called to order by Chair Nina L. Barrett. Parliamentarian Joe Wortham confirmed there was a quorum.

Mark Robinson – Interim CFO/Budget Manager

- Mark announced that there would be a reception for Mary Ellen Heuton at 4pm the coming Friday.
- Payroll
 - October 1st will be the first day to start accruing pay bi-weekly and October 28th will be the first bi-weekly paycheck.
 - Mark said they would send communications out once they are sure it will not be delayed again.

Approval of Minutes

July 21st, 2016 Minutes approved without changes.

Miriah Young – BOG

- Miriah announced that they would not have their next Board meeting until the following week, and she will send the agenda once she has it.
- The board has new executive members including Wyatt Scaggs as the Chairman.
- The RFP went out for the Parking, Pharmacy and Housing project but she hasn't heard any news on the firms yet.

Shared Services – Miriah Young

- The Travel agency RFP has closed. They're waiting for information from Purchasing and then they will schedule presentations.
- The job has posted for the 2nd Travel Position.
- They're halfway done with the travel portal. At their next meeting they will have the auditors and individuals from finance look over the first set of forms. Then the goal will be to do travel settlements in the same way as the auditors have said they will accept electronic signatures.

Carol Hurula – ACCE

- Carol stated that their next meeting will not be until August 25th at Potomac State.

Committee Reports

Election Committee – Becky Lusher – Will begin working on scheduling a special election for vacant positions.

Legislative Committee – Chris Atkins – No report.

Personnel/Finance Committee – Joe Chambers - Joe stated that since being named Personnel Chair in July he has been working to identify what the committee is responsible for, and determining what to move forward with.

Physical Environment Committee – Nancy Tresch-Reneau – Did not meet over the summer, but will schedule a meeting soon.

Staff Development Committee – Miriah Young – Fall 2016 Tuition Benefits have been awarded totaling approximately 160 hours, which is more than what Staff Council used to be allowed to award in a year's time. This is a result of the structure being changed a year ago in which on-campus and e-course classes have been awarded the same way.

Follett provides gift cards to the University as part of their contract, and Staff Council is being given \$2000 to use for textbooks to distribute to staff members for textbooks. The requirements to qualify for the cards will be the same as those to qualify for tuition benefits, and the amount given will go towards their financial aid. It is undecided at this time how those cards will be distributed.

Ad Hoc Scholarship Fundraising Committee – Tim Melvin – Joe Chambers, reporting in Tim's absence, stated that the committee had met several times with Financial Aid to begin forming what the scholarship will look like.

They have determined two separate tracks to take:

- the first being a long-term endowment,
- the second being an expense fund to use what is raised via fundraising that year for either faculty, staff or their dependents.

Announcements

Have we heard anything about our Safety Recommendation submitted to the President? – We have not, but Miriah intends to discuss with the President when she gets the opportunity to meet with him again.

Minutes taken and prepared by: _____
Katie M. Counts, Program Assistant, Staff Council

Minutes approved by: _____
Nina L. Barrett, Chair, Staff Council

Minutes read by: _____
Dr. Jerry Gilbert, University President