

## Marshall University Classified Staff Council Minutes

August 28<sup>th</sup>, 2014, MSC 2E37 John Spotts Room

**Members Present:** Chris Atkins, Jason Baldwin, Amber Bentley, Tootie Carter, Elizabeth Coffey, Leonard Lovely, Becky Lusher, Lisa Maynard, Jan Parker, Lisa Poteete, Gail Rice, Nancy Tresch-Reneau, Tony Waugh, Miriah Young

**Members Absent:** Toni Ferguson, Carol Hurula, Dwayne McCallister, Donna Megquier, Nicole Perkins, Tanya Ramsey, Marcos Serrat,

**Members Absent (Excused):** Nina Barrett, Noah Lamb, Lisa Williamson, Joe Wortham,

**Guests:** Dr. Kopp, Brandi Jacobs-Jones, Bruce Felder

The meeting was called to order by Vice Chair Chris Atkins.

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

- Dr. Kopp gave thanks to everyone who came in Friday and Saturday to work on clean up from storm damage and flooding.
- The academic year has opened well so far, and Week of Welcome went better than ever.
- We have a great new first year class, and Dr. Kopp mentioned that he and many others present were teaching UNI 101 classes.
- Dr. Kopp reported that there is a lot of work to be done this fall. Last year in October Marshall began the process of doing a 10 year master plan. The 20/20 initiative came out of the master plan and the action plan that resulted has been working on ways to reduce costs and increase revenue. With budget cuts from the State we are slowly being privatized and trying to figure out how to adjust and adapt.
  - In September we will receive the reports from the Academic and Service Portfolio teams.
  - In October we will get back up to speed on where we are.
- Dr. Kopp is hearing that budgets will remain flat but as it's an election year he says to take what we hear with a grain of salt.
- Dr. Kopp reported that 1400 miners in the State are being laid off which will result in a drop in income tax revenues.
- Dr. Kopp reported that they will be starting the Budget Workgroup again.
- There was a study done on the academic side of Marshall from the Education Advisory Board that has produced some interesting findings Dr. Kopp is looking forward to comparing with the Academic Portfolio Review.
- Dr. Kopp introduced Brandi Jacobs-Jones as the new dual role Senior VP of Operations and Chief of Staff.

*There have been layoffs at WV State; are we looking at the same? – Leonard Lovely* – Dr. Kopp responded that he would never say “never” but that does not look imminent.

- Dr. Kopp announced that they plan to have legislative forums like the previous year with individuals running for both House and Senate involved.

*Can we get an idea before January of what sort of impact there will be on our take home pay and how our first two checks will look? – Leonard Lovely* – Dr. Kopp said they would work on that and maybe they can put up a calculator for people to figure out their own.

- Dr. Kopp admitted that they are unsure still if the PEIA issues with converting to 26 pay periods has been resolved because PEIA does not want to change to a 26 pay system and adjust accordingly. Therefore at this time we are not sure how it will work.
- There are some Marshall employees travelling to Charleston daily for 11 weeks to work to implement Oasis, and then returning to Marshall in the evening to complete their work here.
- The freshman class is approximately 40-60 students higher with most of the increase coming from non-residents.
- There has been a fairly healthy increase in student retention from 1<sup>st</sup> – 2<sup>nd</sup> year students.
- Dr. Kopp announced that convocation went well despite the weather.
- The Indoor Athletic Facility is to be dedicated on September 6<sup>th</sup> on the day of the first home game.
- The Visual Arts Center will have a three day grand opening from September 18<sup>th</sup> – 20<sup>th</sup>.
- The Buck Harless Student Academic Center will be dedicated later this Fall, possibly in November.
- The Sports Medicine Institute will be dedicated in March.
- The Applied Engineering Complex will be dedicated later in Spring, either late March or April.
- Dr. Kopp just came from the opening of the new Living Learning Center in Towers East

### **Bruce Felder – Human Resources Services**

Mr. Felder stated there have been some questions about the arrears calculations. He handed out a memo (page 4) from the State Auditor containing an explanation of the methodology making sure the change is going to be a smooth and harmless transition, which will take place on September 30<sup>th</sup>.

*Can we forecast how bi-weekly pay will affect us? – Mr. Felder* discussed trying to make something available for staff to plug their pay into in order to figure out their new pay checks. Possibly either something online or something the Staff Council Office could have access to for employees to call and discuss.

Mr. Felder announced that he met with Staff Council's Personnel & Finance Committee and had a discussion regarding various things from job descriptions and PIQs to university policies.

*Will the way our annual and sick time be calculated change from being accrued monthly to hourly? – Mr. Felder* replied that he is unsure of how it will work specifically, but we will still accrue the same amount monthly because they can't change our actual benefits.

**Resolution**

Resolution CSR-14-15-01 SDSC passed with no changes. The resolution is as follows:

**CSR-14-15-01 SDSC**

The Classified Staff Council Staff Development and Service Committee recommends that going forward, funeral arrangements coming out of the Staff Council Sympathy Fund will be sent to BOTH Classified and Non-Classified staff members upon the loss of immediate family members as follows: parents, spouse, children, or the employee themselves.

**RATIONALE:**

Flower arrangements were previously only sent to Classified Staff. However, non-classified staff also donate to the fund and should be eligible for receiving arrangements as well.

**BOG – Miriah Young**

The August Board meeting will not be until September 2<sup>nd</sup> and 3<sup>rd</sup>. There is no agenda, but Miriah verified that the Classified Staff Raises are on the agenda.

August 4<sup>th</sup> executive sessions consisted of:

- Naming opportunities for visual arts and the athletic complex, and both will be announced at their respective openings.
- The Board’s evaluation.

**Committees**

***Election Committee – Joe Wortham*** – No report.

***Legislative Committee – Chris Atkins*** – No report.

***Personnel/Finance Committee – Tanya Ramsey*** – No report.

***Physical Environment Committee – Lisa Williamson*** – No report.

***Staff Development Committee – Miriah Young*** – Fall 2014 tuition benefits were awarded.

**Announcements**

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



## State of West Virginia

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Glen B. Gainer III  
State Auditor

### MEMORANDUM

To: All State Agencies  
Payroll / HR Administrators

From: Honorable Glen B. Gainer, III  
State Auditor

Date: 8/15/2014

Re: **Conversion of Current Paid Employees to Arrears Pay To Occur On September 30, 2014**

In 2002, the West Virginia Legislature passed House Bill 4012 mandating all new hires be paid one pay period in arrears. However, there are approximately 10,000 still-active State employees who were hired before July 2002 who are still being currently paid under the "current" classification. Senate Bill 322 allows for the State to convert those employees to arrears pay. To do this, a "No Hardship Arrears Conversion" pay code will be utilized on the last pay of September 2014. A converted employee will not miss a payday as part of the arrears conversion. The process will provide for all employees to be in arrears when EPICS converts to the OASIS payroll system in 2015.

Affected employees will have a corresponding receivable recorded by the State for their gross pay amount of the last pay of September 2014. Upon this conversion, the employee will be moved to arrears and will be due an additional pay at the time of their separation from service with the State. The receivable balance due the State, from the last pay of September 2014, will then be collected from this additional pay by using a "no hardship arrears conversion" deduction code.

As previously asked of you, please move quickly now, but not later than August 31, 2014 in your role as Human Resources/Payroll staff to verify the accuracy of the pay status classification (current or arrears) for *all* of your agency employees as denoted on the EPICS PRMIS screen. If you detect any discrepancies, please contact Central Payroll in the WWSAO by calling (304)558-2251, or preferably by email, [EPICSPAYROLL@wvsao.gov](mailto:EPICSPAYROLL@wvsao.gov). The up-to-date accuracy of the pay status classification of each of your agency's employees is critically important to a seamless conversion of all remaining current paid employees to arrears pay on the last pay of September 2014.