

Marshall University Classified Staff Council Minutes

June 20th, 2013, Drinko Library Room 349

Members Present: Chris Atkins, Nina Barrett, Tootie Carter, Amanda Dailey, Leonard Lovely, Lisa Maynard, Donna Megquier, Jan Parker, Kelly Preston, Tanya Ramsey, Lu Ann South, Lisa Williamson, Joe Wortham, Miriah Young

Members Absent: Darlene Colegrove, Jack Ferrell, Barry Dickerson, Toni Ferguson, Carol Hurula, Jennifer Jimison, Dwayne McCallister, Terrence Olson, Nancy Tresch-Reneau

Members Absent (Excused):

Guests: Michelle Douglas, Valerie Smith, Stacy Good, Noah Lamb

The meeting was called to order by Chair Nina L. Barrett.

Ms. Michelle Douglas – Human Resources

- Michelle reported that they're still working on the process of getting People Admin up and running and she doesn't expect it to go live until October.
- Human Resources is planning for fall trainings.
- Michelle reported that they have sent out correspondences to the campus community regarding benefits.
 - She reported that PEIA is offering a discount in the form of no copay to employees who see a Marshall Health physician.
 - FBMC is offline until June 30th while they're updating their processes.

Michelle opened the floor to questions:

When will Faculty be doing Connections? – Lu Ann South – They will be doing it in the fall. It's been hard coordinating around their teaching schedules.

Did we get the numbers for the classified and non-classified ratio? – Chris Atkins – Yes, and right now we're at 25.3% and by July 1st we need to be at 25%. Michelle reported she's working on two positions right now that should be moved to classified, and she's also doing a review of the non-classified staff because she feels some of them are misplaced. Code requires that anyone who is moved from non-classified to classified maintains their whole salary. By 2015 we have to be at 20%.

Approval of Minutes

April 24th, 2013 minutes approved as written.

Miriah Young – BOG

- The LCME visit will be June 23rd – 26th, and it is the formal visit when they will decide on our accreditation. All informal visits up to this point have been good. We will hear back from them in October.

- The indoor practice facility came in under budget and went to the lowest bidder, and is being built on all privately raised funds.
- The new tobacco policy was approved and will go into effect July 1st. There was one amendment made to the policy that states that if there is a large outdoor event where a substantial number of off-campus visitors are present they have the ability to get permission from Dr. Kirtley to have smoking or tobacco use areas. Penalties for not adhering to the policy have not been figured out yet and at this time it has been stated that MUPD will not be responsible for reinforcing it. The way it currently works is to turn in violating staff to HR, violating faculty to the Provost, and violating students to student affairs.
- The Board approved a budget. Once all bills are paid there was \$43,000 left, and the \$250,000 for raises stayed in the budget.
- The tuition rates were set in May with an increase of 4.92%.
- Hodges Hall has been taken down and they're considering using some East Bond money to put down some sidewalks.
- There will be an elevator added to the Welcome Center so that it can be ADA compliant and the top two floors may be utilized. That project will begin in August.
- The new e-course policy ITP-39 was approved. This removed the financial aspect from the Policy and it will be looked at separately
- Weather policy GA-9 was approved and the MU Alert was added, and SOM was omitted at their own request since they have their own policy.
- Two student affairs policies were changed: AA-12, Academic Dishonesty and SA-2, Student Academic Rights. Graduate students were added to both policies, and the appeal language was slightly changed.
- As of July 1st Marshall University is able to invest a total of \$60 million of our own money based upon new legislation. There will be a special BOG meeting to go over how this additional money will be invested.

2012-2013 Highlights

- Approved: Name change from University Physicians to Marshall Health
- Approved: The INTO project was approved and students have begun to come in through the program as of this summer
- Approved: Policy AA-14, Course Syllabus and Policy
- Approved: GA-16 Student Sexual Misconduct Policy.
- Approved: The firm to complete the 10 Year Master Plan was approved and the planning process began. There was a website created so that anyone could have input. Town Hall meetings were also done and the firm has met with various divisions across campus. This should be complete and presented to the BOG in October of 2013
- Approved the award of a construction contract for the Arthur Weisberg Family Applied Engineering Complex to the lowest qualified bidder based upon bids received on October 3, 2012.
- The Schools of Pharmacy and Physical Therapy opened and completed their first year of classes

- The new parking facility opened
- The new Applied Science complex was approved and began construction
- The Bucks for Brains project met its fundraising goal and the State released the money to match that was allocated
- Approved: New Soccer Complex went to the lowest bidder with the groundbreaking in November. Construction continues on this but it is set to be open for the beginning of the Fall 2013 semester
- The new records retention policy was approved; MUBOG GA-14
- Approval of new degree program: Bachelor of Science (BS) in Digital Forensics and Information Assurance.
- Approval of a new degree program: Bachelor of Science (BS) in Biomechanics.
- Approval of a new degree program: Bachelor of Business Administration (BBA) in Risk Management and Insurance.
- Approved the new Technology policy IT-1 for acceptable use
- The addition of 4 new Stadium Suites and one new elevator, along with upgrades to the existing elevators and HVAC upgrades was approved. This renovation was funded through the Big Green and the sale of the Sky Suites
- Approved the University calendars for 2013-14 and 2014-15
- The contract was awarded to the lowest bidder for the new Fine Arts complex in the old Stone and Thomas building
- The construction contract for the East Hall renovations went to the lowest bidder and should be completed by August 15, 2013
- The new policy on rulemaking passed that brought us in line with the State Legislature

Year-End Committee Reports

Election Committee – Joe Wortham – Two elections were held within the last year. One election was a special election in September 2012 to fill vacancies on EEO 10, 40, 50 and the ACCE and BOG Representatives. The second election was for the general election held in April 2013 to elect all three campus-wide positions and 21 of the 25 council positions. There were no write-ins or candidates for the remaining 4 vacancies (1 in EEO 10 and 3 in EEO 60/70) and a special election will be held this fall to fill those positions.

Legislative Committee – Chris Atkins – The legislative committee hasn't been very active this year. The legislative session was very quiet until the very end and Chris sent out updates at that time. Chris would like to get some of the Education Committee members to attend a Staff Council meeting. It looks to be another quiet year with the exception of the budget and what it will look like.

Personnel/Finance Committee – Leonard Lovely – The Personnel/Finance committee has not met because everything is on hold waiting for things to come through HEPC.

Physical Environment Committee – Bill Lewis – No report.

Staff Development Committee – Miriah Young –

- In the Fall 2012 semester the committee awarded 25 out of 35 on-campus waivers requested and had a 96% pass rate. They also awarded 10 out of 28 e-waivers requested and had a 100% pass rate.
- In the Fall 2013 semester the committee awarded 21 out of 34 on-campus waivers requested and had a 100% pass rate. They also awarded 4 out of 28 e-waivers requested and had a 100% pass rate.
- A request for more e-course funds has been sent to the budget department but since the budget is so tight currently no additional funds have been awarded.
- Miriah reported that she's working on a presentation to bring a request to the President to not have a limit on in-course waivers awarded for full time employees.

- In the last fiscal year the committee has had three new recommendations; two of which have been approved and one is still awaiting approval from Dr. Kopp. The approved recommendations were for changes to tuition benefits guidelines and announcement of employee graduates at graduation. The pending recommendation is for changes to the classified emeritus status.

- The Holiday Project went well in December 2012. Collections were taken up for two nursing homes and due to an excess of men's supplies there were donations taken to the Veterans home also.

- In the last year 20 flower arrangements were sent out totaling \$800. The Staff Awards Luncheon donation totaled \$565 and our end-of-year balance totals \$1233.00
- A number of cards for bereavement and illness have also been sent out.

Announcements

Nina reported that she, Miriah and Carol attended the ACCE Leadership Conference and learned much about SB 330.

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