

**MARSHALL UNIVERSITY
BOARD OF GOVERNORS**

Special Meeting

September 26, 2013

Marshall University Memorial Student Center
John Spotts Room; or by phone
Huntington, WV

Present: Dr. Joseph Touma, Chair; Phil Cline, Christie Kinsey, Tim Dagostine, EJ Hassan, Martin Amerikaner, Miriah Young, James Bailes,

Present By Phone: Joseph McDonie, Wyatt Scaggs, Phyllis Arnold, Oshel Craigo, David Haden

Absent: Ed Howard, Dale Lowther, Michael G. Sellards

I. **Call to Order**

Dr. Joseph Touma called the meeting to order.

II. **Action Items**

• **Approval of Investment Management Agency Agreement**

Mary Ellen Heuton presented this item to the Board. This is an agreement that needed to be updated to reflect the appropriate code section, the availability of multiple investment managers and other administrative details. After Board approval, the agreement will be signed. Upon a motion by Joseph McDonie, seconded by Miriah Young, the following resolution was unanimously approved.

Resolved, that that Marshall University Board of Governors approve the Investments Management Agency Agreement as presented between Marshall University and the Marshall University Foundation Inc.

• **Approval of a Notice of Proposed Rulemaking for Amendments to the Classified Employee Salary Policy**

Michael McGuffey presented this item to the Board. It was noted by Miriah Young that Classified Staff was happy with this recommendation. This amendment to policy will allow increases to those classified employees in excess of the salary established for their pay grade and years of experience indicated on the salary schedule. The amendments allow the president to recommend to the Board classified employee increases that are “across the board” as either specific dollar amounts or specific percentage increases. Upon a motion by E.J. Hassan, seconded by Tim Dagostine, the following resolution was unanimously approved:

Resolved, that the Marshall University Board of Governors approves Policy FA-6, Classified Employee Salary Policy as a proposed policy and initiate the notice of proposed rulemaking process.

Further Resolved, that the policy is approved as final at the conclusion of the comment period if no substantive comments are received.

Fiscal Note: This policy change does not, in itself, commit the University to additional expenditure. It only allows for broader latitude in implementing budgeted salary increases.

Phil Cline asked for Peer Review averages for Classified Staff, Faculty, and also in the State of West Virginia. He'd like this information to be available and discussed at the retreat, along with years of service.

- **Approval of Salary Adjustments for Certain University employees (2 items)**

Dr. Kopp discussed this agenda item. Administration is recommending for approval by the Board a general salary increase for classified employees of \$600 for each classified employee. The \$600 increase will be pro-rated by the employee's full time equivalent employment percentage and employees with less than one year of experience on November 1, 2013, will be exempted from receiving the increase. Miriah Young told the Board that Classified Staff was happy with this recommendation. Upon a motion by Tim Dagostine, seconded by E.J. Hassan, the Board unanimously approved the following resolution:

Resolved, that the Marshall University Board of Governors approves salary increases, as described below for classified employees.

The administration recommends for approval by the Board a general salary increase for classified employees of \$600 for each classified employee. The \$600 increase will be pro-rated by the employee's full-time-equivalent employment percentage, and employees with less than one year of experience on November 1, 2013 will be exempted from receiving the increase. In June 2012, Marshall University fully funded the statutory classified employees schedule and was certified as having done so by the Higher Education Policy Commission. This allows the University to "pay individuals in excess of the salary established for their pay grade and years of experience on the salary schedule..."

This increase will be provided under the alternative procedures described in Section 2.4 of the proposed FA-6 Classified Employee Salary Policy. The proposed policy states that such a recommendation will include:

1. The methodology (i.e. the amount of the "equal dollars" or "equal percentage" increase) for the increase:

The increase will be provided as an "equal dollars" increase of \$600 for each classified employee. The amount of the increase will be pro-rated by the employee's full-time-equivalent employment percentage.

2. A description of any exemption for recently-hired employees:

Employees with less than one year of experience as of November 1, 2013 will

not receive the increase. This would normally include anyone hired since November 1, 2012 who was not hired with previous experience that is countable towards proper step placement on the salary schedule.

3. An estimate of the number of classified employees receiving the increase:
Approximately 602 out of 638 classified employees will receive the increase.

4. The expected total cost of the increase:

The cost of the increase is expected to be approximately \$360,000 plus approximately \$54,000 for benefits..

The increases will be effective with the pay period beginning on November 1, 2013 or as soon

as is practical after the approval of amendments to FA-6 Classified Employee Salary Policy.

The second item was discussed by Dr. Kopp noting that Library Faculty are not tenure track and a minimum salary for existing librarians would address problem in recruiting faculty librarians. Upon a motion by Miriah Young, seconded by Martin Amerikaner, the Board unanimously approved the following resolution:

Resolved, that the Marshall University Board of Governors approves salary increases, as described below, for certain library faculty.

The administration recommends for approval by the Board a two-part salary adjustment for some faculty librarians as described below:

Certain (eligible) faculty librarians who were awarded promotion effective Fall 2013 shall receive an incremental amount such that the total salary increase concomitant with the promotion is the greater of the usual 10% salary increase and (either) \$5,600 (for promotion from assistant professor/librarian II to associate professor/librarian III) or \$6,800 (for promotion from associate professor/librarian III to professor/librarian IV).

In addition, certain (eligible) faculty librarians whose regular 12-month base salary is below specific minimums shall receive a salary increase to raise that base salary to the minimum. The minimum salaries are \$59,700 for professor/librarian IV's, \$52,300 for associate professor/librarian III's, and \$46,000 for assistant professor/librarian II's.

As background for these increases, the following information is being provided to the Board:

1. A rationale for using this procedure;

The University has had problems recruiting faculty librarians. Setting a minimum salary for existing librarians begins to address those problems by allowing the library to hire new librarians closer to market salaries without being restricted by low salaries of current librarians. The promotion minimum allows the university to reward better individuals who meet the meritorious distinction of promotion in rank.

The minimum salaries by-rank and the minimum promotion increment are first steps in addressing needed structural changes in salary administration for all faculty. Staff expect to put these minimums

in policy for approval at a future meeting of the Board.

2. A description of the methodology for adjusting faculty salaries;

Phase 1:

Eligible (see section 3, below) faculty librarians promoted effective with the Fall 2013 semester shall receive an additional increment to their salary equal to the difference between the regular 10% increase associated with promotion and the minimum promotion increases listed below, provided the minimum promotion increase is greater than the regular 10% increase. The minimum promotion increases are

Faculty promoted from Assistant Professor/Librarian II to Associate Professor/Librarian III \$5,600

Faculty promoted from Associate Professor/Librarian III to Professor/Librarian IV is \$6,800.

[The increase associated with Phase 1 begins on the effective date of these increases (see section 5, below) and is not retroactive to the beginning of the appointment when the 10% promotion increase was effective.]

Phase 2:

Eligible (see section 3, below) faculty librarians whose regular base salary is less than the appropriate minimum salary listed below will receive an increase to their regular base salary equal to the difference between their salary and the minimum salary. The minimum salaries are

Professor/Librarian IV \$59,700

Associate Professor/Librarian III \$52,300

Assistant Professor/Librarian II \$46,000.

The comparison to the minimum salary listed above shall be for the current rank for Fall 2013 after the addition of any increase from Phase 1.

These salaries are for the 12-month annual salary for librarians. The salaries will be adjusted appropriately for shorter lengths of appointment.

3. Identification of the set of faculty for whom the alternative procedures shall apply;

Faculty members eligible for Phase 1 and Phase 2 of this increase shall be

- *In a faculty librarian appointment; AND*
- *In possession of a terminal degree (Doctorate, 1st Professional degree, or terminal Master's degree.*

Note: Faculty librarians in the Health Science Library will be eligible for this adjustment

Faculty members specifically excluded from this increase include (but are not limited to)

- *Faculty librarians not in possession of a terminal degree;*

Where ambiguity exists in determining who shall receive an increase from Phase 1 or Phase 2, the President shall make a final determination of eligibility.

4. The anticipated cost of such salary adjustments;

The total cost of the increase for faculty is expected to be \$18,500 (including benefits costs) for FY2013.

5. The effective date for implementing such salary adjustments.

The increases will be effective on the pay period beginning on November 1, 2013.

- **Joan C. Edwards School of Medicine Clinical Integration Agreement and Lease Assignment**

This item is for the approval to reassign current lease arrangements for clinical space located at the Marshall University Medical Center and for the second and third floor of the Erma O. Byrd Clinical Center. Dr. Joe Shapiro, Beth Hammers and Dr. Kevin Yingling discussed this item at length and individually with board members prior to the special board meeting. After further discussion, Phil Cline moved, seconded by Tim Dagostine, and James Bailes abstained due to his relationship with Cabell Huntington Hospital, the Board unanimously approved the following resolution. It was noted that the lease arrangements needed to be reflected on Cabell Huntington Hospital's cost report by September 30 in order for the SOM to see benefits from the new Clinical Integration Agreement.

Resolved, that the Marshall University Board of Governors approves reassignment of current lease arrangements for clinical space located at the Marshall University Medical Center and at the Erma O. Byrd Clinical Center to Cabell Huntington Hospital.

III. Announcements and Adjournment

The next Board Meeting is October 30, 2013.

As there were no other matters to bring before the Board, upon a motion by David Haden, seconded by Oshel Craigo and unanimously approved, the meeting was adjourned.