

We Are...Marshall!

THE NEWSLETTER FOR MARSHALL UNIVERSITY • JANUARY 28, 2000

MOVC to Open Officially February 4

A new year, not to mention a new millennium, and a new home.

There was double cause for celebration at the Mid-Ohio Valley Center (MOVC), when Marshall's School of Extended Education in Mason County moved to a brand new 3 million dollar, 16,000 square foot building in Point Pleasant which opened for business on January 3.

There will be an official open house and ribbon cutting ceremony on Friday, Feb. 4, beginning at 5 p.m. Governor Underwood and President Angel will be on hand and state and local officials have been invited as well. Homer K. Preece, director of the center, says the festivities are open to the public and people are welcome to stop by to see the new facility.

The center started out in 1994 with offices located in a bank building, and offered one course with 11 students. It grew so quickly that larger quarters with expanded technology were called for, according to Sheila Fields, administrative assistant. This semester, according to Preece, more than 800 students are enrolled in 80-90 classes.

Currently a wide array of classes are offered, including undergraduate, graduate, and dual credit courses, as well as classes for student nurses, medical and pharmacy students and dental students who are doing their rotations in the Point Pleasant area.

And because classes were formerly held at Pt. Pleasant High School and the Mason County Vo-Tech Center, only evening classes were available to MOVC students. Now with the opening of new quarters, day classes can be held for the first time, Preece says.

With nine classrooms now open, students will also find cutting edge technology available to them. There are, for instance, two distance education classrooms that can be electronically linked to other distance education classrooms, allowing students and faculty to interact with others in different locations and in other counties. Each classroom is equipped with a 36-inch television, videocassette recorder and an overhead projector. Each room also has access to cable television and is linked to two MOVC satellite dishes.

"The new facility, which is a partnership with Pleasant Valley Hospital, is a true community affair," Preece says. "This is a small community and we've had such an outpouring of support from the residents. Everyone has been so helpful in getting this project underway."

The library has been modeled after the Drinko library, he says. It has a computer lab and study tables that are wired to accommodate students with laptop computers.

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Marshall University's Mid-Ohio Valley Center (MOVC) is a joint project with the Pleasant Valley Hospital in Point Pleasant.

Carol Stinson Named January Employee of the Month

Carol Stinson, accountant in the Accounting Office, has been selected as the Employee of the Month for January, according to Bill Burdette, Chairman of the Employee of the Month Selection Committee.

Stinson, who lives in Huntington, has been employed at the university for more than 12 years. She was nominated by Larry E. Barnhill, Director of Accounting.

In his letter of nomination Barnhill wrote, "Observing Carol over the past several years as she prepared the university's financial statements and oversaw the external audit process gives me a new appreciation for those individuals among us who contribute so much to the overall good of the university but rarely receive recognition.

"Carol is one of those people whom few outside the central business offices will encounter in the day-to-day operation of the university but upon whose work many of us depend. Because of tight time schedules, vast amounts



*Carol Stinson
January Employee
of the Month*

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Human Resources Plans Move to Banner System

by Jim Stephens, Associate Director, Human Resource Services

Human Resource Services, the Budget Office and the Payroll Office are moving, along with the rest of the university, to Banner HR as the university's Human Resources Information System (HRIS). The transition is going slowly but surely. A number of benefits for departments, employees and applicants for employment will result from the switch to Banner HR.

The new system will provide an increase in speed, accuracy, and convenience for processing employment actions such as hires, transfers, promotions, etc. The university presently uses a multi-part typewritten Personnel Action Request (PAR) to process employment actions. The PAR, as it is affectionately referred to, is probably one of the last forms for which offices must keep a typewriter on hand.

The PAR will be replaced by the Banner HR Electronic Personnel Action Form, or EPAF, possibly by the end of June 2000. The usage of the EPAF will increase in two ways. First, additional categories of EPAF's will be made available. Secondly, the number of users of the EPAF will increase as the fiscal year draws on.

As soon as an EPAF "category" is approved for use, participating departments can stop preparing PAR's for that type of action and instead process an EPAF. The EPAF will be a very different process than the PAR.

The EPAF is composed on-screen from the Banner HR desktop. Instead of a typewritten form moving from office to office, the EPAF moves around electronically to the required approvers for that particular category. A new hire might, for example, be created by an "originator" and then routed to a dean/director for approval and on to a responsible vice president for approval.

After the responsible department or college approves the EPAF it is routed to the administrative group consisting of Human Resource Services, the Budget Office, and the Payroll Office. Each of those offices reviews the EPAF for its particular area of responsibility.

In order for a department or college to participate in the Banner HR EPAF process, all the persons who need to create and approve the EPAF in that unit (originator,

approvers) have to be enrolled and trained as Banner HR users. The participating department can check for the availability of an EPAF category to support a particular personnel action by consulting the HRIS web site (address at the end of this article). If the category is available and if the EPAF participants are all enrolled as Banner HR users, then the department or college can send the personnel action through an EPAF and not have to type/sign/circulate a paper PAR form. So, while we may not be able to wheelbarrow our typewriters to the nearest river, we will not have to use them to prepare personnel action forms!

Our early usage of the EPAF will be supported by intensive quality assurance to make sure the EPAF actually provides the intended results. Bugs and kinks may have to be worked out as time goes on. Training will be provided to all EPAF originators and approvers.

Additional information about the EPAF can be found on the university's HRIS web site at <http://www.marshall.edu/banner/hris/epaftop.htm>. Readers are invited to click the links available from this page to view

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ACCE to Meet Feb. 16 in South Charleston

The Advisory Council of Classified Employees (ACCE) will meet in the Thomas Board Room at the Graduate College in South Charleston, February 16, according to Joe Taylor, MUGC representative. Free parking is available on site.

Items to be discussed include a discussion of the revision and rewriting of Series 62 which deals with personnel administration, and a legislative agenda.

Taylor says all meetings are open and classified staff members as well as others are welcome to attend. Meetings normally run from 10 a.m. to around 4 p.m., he says.

Future meetings and their locations include March 22, Robert C. Byrd Center for Health Services at the Charleston Area Medical Center on MacCorkle Avenue; April 27, West Virginia University; May 10, Potomac State College; June 1, School of Osteopathic Medicine.

Faculty and Staff Achievements

Dr. John L. Hubbard and **Dr. Michael Castellani**, of the Department of Chemistry, recently had a paper, "Steric versus Electronic Control During the Carbonylation of Substituted Thexylboranes. A Semi Empirical Investigation," published in the *Journal of Molecular Structure:THEOCHEM* (2000, v. 494, pp. 41-65). Prof. Michael McAlister of the University of North Texas was a co-author.

Dr. Castellani was also named a Camille and Henry Dreyfus Scholar for the 2000-2001 and 2001-2002 academic years. The award includes a \$60,000 grant. A portion of those funds is designated for the hiring of a post-doctoral fellow that will spend two years in the Department of Chemistry.

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We Are...Marshall!

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Send story ideas to Pat Dickson, Editor, *We Are...Marshall!*, 110 Administration Building, South Charleston Campus, or send by e-mail to pdickson@marshall.edu.

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Profile: Marlene Gruetter

A series on interesting Marshall University people.



Marlene Gruetter

Marlene Gruetter has always been a cheerleader for the forensic science and biomedical sciences programs and now she's hoping to help the programs get some national prominence through some state-of-the-art recruiting methods.

And it appears she is well on her way to that goal. Gruetter, a senior administrative assistant in the Office of Research and Graduate

Education, recently applied for a fellowship from the National Association of Graduate Admissions Professionals (NAGAP), and to the modest Gruetter's surprise, she was awarded one of only three fellowships offered nationally to attend a conference on recruiting in San Juan, Puerto Rico, held January 21-22.

"I got a flyer in the mail and I'm a member of NAGAP, so I decided to apply, not ever expecting to win one. The fellowships are being sponsored by three different agencies and mine was awarded from Educational Video Conferencing, Inc."

The fellowships, she says, are designed to meet the needs of upper-level graduate professionals by focusing on distance learning, legal issues, marketing research and graduate student recruitment, the use of alumni and the internet in the admissions process, all areas that she deals with in her job.

The forensic science and the biomedical sciences programs have been enjoying healthy enrollment increases in recent years, Gruetter says. The programs offer a master's degree in forensic science and both M.S. and Ph.D degrees in biomedical sciences.

And what is forensic science and what does it do? She explains it simply. "If people remember the O.J. Simpson trial, think of all the evidence that was introduced and how forensics came into it. Included in our program, among many topics, are such things as DNA analysis, fingerprinting, crime scenes and death investigations, digital imaging and genetics. It's a fascinating area and once our students graduate they are well equipped to go out and work in forensic laboratories all over the country."

Her enthusiasm for the programs is boundless and it was because she wanted to get the word out nationally about them that she applied for the fellowship. "I wrote that what I wanted to do was to go to the workshop, learn as much as possible about recruiting and then bring back what I learned to share with other people," she relates.

A graduate of Marshall with an undergraduate Board of Regents degree and a M.S. in safety with an emphasis in management, Gruetter has been with the university since 1979, except for a brief time away in 1989-90. She has been with the Office of Research and

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Carol Stinson

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of information to review, and the complexity of bringing a project the size of our financial statement audit to a successful completion, Carol has devoted innumerable hours to the office to make certain that all required reports and schedules are timely, accurate and complete. A side benefit of this dedication is Carol's willingness to share ideas on how to improve the overall business processes and operations of the university which contribute to the overall financial statement preparation and audit."

Barnhill concluded his nomination by citing her dedication to her job and her helpfulness to others. "Carol's dependability and willingness to do whatever is necessary to complete projects make her someone with whom I'm honored to work on a daily basis."

Stinson received a plaque and \$100 for being named Employee of the Month and will be eligible for the Employee of the Year Award.

Community College to Offer Computer Training in Huntington

The recent news of Amazon.com establishing a local office in Huntington emphasizes the need for local residents to improve their computer skills, according to personnel in the Division of Continuing Education and Economic Development, Marshall Community and Technical College.

To meet the need, the college is offering several comprehensive computer courses this spring. All computer classes are conducted in Cabell Hall 201, with the exception of Basic Keyboarding for Computers, with registration currently underway for the following classes, which for the most part run over several weeks:

Intro to MS Word, January 28-February 28, 4:30 to 6:20 p.m., \$88; Introduction to Computers, January 28-March 3, from 5 to 7 p.m., \$78; Outlook Workshop, January 29, 9 a.m. to 12 p.m., \$49; Intermediate Computer Skills, March 8-29, from 6:30-8:20 p.m.; Adobe Photoshop, Intermediate, March 10-31, 5-7 p.m., \$110; Adobe PageMaker, April 3-May 8, 6:30-8:20 p.m., \$95; Introduction to MS Access, March 7-April 11, 4:30-6:20 p.m., \$88; Intermediate Access, March 9-April 6 (no class March 23), 4:30-6:20 p.m., \$65; Intermediate Excel, March 6-27, 6:30-8:20 p.m., \$65; Outlook Workshop, January 29, 9 a.m. to noon, \$49; Introduction to MS PowerPoint, March 1-April 5, 4:30-6:20 p.m., \$88; Visual Basic Workshop, Part I, February 12, 9 a.m. to noon, \$59; Visual Basic Workshop, Part II, February 19, from 9 a.m. to noon, \$59.

In addition, Basic Keyboarding for Computers is scheduled February 7-March 13 from 6-8 p.m. in Community College 136, \$78. Several one-day Internet workshops are also offered on Saturdays, meeting from 9 a.m. to noon. They include Research on the Internet, February 5, \$48; Introduction to the Internet, February 26, \$48.

In order to register for any of these classes, or to request a complete course catalog, contact Bernice Bullock at 696-6855, FAX (304) 696-6244, or stop by the office at 2000 Seventh Avenue, Cabell hall, Room 107 between 8 a.m. and 4:30 p.m., Monday through Friday. Prospective students may also request additional information at the community college's web site at <http://www.marshall.edu/ctc>.

Marlene Gruetter

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Graduate Education since 1990, where her job duties include overseeing the graduate programs, and, of course, her recruitment duties which often take her to regional schools in West Virginia, Ohio and Kentucky.

A native of Huntington, she says her family is “Marshall all the way.” Her husband, Carl, is a professor of pharmacology, her stepdaughter Lani is a freshman majoring in biology, and her stepmother, Laura Nance, now retired, worked in the dormitories. In addition, she has a stepson, Evan, a 6th grader at Our Lady of Fatima, who undoubtedly will follow in the family’s big green footsteps.

One of the family’s passions is hiking, and she and her husband regularly take to the forests and state parks on weekends. Bad or cold weather doesn’t daunt their enthusiasm one bit. In fact, she says, winter, with its austere beauty and significant lack of insects and stinging nettles, is a great time for hiking and backpacking. Gruetter says they particularly like going to national forests which are more rustic and unspoiled. They also like to hit parts of the Blueridge Parkways annually, covering up to 10 miles a day.

But for now the energetic Gruetter is looking forward to sharing with co-workers the recruiting techniques she learned at the conference. After all, she says, “I want to make sure that the fellowship will benefit others, and not just me.”

Film Festival Begins Tonight

The Marshall Artist Series will present its Spring International Film Festival from Friday January 28 through Thursday, February 3 at the Cinema Theatre, 1023 Fourth Avenue in downtown Huntington.

The festival will feature six culturally diverse films from around the world with each film playing at least three times during the week-long festival. Tickets to individual films are \$6 and may be purchased at the door. Advanced tickets are not necessary.

The featured films include:

Xiu Xiu: The Sent Down Girl, China, 99 minutes.

Playing times are Friday, 9:45 p.m.; Sunday, 2:30 p.m.; Tuesday, 7:30 p.m. and Thursday, 7:30 p.m.

Lovers of the Arctic Circle, Spain, 107 minutes. Playing times are Saturday, 2:30 p.m.; Sunday, 9:45 p.m.; Tuesday, 5:30 p.m.

Iris Blonde, Italy, 110 minutes. Playing times are Saturday, 7:30 p.m., Sunday, 5:30 p.m. and Wednesday, 5:30 p.m.

The Dinner Game, France, 82 minutes. Playing times are Friday, 7:30 p.m., Sunday, 7:30 p.m., and Wednesday, 7:30 p.m.

After Life, Japan, 115 minutes. Playing times are Friday 5:30 p.m., Saturday, 9:45 p.m. and Monday, 5:30 p.m.

Tea With Mussolini, USA, 117 minutes. Playing times are Saturday, 5:30 p.m., Monday, 7:30 p.m., and Thursday, 5:30 p.m.

The International Film Festival is sponsored in part by the Marshall Artists Series, the Radisson Hotel in Huntington, the Greater Huntington Theatre Corporation and 93.7 The Dawg.

Move to Banner

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various articles about the EPAF. Of particular interest is the article on transitioning from the PAR to the EPAF. This information sheet is posted as a “draft” while the participating departments resolve issues associated with the remaining usage of the PAR. Anyone with a question, concern or suggestion about the EPAF or the standdown of the PAR can contact me in Human Resource Services at 696-3983 or jstephen@marshall.edu.

While the EPAF is powerful and flexible, its characteristics are different from the old PAR. An employee’s name cannot be changed by submitting an EPAF. Since the law requires that pay be rendered to an employee exactly as he/she is named on the Social Security card, the Payroll Office will be responsible for assisting through a separate process those who experience a change of name. The EPAF is position specific. The former PAR could be submitted with TBD (to be determined) as the position number. The EPAF will require a specific position number.

Effective dates are more stringent with the EPAF. If a person transfers from one department to another, for example, an EPAF will need to be processed by the “losing” department stopping the person’s job (not employment but the job) on the date preceding the effective date that the new job starts in the “gaining” department. The Banner HR system will provide what is called organization-level, or org-level, security. Departments will only be able to view records and create personnel actions for persons assigned to their organization.

The production of a revised telephone directory has been delayed by the migration to Banner HR as adding employee information to Banner HR continues. When the entire employee population is added, the production of a telephone directory more accurate than former directories becomes possible. Such a directory will capture all employees and departments as those are represented in the Banner system. In the future, we hope that Banner HR will provide employees with self-service by making certain employment and benefit information available to the employee from a web browser. Departments’ ability to get such services as label sets to support specific mailings should improve. Other benefits will result from the use of Banner HR.

Next Issue on February 11

The next issue of *We Are...Marshall!* will carry an issue date of February 11, 2000. Deadline is February 4. Articles or other materials for consideration should be sent to Pat Dickson, editor, at the South Charleston campus or by e-mail to pdickson@marshall.edu.

MOVC

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In an effort to give back something to the community which has given the center such support, a grant was requested from the West Virginia Small Business Administration and will be used to offer computer workshops at no cost to area businesses, Preece said. A seminar on customer service will be taught by Preece, also for local businesses, at a later date.