

Marshall University Classified Staff Council Minutes

October 16th, 2014, MSC 2E37 John Spotts Room

Members Present: Chris Atkins, Jason Baldwin, Nina Barrett, Amber Bentley, Toni Ferguson, Carol Hurula, Noah Lamb, Leonard Lovely, Becky Lusher, Lisa Maynard, Dwayne McCallister, Tanya Ramsey, Marcos Serrat, Nancy Tresch-Reneau, Tony Waugh, Lisa Williamson, Joe Wortham, Miriah Young

Members Absent: Elizabeth Coffey, Donna Megquier, Jan Parker, Nicole Perkins, Lisa Poteete, Gail Rice

Members Absent (Excused): Tootie Carter

Guests: Dr. Kopp, Bruce Felder

The meeting was called to order by Chair Nina Barrett.

Dr. Kopp – University President

- Dr. Kopp mentioned that the following day would be the 20/20 Retreat, which should be very informative.
 - One of the goals will be to bring together all the information that has been gathered in the reports and begin to put it together into a framework for what we're going to do with it.
 - Dr. Kopp estimates from the reports and other input we're looking at approximately \$20 Million worth of non-essential expenditures on this campus every year.
 - The Academic Portfolio has been put up on the 20/20 site and has the link to the Sharepoint site. The Service Portfolio has not been put up yet.
- Legislative Forums have been scheduled for November, after elections take place. There will be the same moderator as last year, Beth Vorhees. Dr. Kopp said they would like to see as many people attend as possible.
 - Huntington – Thursday, November 13th
 - South Charleston – Tuesday, November 18th
 - Point Pleasant – Thursday November 20th
- Dr. Kopp said he doesn't see much more state funding going to higher education in the foreseeable future. The State forecast for FY16 is in the range of \$280-\$330 Million deficit, and the governor has already stated he isn't going to entertain the idea of any new taxes.
- Marshall had a very busy fall, and Homecoming went well.
- Visitors to campus have been complimentary.
- There is a Board of Governor's meeting scheduled for the 31st of October and a Board Retreat November 1st.
- A program called Proyecta is planning to send 100,000 Mexican students to Marshall over the course of 2014-2018 in small groups to improve English language skills. The

first 175 students will arrive November 3rd. The first group will stay for 5 weeks due to Thanksgiving and each week thereafter will stay for 4 weeks.

- Mary Ellen and finance and budget have been working hard to achieve greater transparency and create reports in a timelier manner.
- Dr. Ormiston is putting together a final annual report for the campus compact.
- Retention from last year's freshman class is up 4.2%. It appears our retention strategies are starting to pay off.
- Dr. Kopp said we are working with Noel Levitz for financial aid leveraging strategies for the upcoming recruitment season through next fall, and we are now getting close to having their final recommendations. In theory we should not be giving merit based aid, but rather need based aid.

Bruce Felder – Human Resources Services

- The first week of October Bruce sent out an email targeting employees who had been earmarked for the arrears conversion September 30th. It was a follow up to let individuals know it would appear on their paystub.
- WV Oasis has pushed back the biweekly pay schedule and HR product to begin April 1st, 2015.
- The WV Attorney General announced last week that they are no longer challenging same sex marriages in the State of WV which means that PEIA is now accepting applications to add spouses to insurance coverage. Like with other qualifying events proper documentation will be needed and coverage will begin the first of the following month after it's added.

How will deductions work once we go to biweekly paychecks because the paycheck estimator online has them all coming out of one check and some aren't showing at all? – Bruce said he believes all deductions will be converted to biweekly deductions, but will confirm that information to bring to our next meeting.

Carol Hurula – ACCE

Minutes of ACCE Meeting

October 8, 2014

WVU

Morgantown, West Virginia

Trish Clay, interim VCHR, phoned in to the meeting with updates:

- The Request for Information (RFI) timeline states to meet with vendors on 10/6, but as responses were very thorough she did not feel it was necessary.
- Trish said the anticipated costs for the RFP for three classes of employees appears to be 993,000 – 1.3 million. HEPC has \$700,000 available this fiscal year and is hoping to spread payment out over two fiscal years.
- Trish is hoping to speed up the RFP and get it out ahead of schedule. The updated timeline to LOCEA indicates development of RFP to begin in November and they hope to have the RFP out for bid in late November or early December.

Carol will forward to Council Members the September LOCEA report via email.

wvOASIS

- WVU has a program on financial planning on bi-weekly pay which they are presenting called Family Budgeting Education Program.
- Benefits will be withheld every pay day including PEIA.
- Workweek will change to begin 12:01am Saturday through midnight Friday.

November 17th ACCE presentation to LOCEA

November 20th ACCE meeting at Concord

BOG – Miriah Young

- The Board will meet on October 31st at Glade Springs, followed by a retreat there the following day.
- Construction:
 - Applied Engineering is 85% complete.
 - Visual Arts is complete and open.
 - The Buskirk boiler project is complete.
 - The Jenkins Hall waterproofing did hold during the big rain we had recently.
- Course syllabus' have to be distributed the first day of each course now.
- The Board had a separate meeting about the investments of the University. They are not changing the investment policy of the University yet, however it will be reviewed during a future Board meeting. They are moving some of their *very* short term (less than one day turnaround) investments over to what they're considering mid-term because the earnings are much higher. However, the mid-term they are looking at is still a seven day turnaround.
- Marshall still has enough to make payroll (plus a little more) in the one day turnaround.
- Investment earnings have been being used to fill budget holes.

Committees

Election Committee – Joe Wortham – No report.

Legislative Committee – Chris Atkins – Upcoming Legislative Forums, which Dr. Kopp also had mentioned.

Personnel/Finance Committee – Tanya Ramsey – No report.

Physical Environment Committee – Lisa Williamson – No report.

Points of concern brought up:

- The handicap ramp at Laidley needs to be fixed.
- Snow removal during the winter. Cost of using external company for snow removal versus workers comp payouts for ice related injuries.

- Water runoff onto the stadium parking lot freezing in winter.
- Lack of traffic signs on stadium lot causing confusion of right of way and wrecks.

Staff Development Committee – Miriah Young – Miriah made a motion to do the same Holiday Project as last year: providing donations to the Veteran’s Home and contributing items to the Christmas Bags for the Marshall Medical Outreach for Huntington’s needy and homeless. Motion passed unanimously.

Calendar Committee – Carol Hurula – Carol reported that the committee met and they’re looking at starting Christmas Break for employees on December 24th in 2015 in order to fit enough working days in between final grades and break for the colleges and mail room to take care of grades, suspensions and probations. If this happens we will most likely have the Wednesday off before Thanksgiving.

Budget Workgroup

- Carol reported that the workgroup met on the 14th and they’re trying a new budget model, but they’re pushing some of the deadlines back.
- There will be training classes to help explain the new process.
- They’ve been talking about different ways of billing for e-courses by looking at whether someone here on campus taking an e-course should really be considered a distance education student and paying the same as a person in another state taking the same class.

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