

## **Marshall University Classified Staff Council Minutes**

May 17<sup>th</sup>, 2012, MSC 2E37 – John Spotts Room

**Members Present:** Chris Atkins, Nina Barrett, Darlene Colegrove, Barry Dickerson, Toni Ferguson, Carol Hurula, Jennifer Jimison, William Lewis, Leonard Lovely, Lisa Maynard, Dwayne McCallister, Donna Megquier, Terrence Olson, Lu Ann South, Lisa Williamson, Joe Wortham, Miriah Young

**Members Absent:** Tootie Carter, Mike Dunn, Jack Ferrell

**Members Absent (Excused):** Bernice Bullock, Jan Parker, Kelly Preston

**Guests:** Dr. Kopp, Matt Turner, Michelle Douglas, Debra Hart

Nina Barrett called the meeting to order. Joe Wortham verified a quorum was present.

### **Michelle Douglas – Human Resources**

- Michelle reported that they are in the process of filling a vacant position in human resources.
- The employee of the year committee has selected an employee of the year and will be announcing who it is at the service awards luncheon at the end of the month.
- The new calendar for 2012 to 2013 has been published.
- There are now three individuals from human resources who will be reviewing PIQ's. Each person will review a different PIQ, as opposed to all three people working on the same PIQ. If a PIQ that is currently pending approval is upgraded, they will have the ability to make sure it's in line with the fully funded schedule.
- The process of moving to a new PIQ has been put on hold by the HEPC because of Senate Bill 330, and they are in the process of hiring a firm to do a whole classification and compensation review. They can't go forward with a new PIQ until they know what happens with the review.
- Any individual who feels they are working in a hostile work environment should go to Debra Hart, and they have the right to take anyone with them to that meeting.

### **Debra Hart – Equity Programs**

The office of Equity Programs has been busy conducting various training on diversity, bullying, search committee, etc.

### **Dr. Kopp – University President**

- Dr. Kopp reported that the feedback he received during alumni weekend and commencement regarding the grounds was very good.
- Alumni weekend was a very packed weekend with many events and it went very well. Dr. Kopp stated that for the first time since he's been here they gave awards to individual colleges for distinguished alumni. The governor and the first lady were on campus for that event as well.
- The new parking facility is going up quickly. They expect the building to be substantially complete by mid-August for the start of the fall term, and full completion is estimated to be the first or second week of September.

- Design schematics are complete for the biotechnology incubator and applied engineering complex, and it will be as big as the biotech building. It is scaled to be smaller on the side of the Engineering building so as not to dwarf that building.
- They are currently working to find out how many parking spaces will be taken from the 3rd Avenue parking lot with the creation of the biotechnology incubator and applied engineering complex. Dr. Kopp stated they have had a resolution from Faculty Senate wanting to earmark whatever remaining parking there is for faculty, but he isn't sure if they will go down that road.
- Dr. Kopp stated he thinks it's time to do a comprehensive review of all parking on campus.
- Dr. Kopp did not have a cost for parking in the new garage to report on yet, but it will be a combination of metered and monthly parking. There will be cameras in the facility as well.
- Groundbreaking for the new Engineering building will be somewhere around October 1<sup>st</sup>. The current estimate is that it will be a 28-30 month construction project from the time it starts.
- All A&E firms have been hired for other projects that are going on.
- We now own the Veterans Memorial Field House and demolition on it will start in June, with the goal of having the new soccer complex completed by next fall.
- Dr. Kopp reported that we are making good progress on the goal of raising \$20 million in private funds for athletic capital projects, with close to \$7.5 million having already been pledged. However, most pledges are paid out over a five-year period so they are working with Foundation to see what they can do with regard to backstopping and floating so these projects can be started. Dr. Kopp has also asked our Board to establish principles with Foundation that will guide us to know at what point based on private gift pledges we can begin construction on projects. For example, can we begin building at 80% funding or do we wait until we are at 100%?
- To be conservative they are thinking that freshman enrollment for this fall will be the same as last year.
- There is an active group of people working on the foundations for launching the INTO Project beginning this summer. In early to mid-September we will have 60 to 80 international recruiters on campus for a familiarization trip for recruiters from across the world. Our first intake in Fall 2013 will probably be 150-160 full-time students, many who will have major English barrier problems. There will be a second intake in January of the first year, and there will be a third intake over the summer. The expectation will be to get 400 to 500 students coming in per year, for approximately 2000 students over four years.

There will be a lot of hiring created with the INTO process. Some will be working for the University, some will be working for INTO, and some will be working for a Limited Liability Company (LLC) that will be housing the students.

- One of the issues that will need to be addressed soon is residence hall spaces. We were at 96% capacity last fall. One of the options we have is to turn singles into more doubles, but we will probably be looking in another 3 to 4 years at needing more residence hall space.
- One of the capital projects that was approved in the bond issued was a high-tech academic facility, which may morph into a high-tech academic facility and residence hall in one. A portion

of the building will be dedicated to the INTO program. In the interim, we will house the INTO program and the Center for International Students in what was formerly the University College between Laidley and Hodges.

- This summer we will begin a program for customer service, and it will have an international student component.
- The University and the surrounding area will be impacted in several ways by the INTO program now and in the years to come. We will begin to work more with other universities abroad. There will be a large economic impact on the area. There will be a different tuition rate for these students due to the addition of support staff. Dr. Kopp stated he doesn't think we fully know what potential results there could be from this program, but the critical point will be to approach it with a positive attitude toward all of the changes that will inevitably take place.
- Marshall was invited to be 1 of 21 schools in the region to be part of Cohort 3, a new pathway for reaccreditation of the University with our regional accrediting body. We would ordinarily be up for a comprehensive review in 2015, but we were approached and invited to be a part of Cohort 3 to facilitate a brand new reaccreditation process.
- Dr. Kopp stated they have made a focus on being able to articulate what obtaining a degree at Marshall signifies. For example, what can we say about everyone who graduates from Marshall University earning a Bachelors Degree with regard to what they've accomplished and what they can do as a result?
- There is another set of projects focused on more significant data gathering and tracking of the progress of our students from the time they get here. There is a series of software applications, such as Degree Works, which will provide assistance in advising students and make that advising more efficient.

Dr. Kopp then opened the floor to questions.

*Terry Olson commented that with the inflow of more international students there will be the issue of communication barriers if an international student were to be the victim of a crime during the hours when only MUPD is available to be reached. There needs to be some sort of solution regarding how to communicate with those students and one suggestion he had was to utilize the Pay Grade 17 with the requirement of fluently speaking a foreign language.* Dr. Kopp agreed that communication issues during those hours should be addressed. He mentioned that iPads have applications that can translate languages and could possibly be utilized, but it's something that will have to be discussed.

*Will students be reviewed before being accepted into the University?* – Bill Lewis – Absolutely. They have to meet our requirements and admissions standards.

*Do the international students take their ACT during their first semester? What will we do if they don't meet the minimum ACT scores?* – Lisa Williamson – Yes. Dr. Kopp said he's not sure there would be a minimum for these students.

*Will the hiring of new staff that takes place due to the increase in international students happen immediately or gradually over time?* – *Chris Atkins* – The staff will probably grow over time just like the number of students.

Dr. Kopp talked about the positive impact the international students could potentially have on students native to the US. International students pay their tuition and fees a year in advance and their whole family is very invested in that student's success. The drive they have to succeed would likely provide a good example to our local students.

*Will this program entertain non-traditional students as well?* – *Debra Hart* – Yes, there is no age restriction.

### **Approval of Minutes**

April 19<sup>th</sup>, 2012 minutes were approved with one change.

### **Committee Reports**

***Election Committee – Joe Wortham*** – Did not meet, but will need to meet sometime in June and an election for vacant positions will probably be held in September.

***Legislative Committee – Mike Dunn*** – Did not meet.

***Personnel/Finance Committee – Leonard Lovely*** – Did not meet.

***Physical Environment Committee – Bill Lewis*** – Did not meet.

***Staff Development Committee – Miriah Young*** – Staff Development met and created a flier to advertise that we send out funeral flowers and cards and specifies who can receive those. Flowers are sent in the event of the death of a staff member or their immediate family (spouse, parents, or children) and cards are sent to staff members who are hospitalized or off for an extended period of time with a serious medical illness. The committee will be taking donations for the Flower Fund at the Service Awards Luncheon on May 31<sup>st</sup>.

### **Announcements:**

***Service Awards Luncheon – Joe Wortham*** – Invites have been sent out for the luncheon and everyone is asked to return them as soon as they can. The luncheon will be held May 31<sup>st</sup> at noon in the Don Morris Room.

Interims have been named for the positions of ACCE and BOG representatives as those positions are being vacated soon. Carol Hurula will hold the position of interim ACCE Representative until an election can be held, and Miriah Young will hold the position of interim BOG Staff Representative until an election can be held.

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