

Marshall University Classified Staff Council Minutes

September 25th, 2014, MSC 2E37 John Spotts Room

Members Present: Nina Barrett, Amber Bentley, Tootie Carter, Carol Hurula, Noah Lamb, Leonard Lovely, Becky Lusher, Lisa Maynard, Dwayne McCallister, Lisa Poteete, Gail Rice, Nancy Tresch-Reneau, Lisa Williamson, Joe Wortham, Miriah Young

Members Absent: Chris Atkins, Jason Baldwin, Elizabeth Coffey, Toni Ferguson, Donna Megquier, Jan Parker, Nicole Perkins, Tanya Ramsey, Marcos Serrat

Members Absent (Excused): Tony Waugh

Guests: Mary Ellen Heuton, Brandi Jacobs-Jones, Bruce Felder, Debra Hart

The meeting was called to order by Chair Nina Barrett.

Mary Ellen Heuton – CFO

- Mary Ellen stated she has been to the State Auditor's Office to have questions answered, and on September 30th everything should stay the same with regards to everyone's pay. For anyone transitioning from being paid current to arrears their pay on their October 16th paycheck will say "non-hardship pay".
- The State Auditor has put up a biweekly pay calculator on the eNODS section of the myApps v2 website. It will use an employee's last two pay periods including deductions to approximate their pay periods once the State changes to 26 pays in 2015.
- All pay check deductions should be spread over 26 pays, including PEIA.
- Budget reforms and conversations are coming up. Mary Ellen said the goal will be to move toward a new dynamic of not basing each year's budget exactly on the previous year.
- PCARD has decided to let card holders use Oasis and Melanie will be sending out instructions soon.

Bruce Felder – Human Resources Services

- Bruce also mentioned that the biweekly pay estimator can be found on the myApps v2 part of the State Auditor's website.
- Annual and sick leave will be available to view on pay stubs once we go to 26 pays, however we will temporarily still be a month behind on our leave totals.
- Annual leave will not change to being accrued hourly as was once speculated based upon the Oasis website.
- Bruce encouraged everyone whose pay would be changing from current to arrears to check their paychecks on October 16th to ensure the "no hardship pay conversion" is correct.
- The United Way Campaign is underway and new this year is the ability to make a pledge online.

Will Comp time balances be made available on paycheck stubs as well? – No, it will not. Leave Coordinators should be keeping track of that information.

Debra Hart

- Debra reported that she has been spending a lot of time in meetings to determine the state residency status of several students.
- People Admin is up and running.
- Debbie is working with Brandi Jacobs-Jones to put gender neutral bathrooms in the buildings, starting with the high traffic buildings first. They are looking into different ways of implementing these bathrooms including single stalls and using the vacant signs. It won't be greatly advertised as this should happen anyways.

Minutes

July 2014 Minutes approved with spelling and grammatical changes.

August 2014 Minutes approved without changes.

Resolution

- Resolution CSR-14-15-02 SCEC passed with no changes 13 to 1. The resolution is as follows:

CSR-14-15-02 SCEC

The Staff Council Executive Committee recommends that all concerned parties support the merger of St. Mary's Medical Center and Cabell Huntington Hospital. On behalf of the approximately 640 members of Marshall's Classified Staff, we believe that the merger is in the best interest of the Marshall University community, the Classified Staff, and the University as a whole.

RATIONALE:

Cabell Huntington Hospital and the Marshall University Medical School have been active supporters of Marshall's employees, offering services at a reduced rate and working with other community resources to provide multiple opportunities for employees to improve their overall health. As a direct result of these steps taken by Cabell Huntington Hospital, prior to the proposed merger, the Executive Council is excited to see what additional resources and opportunities this merger would provide to benefit the health and wellbeing of the Marshall University community.

Tootie Carter – Information on United Way

- Tootie first showed a video detailing one of the ways donating to United Way is beneficial by showing how The Literacy Council helps teach adults to read.
- Tootie then handed out a paper (page 7) detailing Marshall's impact through United Way with last year's funds.

- Last year \$21,000 was raised from Marshall University by 51 people.
- Tootie encouraged Council to let our employees know that donations from Marshall keep declining year after year and this year you can submit donations online.

Council voiced their opinion that Blue Jean Days were a popular way of raising money in years past and Tootie said he would take that to the committee.

Carol Hurula – ACCE

August 27, 2014

Mountwest Community & Technical College

President Cotroneo:

- Welcomed ACCE members and provided a tour of the campus.
- Discussed legislative agenda items:
 - Removing twelve-credit hour cap on tuition and asking for flexibility on credit hour charge.
- He spoke about FTE driven funding base. They discussed if this would be similar to the proposed Outcomes Based Funding bill presented previously. He is in favor of this type funding, but would need to know the criteria and how the model would work for CTC's.
- Spoke of shared governance between the HEPC and CCTCE.
- The Community Colleges formed a local council referred to as Trustees Council. The Chair of each Community College is a member of this Council. Jason Moses is Chair of MCTC Board of Governors and the Trustees Council Chair.

Acting VCHR was not present but submitted the following via email to the Chair of ACCE:

- Request For Information (RFI) Timelines –
 - 8/15/14 – Timeline for written questions from vendors. Carol sent the question and HEPC responses to Staff Council on 9/14/14.
 - 9/23/14 – Timeline for information from responses
 - 10/3/14 – evaluation of responses
 - 10/6/14 – meeting with vendors they select
 - 11/1/14 – development of formal request for proposals begin
- Trish Clay is working on a follow-up to the timeline details on the RFI for Senator Plymale and will send a copy to ACCE.
- They hope to write the RFP for the Market Study and have it out in December.
- VCHR job was posted on 8/27/14.

RFI / RFP Explanation provided by Amy Pitzer:

- RFI – request for information. RFP – request for proposal
- RFI you might receive information on part of the RFI and no information on other parts if this is not the vendors specialty.
- From all information gathered during the RFI you write the RFP for bid. Hopefully with best practice listed.

- One particular reason RFI needed is due to RME and how to implement or follow code. RFI asks questions on how to achieve RME.
- RFI could suggest code changes.
- If the suggested change falls within intent of legislature we may see changes in upcoming legislative session.

Discussion on CTCS Master Plan and request from Chancellor Skidmore for two classified staff to serve on steering committee for development of new master plan.

*ACCE Meeting September 15, 2014
WV Institute of Technology
Montgomery, West Virginia*

- Introduction of new Provost for WVU Tech.
- Acting VCHR – Trish Clay
 - Update on RFI – all questions came from one vendor. HEPC did reply to questions, which were sent to staff council.
 - Hoping to have RFP out in December.
 - Meet with interested vendors (don't have to meet with all) in January
 - Hoping to award in the spring.
 - Award may go to one or more vendors depending on their specialty – it doesn't have to all be completed by same vendor.
 - Suggested legislative changes may occur especially in reference to RME.
- Introduction of Matt Turner, new Executive Vice Chancellor for Administration
 - Took questions from floor.
 - Matt promised to research issues some ACCE members are having relating to release time for meetings and/or travel reimbursements.

Next meetings are:

- October 8th – ACCE Meeting at WVU
- November 20th – ACCE Meeting at Concord University
- November 21 – HEPC Meeting at WVSOM

BOG – Miriah Young

- The Board met on September 2rd at Dr. Kopp's house. They have begun to have speakers come in at meetings to update the Board on different areas, and for this meeting it was Doc Holliday.
- The Board is currently reevaluating our policy on short term investments to create a strategic plan for them. Currently they are being used to fill budget holes and they don't see that ending soon. Earnings from investments are not used in the same year they are earned; they are used the following year. Foundation chooses who we invest with, but Marshall chooses if it's short-term or long-term investments.
- The applied engineering building is 85%complete.

- The Visual Arts building is 99%complete, students are using the facility, and the ribbon cutting was September 18th.
- The Buskirk Hall boiler was completed September 5th.
- The Jenkins Hall water proofing held up in the storm on the 22nd of August. There was some water but not what would have been seen otherwise.
- The investment earnings report was approved.
- The Board approved a motion to reevaluate our investment policy after meeting with the CommonFund and Jefferies corps
- Raises were approved as outlined on the agenda. The Board is behind the desire to move forward with future raises but how we will move forward has yet to be determined.
- The finance report was approved. Financials can be seen in finance and operations minutes.
- In the Marshall School of Medicine report Beth Hammers was asked to get clarification on the PEIA Medical Home Rec Center Membership for employees who are students and already paying fees toward the Rec Center. Previously those fees were said to be unable to pay toward the employee Medical Home Membership.
- Katie Craiger attended the meeting. She is on the Marshall Swim Team and is the youngest American to swim the Strait of Gibraltar.
- The Board approved the item for professors to be required to have the course syllabus distributed on the first day of each course.
- It was brought to the Board's attention that IT has concerns with what people are storing on the cloud.
- As a result of the heavy rainfall on August 22nd the main damage was in Drinko but there were some damages elsewhere. Many staff came in to help without being called and President Kopp wanted to publicly thank them.
- The Board's retreat will be on October 31st and November 1st at Glade Springs.

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 – No report.

Faculty Senate Legislative Affairs Committee – Carol Hurula – The committee approved a resolution/recommendation supporting Advisory Council of Faculty's position that the State should be investing in Higher Education, not cutting it.

Announcements

There will be a 20/20 meeting on Friday, October 17th about the Rapid Response Team reports, which anyone is welcome to attend with a RSVP.

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

Working Together to Make a Difference



MARSHALL'S IMPACT

2047



Community Members' Lives Changed
(over the last 3 years)

With your contribution to
United Way, you have done
wonderful things for your community!

Here's How!

Because of you and your fellow employees:

200

Children were better
prepared for school.



Students were helped
to graduate.

12



4



Adult learners gained
the skill of reading.

52

Individuals were better
equipped to secure employment.



327

Families were more
financially stable.



OUTCOMES

In 2013, United Way invested
in 31 programs committed to
long-term solutions.

86

Adults received
quality healthcare.



11

Children gained
healthful lifestyle habits.



All funds raised advanced the
common good in the areas of
EDUCATION, INCOME, HEALTH,
and SAFETY NET (basic needs).



818

Meals were served.



409

Individuals
received clothing.

All the money raised here,
stayed here.

To learn more:
www.unitedwayrivercities.org