

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

February 26<sup>th</sup>, 2015, MSC 2E37 – John Spotts Room

**Members Present:** Chris Atkins, Nina Barrett, Amber Bentley, Tootie Carter, Elizabeth Coffey, Toni Ferguson, Carol Hurula, Noah Lamb, Leonard Lovely, Becky Lusher, Dwayne McCallister, Jan Parker, Lisa Poteete, Nancy Tresch-Reneau, Tony Waugh, Lisa Williamson, Joe Wortham, Miriah Young

**Members Absent:** Jason Baldwin, Marcos Serrat

**Members Absent (Excused):** Lisa Maynard

**Guests:** Gary White, Bruce Felder

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

### **Mr. Gary White – Interim University President**

- Legislature
  - We are getting close to crossover day when things begin getting more serious.
  - Any bills impacting the budget will move toward the end and then they will refine the budget once passed.
  - Mr. White stated they are starting to hear talk of potentially using the Rainy Day Fund with limitations.
  - The State of WV gets bond ratings just the same as Marshall, and they recently received another excellent rating that also stated some of the Rainy Day Funds may need to be used.
  - Mr. White reported that it's clear that it is not likely the Legislature will give Marshall any additional money or reduce our reductions.
  - In government you usually receive either funding or flexibility. It looks as though we will be receiving flexibility. Some legislation passed that will give more flexibility in how much of our funds can be invested with Foundation.
  - The legislation is pending passing an HR Bill with flexibility for personnel at the institutions.
- Marshall and WVU may be allowed to be excluded from OASIS, but we will likely have to pay our way out since the funding of Oasis was based upon Marshall and WVU being included. However, if we are excluded Marshall will have a lot more work to do figuring out how to pay employees and report that information to the State Auditor and State Treasurer.
- The Marshall University Presidential Search begins the following week. The Association of Governing Boards is conducting the search. AGB is the group who came the previous year to do the Presidential and Board of Governor's reviews. They will meet with different groups on campus the following week to get their perspectives on qualities and traits they would like to see in the next president. They will use the input from the meetings to develop an advertisement and profile to solicit candidates for the position.

- Mr. White expects to have narrowed down the list of candidates by early April and hopes to have site visits with a handful of them in May, probably shortly after graduation.

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

- Open enrollment for benefits will be during the whole month of April.
- March 24<sup>th</sup> there will be a Benefit Fair in the Student Center with representatives from PEIA, TIAA CREF, Mountaineer Flexible Benefits, Marshall Health, Pathways to Wellness, and other local vendors.
- Bruce sent out a memo about practices for Emergency University closings and delays (p.7).
- Human Resources would like feedback that we're getting on current training classes, particularly on Time Reporting in Banner Leave.
- We will soon begin using Banner Web Time Entry to input and track annual and sick leave by logging in once within a 15 day window to enter leave hours or to submit without leave hours.

*When will we be going to two week pay periods?* – Anywhere between July 1<sup>st</sup>, 2015 and January 1<sup>st</sup>, 2016.

*Who is responsible for the snow piles between the clear Marshall sidewalks and 3<sup>rd</sup> Avenue that are formed from the plowing of 3<sup>rd</sup> Avenue?* – Bruce said he would speak with the safety committee.

*Is an evening shift employee required to fill out an annual leave slip if the University was closed, they were asked to come in, but were unable?* – No, they would not be required to use annual leave. However, if any “critical employees” were required to work despite the University being closed they would be paid for working and additionally receive “STO” pay.

### **Minutes**

October 16<sup>th</sup>, 2014 Minutes approved as written.

### **ACCE – Carol Hurula**

Minutes of ACCE Meeting

January 13, 2015

BridgeValley Community and Technical College – South Charleston, WV

- Advanced Technology Center (ATC) will never be set up as a traditional college building. They provide a very strong partnership with private industry. Only 4 programs are offered in the building, and all are for industry. Area businesses schedule training for their employees.
- The school asked area companies to donate money to have a lab named for them. Toyota has donated \$1 million to cover the operating costs of the building over the next

5 years. Other area companies who have donated include Rahall Institute and Appalachian Trail Conservancy.

- Recruiters visit high schools with corporate employees from area businesses that are associated with BridgeValley programs to talk with students about their need for employees who have a higher education and the benefits of earning a degree.

### **LIASION REPORT – TRISH CLAY, VICE CHANCELLOR FOR HUMAN RESOURCES, HIGHER EDUCATION POLICY COMMISSION (Via phone)**

SB330 annual personnel report to LOCEA highlights:

Of the 10 Commission organizations:

- Three have non-classified FTE percentages below the 7/1/15 goal of 20%.
- Four are between 20 and 25% and in compliance with the 7/1/13 goal.
- Three are less than 1% above the 25% goal for 7/1/13.
- All organizations are working to reduce the FTE percentage on non-classified employees to be in compliance by July 1, 2015.

SB330 called for a HR Generalist. ACCE inquired if a compensation and classification professional would be a better fit for the need. VCHR Clay felt because she's an experienced CCP that there's no need for another one. VCHR Clay indicated that a current employee Theresa Webb whom is assigned to OASIS at the moment could fill the HR Generalist position and will therefore recruit in January for a CCP.

Reminder that the RFP for the market study was to be out in December and has not been released as of date of meeting. ACCE has asked that both Chancellors Hill and Skidmore attend our next meeting in Charleston on 2/18/15.

Discussed WVU's separate salary schedule. Although WVU has done their own market study they will be included in the HEPC study. VCHR Clay asserted that if a school is fully funded the BOG has permission to adopt its own rule and can develop their own salary schedule. ACCE disagreed as SB330 states that the BOG can do this "as long as it is within the parameters of the SB330 rule – which has not been written."

VCHR Clay suggested moving forward with only classified staff study, citing budget constraints. ACCE disagrees. If the system doesn't move forward as a whole, RME will never be achieved.

- Due to inclement weather several ACCE members could not attend. Graduate College was on a 2 hour delay but was open and staffed at 8am when ACCE members arrived for meeting.

**LIASION REPORT – TRISH CLAY, VICE CHANCELLOR FOR HUMAN RESOURCES, HIGHER EDUCATION POLICY COMMISSION (Via phone)**

VCHR Clay has requested to advertise the Classification and Compensation Professional (CCP) but no approval yet. Timeline is a start date of 4/1/15.

VCHR Clay met with Senator Sypolt to discuss SB439.

VCHR Clay said the RFP is currently on hold pending the legislative session.

VCHR Clay is still moving forward with SB330 initiatives while the RFP is pending. Once RFP released her tentative timeline is: 3/1 – 3/30 review for resign the HR structure and work with policy and planning for data submission for HR to upload current job descriptions. 4/1 – 4/30 vendor meetings. May 2015 start work by consultants.

Currently HEPC has \$700,000 for the market study which is the amount designated in the budget allocation the last couple years. RFI stated costs from \$900,000 to \$1.5 million.

Lengthy discussion ensued on SB439.

Carol then traveled to the Capitol and met with Senator Plymale and attempted to meet with Senator Sypolt but he was unavailable.

**Board of Governors – Miriah Young**

The Board met on 2/11/2015.

- The Board approved the AGB Search Firm along with all of the BOG serving as the search committee. They also approved the Search Procedures with the amendment that if the appropriate candidate is not found in the original timeline then the timeline would be extended as necessary to hire the best candidate. Also, once the president is chosen they would come with a guarantee for one year. AGB will come to campus the following week to discuss what sort of criteria the campus community would like to see in the next president.
- The Board approved the ink color change to Pantone 354 to get it closer to Kelly Green.
- The Board approved the following Intent to Plans:
  - Mechanical Engineering Masters (Also, we will see the BS in the April meeting and they will both start at the same time)
  - Social Work Masters

- Biomechanics
- All other intents tabled until next meeting due to the academic committee asking for additional information
- Program reviews will be March 12-13. They will be reviewing 25 or 30 this year.
- Academic affairs is looking at classes with less than 10 students.
- Student affairs is studying the option of requiring all students to have health insurance. This went out for a bid but got pulled back to get more information that the vendors wanted.
- MU day at the capital was 2/17/15, although most of it was snowed out so it turned into a small event.
- The Diversity Breakfast was snowed out as well.
- The 6 month financial reports ending in December were approved.
- The Investments Report was approved.
- The first tenants, MURC, will be moving into the Applied Engineering Building in April and the rest will be in May.
- Updates will be made to Harless this summer and will be financed by Sodexo.
- We will receive the final report from the journalism accreditation team in the next few weeks.
- Right now the main issue with higher educationist the change in the funding model, and this is being dealt with through the 20/20 model, as well as the budget workgroup.
- Advisory boards are being created on a small level for areas that serve the other side community such as forensics.
- Enrollment and retention: applications for fall admission are up 4.4% but resident is up 12% and nonresident and metro apps are down quite a bit.

### **Committee Reports**

***Election Committee – Joe Wortham*** – General Elections will take place in April as it is an odd numbered year. All EEO seats will be up for reelection as well as the Chair, ACCE Representative and BOG Representative. The schedule will be as follows:

Nominations will be taken: March 11<sup>th</sup> until March 24<sup>th</sup> at 4:30pm

Elections will take place from Thursday, April 9<sup>th</sup> at 6am through Monday, April 13<sup>th</sup> at midnight.

***Legislative Committee – Chris Atkins*** – 1<sup>st</sup> of March is when bills have to be out of committees. Chris told Council he sent an email at the beginning of the week with some of the legislation we're following. Most are sitting and waiting on the Education Committees.

***Personnel/Finance Committee*** – No report

***Physical Environment Committee – Lisa Williamson*** – The committee didn't meet but they will be discussing soon the issue of the snow piles on the sides of the streets.

A survey will be coming around from the Faculty's Physical Environment committee. They will do a poll addressing issues from each building.

Nancy Tresch-Reneau brought up that the Stop Sign behind the Engineering Building keeps coming back down.

**Staff Development Committee – Miriah Young** – We’ve sent several funeral arrangements lately, but otherwise the committee has been quiet.

**Faculty Senate Committees**

**BAPC – Carol Hurula** – The committee is looking at the excused absences policy for students. They are trying to put some of the responsibility back on the professors so they don’t all have to go to Steve Hensley.

**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: \_\_\_\_\_  
Gary White, Interim University President