

Marshall University Classified Staff Council Minutes

May 16th, 2013, MSC 2E37 John Spotts Room

Members Present: Chris Atkins, Nina Barrett, Tootie Carter, Darlene Colegrove, Amanda Dailey, Barry Dickerson, Toni Ferguson, Carol Hurula, Jennifer Jimison, Leonard Lovely, Lisa Maynard, Dwayne McCallister, Donna Megquier, Jan Parker, Kelly Preston, Tanya Ramsey, Lu Ann South, Nancy Tresch-Reneau, Lisa Williamson, Joe Wortham, Miriah Young

Members Absent: Jack Ferrell, Terrence Olson

Members Absent (Excused):

Guests: Dr. Joseph Touma, Dr. Kopp, Matt Turner, Michelle Douglas

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

Dr. Touma – Chair, Marshall University Board of Governors

- Dr. Touma thanked the Staff Council body for being a strong and stabilizing element of the recent situation following the sweep of all Marshall revenue accounts. Dr. Touma also commended the Staff Council BOG Representative, Miriah Young, on being a great addition to the Marshall University Board of Governors.

Dr. Touma opened the floor to questions.

Carol Hurula pointed out that with the inclusion of the salary enhancement pool in the budget for the new fiscal year the budget workgroup would like to see the classified staff with more than 15 years of service included in the enhancement as they are capped with the 2001 salary schedule.

Why does the Board of Governors not have an open question forum at their meetings? – Leonard Lovely – Dr. Touma responded by saying that he doesn't believe they would turn away a person who requested to speak at a meeting, but he encourages individuals to go through their representatives to seek information and ask questions. Dr. Kopp added that he would talk to Layton Cottrill about whether there is anything prohibiting guest speakers.

Will the Board agree to meet with Staff Council at least once a year as is required by law? – Leonard Lovely – Dr. Touma replied that he would have no problem bringing members of the Board's Executive Committee if the Board permits it whenever Staff Council would like them to come. Dr. Kopp and Chair Nina Barrett agreed that the law could be up to interpretation and Dr. Kopp would talk to Layton about it and see how other schools are interpreting it as well.

Would you care to give Staff Council your opinion on the current Budget that was presented to the Board of Governors? – Miriah Young – Dr. Touma acknowledged that people worked long and hard to come up with a budget and it isn't an easy job. He added that historically the Board has been happy with the presentation of a balanced budget that met all of our needs, but it has recently come to their attention that more constituent groups would like to be part of the

process. He said that reports from the recently established budget workgroup are good and he would like to continue seeing everyone work together well.

Dr. Kopp – University President

- Dr. Kopp reported that the number of students attending commencement is rising, and the graduate commencement was held in the afternoon this time.
- Dr. Kopp mentioned that the budget workgroup has been working very hard to come up with an agreeable balanced budget. The workgroup will evolve into a University Budget Advisory Committee for coming years, and the committee will take on more issues than just budget cuts, including what opportunities we have within the University for revenue enhancement.
- Dr. Kopp reported that the recent atmosphere on campus regarding the budget cuts is what you see happen when a component of our shared governance system is inactive. Dr. Kopp stated that they have been forecasting the budget cuts for years, and he thanked Staff Council for listening to that message and attempting to spread the information.
- Dr. Kopp reported that rather than doing across the board cuts to help backfill the fiscal year 2014 budget cuts they are asking departments with fee accounts to see where they can absorb more expenditures so they can give less central allocations. They are looking at using one-time money to backfill the budget cuts with the knowledge that for the following year Marshall has an increased investment authority and will hopefully earn more.
- Due to State budget reductions Marshall will have to develop approaches that are more cost effective for everything we do, predominantly instruction, while still ensuring quality for our students.
 - Dr. Kopp stated that on the website for the National Center for Academic Transformation there are case studies on state systems showing success with the combined use of technology and things like flipped classrooms to reduce the instructional load on faculty and free them up to handle other courses. This puts more of the responsibility of learning on students with learning outcomes being at the same level if not greater, and cost of instruction per student is significantly less.
- The way we purpose our faculty, staff and students time is going to be most critical in moving forward.

Dr. Kopp opened the floor to questions.

Lu Ann South stated that it is not required for instructors to have a printed copy of their syllabus and due to the waste involved with printing syllabi it would be beneficial to have Dr. Kopp mandate that instructors put their syllabi on Blackboard instead. The only exception could be the instructors who are teaching in a room that does not have Blackboard. Dr. Kopp stated that he would love to see more faculty using the Blackboard capabilities and we are gradually upgrading furnishing and technology in classrooms. He stated he was surprised to learn when

he taught a graduate class online that most students had never used Blackboard despite being Marshall Graduates.

- Dr. Kopp said that three years ago they started putting a line item in the budget called Funded Depreciation, which is a plan to put money back each year to plan for the replacement of buildings once they have reached the end of their life cycle.

Why did the Board decide to increase Metro tuition more than any other tuition rate? – Chris Atkins – Dr. Kopp stated that they are trying to get the metro rates up to the same as non-resident rates with the rationale that students who qualify for the metro rate require a 19 ACT and 2.0 cumulative high school GPA, and they have the lowest retention rate from first to second year compared to any other group at around 60%. Dr. Kopp stated they believe the retention rates are so low because the standards were set so low for them to get in. They want to get the metro rates to be the same as the non-resident rates because the border state scholarship of \$3500 will be available to them at that time, and the requirements for receiving it are a 23 ACT score and a 2.75 high school GPA. Dr. Kopp stated that studies show that students in that threshold are projected to do much better.

Why don't we utilize graduate teaching assistants to teach more than just 6 hours? – Lu Ann South – Dr. Kopp stated he wasn't sure because those decisions are made at the department level. Michelle Douglas added that maybe it's due to the Fair Labor Standards Act and the 20 hours maximum that student employees can work.

Kelly Preston expressed concern that if the metro rates go to non-resident rates then she will have to pull her son out. – Dr. Kopp stated that he will be grandfathered in as will any other individuals who are already students.

Ms. Michelle Douglas – Human Resources

- Michelle stated they had a successful health screening the day prior.
- Michelle reported that she's on a SB 330 committee called the Common Grounds Committee, which is a mixture of CHROs and members of ACCE. They meet on a monthly basis and are coming to a common ground on the interpretation and application of SB 330. They are currently working on the rules they need to write for legislation with the hot topic right now being the salary schedule. The company contracted by the HEPC to work on the compensation study is Fox Lawson. Vice Chancellor Mark Toor is working on the rules and intends to insert something on how it will be funded since the legislation made no room to provide funding for it. He is also discussing it will Senator Plymale.
- Benefits Open Enrollment is over but PEIA extended the deadline for submitting the tobacco affidavit.

Michelle opened the floor to questions:

Lu Ann South pointed out that not only do you get a discount with PEIA for being tobacco free, but also for having a living will.

Departmental term positions have to be given permission from Academic Affairs to be filled. If we want the same person back in that position why do we have to go back through the recruitment form process? – Lu Ann South – Michelle said there's an opportunity to do a waiver for the search but they still have to look at it for budget purposes and to have a paper trail for department of labor employment law.

Carol Hurula – ACCE

- ACCE met at Glenville State and their president gave the welcome. He reported Glenville is raising their tuition and fees by 8.8% this year. Marshall is raising tuition by 4.82% for in-state tuition and by certain dollar amounts for non-resident and metro.
- Fox Lawson is continuing to wait for the scrubbing process that the HR's are going within institutions where they compare job duties as opposed to job titles. They are waiting for WVU, Marshall and Fairmont to submit their non-classified information.
- Vice Chancellor Mark Toor found someone he would like to hire for the HEPC Director of Classification and Compensation position but due to the hiring freeze it's on hold in the governor's office.
- There has been much discussion about the statewide Oasis system and how it will be used for HR. Bob Walker has been working with the State for more than a year on what Marshall will have to do to make our systems work with it, including discussions of 26 pay periods rather than 24.
- PEIA Premiums will increase as soon as an individual gets a pay increase rather than making changes annually.
- Beginning in January 2014, anyone working over 30 hours will receive insurance coverage.
- June 5-7 is the ACCE leadership conference.
- July 15-17 is the ACCE retreat and annual planning meeting.

2013 Legislative Summary

Higher Education Bills

HB 2490---Expands the duties of the HEPC, CTC, and governing boards in providing services to veterans. Each institution is to designate individuals to provide financial and psychological counseling services on each campus, and to the extent practicable, providing those services in one location. Each institution to have a veterans advocate, preferably a veteran. Coordination required among all institutional departments to ensure that assistance is received from the federal Department of Veterans Affairs in a timely fashion and development of plans to deal with untimely receipt of benefits. (Effective 90 days from passage---July 12, 2013.) Kelly Sweetman – Veteran's Advocate and Lora Varney – VA Certification Specialist; certifies VA educational benefits for eligible students.

HB 2491--- HEPC and Council to jointly propose and implement a rule providing for uniform course completion when a student is called to military duty. The rule shall ensure that such students are afforded a fair and efficient procedure to withdraw, complete course work or secure

a leave of absence and that partial or full refunds are made when course work cannot be completed. (Effective 90 days from passage---July 12, 2013.)

HB 2538 ---- Supplemental appropriation. Adds \$80,758 to Council unclassified account. Adds \$4,247,234 to HEPC unclassified account of which no less than \$4 million is to be spent at Glenville State College for capital improvements. (Effective from passage---April 13, 2013.)

HB 2738---Allows the HEPC to pay some of the tuition for W.Va. residents that attend an out-of-state institution for optometry, podiatry and veterinary medicine. Recipients, upon graduation, must practice full-time for a year in W.Va. for each year of financial aid they received or repay with interest. HEPC to promulgate legislative rule regarding program.

Expands recipients of health sciences scholarships from HEPC to physical therapists, doctoral clinical psychologists and licensed clinical social workers.

Places the funds in the Center for Nursing Fund under control of HEPC. Sets three types of nursing scholarships the HEPC is to use the funds for. Has the HEPC staff the Center for Nursing. (Effective 90 days from passage---July 12, 2013.) **VETOED BY GOVERNOR.**

HB 3104---Authorizes promulgation of HEPC and CTC rules on authorization of degree granting institutions, annual reauthorization, and human resources administration. (Effective from passage---April 9, 2013.) Underwood-Smith Teacher Scholarship Program rule, West Virginia Engineering, Science and Technology Scholarship Program rule, Medical Education Fee and Medical Student Loan Program rule , Authorization of degree-granting institutions, West Virginia Higher Education Grant Program, Providing Real Opportunities for Maximizing In-state Student Excellence – PROMISE, Research Trust Program, Guidelines for Governing Boards in Employing and Evaluating Presidents, Medical Student Loan Program), On page 2, subsection 5.1, following the words “financial aid 35 office” by inserting a new subdivision 5.1.3 to read as follows: “United States citizenship or legal immigrant status while actively pursuing United States citizenship.”, West Virginia Higher Education Grant Program, Accountability System, Energy and Water Savings Revolving Loan Fund Program, Providing Real Opportunities for Maximizing In-state Student Excellence – PROMISE, Authorization of Degree Granting Institutions, and Tuition and Fee Policy.

SB 359---Governor’s Public Education Reform bill. As it relates to higher education:

- Before 2014-2015 school year the SBOE (State Board of Education), HEPC and CTC to collaborate on adopting college and career readiness standards for English and math.
- SBOE to require all teacher prep programs to train teachers in how to teach college and career readiness standards.
- For high school students graduating after 2016-2017 state institutions cannot use any factor other than the standards set out in the bill for requiring remedial courses.
- Establishes a loan assistance fund under the HEPC for teachers teaching in a subject area of critical need. Two years of teaching required for each year of loan assistance. Loan goes to the teacher’s educational institution. (Effective 90 days from passage--- June 20, 2013.)

SB 438---Consolidates Bridgemont CTC and Kanawha Valley CTC on July 1, 2013. Governor to appoint a new BOG with equal amount of lay members appointed from each abolished BOG. One of the lay members serves 1 year term, four serve 4 year terms and five serve three year terms. All six of the constituent reps from the abolished BOGs serve on the new BOG for the first year. New BOG to choose name of the new institution. BOG to adopt rules of the abolished BOGs. Assets and liabilities of abolished BOGs transferred to new BOG. BOG to appoint one of existing Presidents to new presidency. Administrative planning committee established to advise in the reorganization. CTC Chancellor to call first meeting of new BOG as soon after June 30 as possible. (Effective from passage---April 13, 2013).

SB 444---Allows MU and WVU each, after approval by the HEPC, to invest an additional \$30 million with their Foundations. Allows a BOG member filling an unexpired term to serve an additional full two terms. Allows WVNET direct access to institutional data to generate reports. Removes the caps on number of nonclassified employees allowed at HEPC and CTC. Counts as nonclassified for purposes of the cap all nonclassified at institutions with return rights to faculty or classified. (Effective from passage---April 13, 2013).

SB 544----Performance review for HEPC and CTC scheduled for 2015. (Effective 90 days from passage---July 10, 2013). An agency review shall be performed on one or more agencies under the purview of each department at least once every seven years

SB 586---Transfers authority to CTC to license schools of cosmetology, barbers and massage. Board of Barbers and Cosmetology to report any violations by schools to CTC.(Effective from passage---April 13, 2013).

SB 664---Decreases CTC appropriation for Workforce Development by \$600,000 and WV Advance Workforce by \$900,000. (Effective from passage---April 13, 2013).

SB 1005----(From First Special Session) Gives \$500,000 apiece to MU and WVU for Pharmacy Scholarships. Gives WVSU \$250,000 as a land grant match. (Effective from passage---April 18, 2013).

Miriah Young – BOG

- The indoor practice facility came in under budget. They have privately raised \$15 million towards the \$20 million facility and they have 6 months left to raise the remaining \$5 million.
- The sky suites and elevator project in the stadium are scheduled for completion by August, and it's all being completed with private money.
- The tobacco policy and weather policy is still out for comment and comments must be made by paper.

- The master plan has been going well. www.marshall.edu/mplan is the site for making comments. They're supposed to bring the finalized plan to the Board at the October meeting.
- Miriah reported that she sat in on all of the academic program reviews. All programs were kept, but one program was asked to come back next year because they weren't happy with its statistics and one program was identified as needing additional resources when resources become available.
- There were no findings from the internal audit, and the representative from the State treasurer's office who did an audit said everything looked perfect.
- East Hall renovations will be completed in August.
- Hodges Hall was supposed to be demoed on the 15th but it's been moved to the 17th.
- Fees were approved.

Committee Reports

Election Committee – Joe Wortham – No report.

Legislative Committee – Chris Atkins – No report.

Personnel/Finance Committee – Leonard Lovely – No report.

Physical Environment Committee – Bill Lewis – No report.

Staff Development Committee – Miriah Young – Money was collected at the Annual Service Awards Luncheon in the amount of \$565 for the Flower Fund.

Announcements

Nina Barrett announced that The Classified Reporter was a newsletter than Staff Council used to distribute and we plan to bring it back. Chris Atkins will be editor and Chris stated that it will include ways for staff to get involved, issues to keep an eye on, Council's concerns, and a link to the minutes to name a few things. It will be distributed as paper and electronic at the start and then move to electronic only unless otherwise requested by individuals.

Carol Hurula stated that she has asked Michelle Douglas to somehow be involved with new employee orientation and to explain what Staff Council is.

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