

## Marshall University Classified Staff Council Minutes

June 21<sup>st</sup>, 2012, Drinko Library Room 138

**Members Present:** Nina Barrett, Bernice Bullock, Tootie Carter, Barry Dickerson, Carol Hurula, William Lewis, Donna Megquier, Jan Parker, Kelly Preston, Lisa Williamson, Joe Wortham, Miriah Young

**Members Absent:** Darlene Colegrove, Jack Ferrell, Jennifer Jimison, Terrence Olson, Lu Ann South

**Members Absent (Excused):** Chris Atkins, Toni Ferguson, Leonard Lovely, Lisa Maynard, Dwayne McCallister

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

### Dr. Kopp – University President

- Earlier this week, the new School of Physical Therapy opened at the St. Mary's Education Center. It is a cohort program so it will be self-contained at that location, except for anatomy classes at the Medical Education Building. The St. Mary's Medical Center plans on relocating their outpatient physical therapy and environmental services area to the same site.
- In August, we expect to have the same kind of ceremony for Pharmacy at the Medical Education Building. Renovations should be completed by mid-July with move in starting at that time also. Classes are expected to begin August 27<sup>th</sup>. Dr. Kopp stated they are waiting to hear back from the Accreditation Council for Pharmacy Education (ACPE). After this weekend they should have a definitive answer on pre-candidate status.
- The Connections program will be starting soon and Dr. Kopp stated that it is perhaps one of the most important professional development programs we have had on campus in a while. Dr. Kopp hopes that everyone will take the attitude that while we are doing a good job we can always be more effective and better at what we are doing. In the future we will be continuing with refresher programs.
- There are various capital projects going on.
- The INTO project is progressing.
- Academic Affairs is now located on the second floor of Old Main.
- Dr. Kopp reported that they will now be renovating the former CTC building, which is now going to be known as East Hall, for the INTO project.
- The applied engineering complex has now been named the Arthur Weisberg Family Applied Engineering Complex.
- The Field House is being taken down.
- They are getting ready for the Fine Arts Facility downtown.
- Matt Daniels is the new women's basketball coach.
- Dr. Joseph Shapiro is the new medical school Dean and will start full-time July 1<sup>st</sup>.
- There's no head count on freshmen enrollment and this time. The delay from the HEPC on awarding Promise Scholarships has made it difficult to compare this year to last year at this same point in time. They are targeting this year's freshmen enrollment to be comparable to last year's.

- Dr. Kopp stated that the new parking garage will have some pay-by-the-space parking and some monthly pass parking. He is unsure how the pay spaces will be charged, if it will be metered or have a central pay location.

Dr. Kopp opened the floor to questions:

*Which colleges will be held in the new applied sciences building? - Miriah Young-* College of Information Technology and Engineering, some from the college of science and MURC to name a few.

*Do you know if MCTC will be out by July? – Nina Barrett –* Parts of them will be. We understand there are some areas that will not move until late July or early August, with the expectation that they will be out by the time class starts.

*Is the recommendation made by the Faculty Senate regarding making the 3<sup>rd</sup> Avenue back parking lot all for Faculty still under review? – Carol Hurula –* Dr. Kopp said he has not responded to it yet. If he doesn't approve it, the parking will probably remain a University Permit lot.

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

- Connections customer service training will begin with various groups throughout the summer and fall. They will also be training Faculty, School of Medicine and MURC as well.
- Michelle reported they just completed the HR Review as directed by Senate Bill 330. Individuals came in from an outside company for two days and questioned Michelle and other HR employees. A report will come from this review with recommendations for best practices.
- Michelle said they are in the final stages of purchasing People Admin, the product they are going to buy that makes most personnel actions electronic from hiring to PARs. It should begin being implemented in September but we won't really see the impact on our processes until early spring.
- There is a new member of Human Resources, Tina Slone.

*How long will it take to get through Connections from start to finish? – Nina Barrett –* Phase 1 will begin in July, with everyone being trained by the end of the year, and then there will be a refresher in the spring. There will be three sessions with the follow-up being the fourth in the spring.

*How will people be divided for connections? They will be separated into 3 major groups and the first group to be trained will be those who work on the front lines with students. Average training group sizes will be 10 people led by 2 trainers.*

*How will contractual employees be involved in Connections? – Carol Hurula –* Their administrators will be involved.

### **Approval of Minutes**

May 17<sup>th</sup> 2012 minutes were approved as written.

### **Miriah Young – Board of Governors**

- Three BOG members will be leaving as of June 30, 2012. They are Letitia Chafin, John Hess, and Verna Gibson.
- Dr. Joseph Touma will be the new Chair and Dale Lowther will be the new chair of the finance committee.
- The Board approved to rename the old Community and Technical College building “East Hall” as a placeholder for the time being.
- The University is still in very good financial standing, even with the OPEB liability still being on our balance sheets.
- Athletics gave an update that new coaches for basketball and golf were being hired.
- Med School gave a report that their audit was completed successfully, with only a few items to address. They are also expecting to hear back from the accreditation committee very soon regarding that process.
- The new Bio-tech / Applied Science building plans are coming along and this building will be housing some of the new programs, along with some MURC offices.
- Field House demo is underway to make way for the new soccer complex. It was also discussed that Lacrosse and Rugby will also be using this field to practice on once it is completed.
- A decision will be made on the accreditation of the School of Pharmacy between June 22 and 25.
- Physical therapy has enrolled 28-29 students into the first class and the ribbon cutting at the new school was held on the 18<sup>th</sup>.
- The INTO negotiations are going well and we should have a signed contract in July.
- We will be beginning the process of creating a new 10 year master plan for the University over the next year.
- A new student advising program will be coming on-board sometime in October, and Dr. Kopp stated that this could mean additional staff in advising positions. This program will help point student on paths towards majors that play to their strengths.
- Finally, Dr. Kopp’s new contract was approved by the BOG with a 14 to 3 vote. The contract will now go on to the HEPC for approval. He will receive additional compensation based on the new contract.
- All new degree programs that were suggested were approved.

**Carol Hurula – ACCE**

- Laura Nauman, project coordinator from the HEPC, attended the ACCE meeting. She discussed the RFP on Classification and Compensation and mentioned that it has been amended and they are going to do 255 jobs with Fox and Lawson.
- Modernthink was the group that did the HR survey, and every institution was supposed to have 30 minutes to an hour to discuss issues with them. Classified Salary Schedule, best practices, RIF and whether or not institution policies match state code were topics of discussion during their meeting.
- The RFP for the Satisfaction Climate Survey has not been awarded yet.
- Each institution talked about their 2012-2013 salary increases.
- They talked about a proposed emergency rule and would like any input from staff.
- A report was made on the Student Retention and Educate West Virginia report, which should be able to be found on the HEPC website.
- Retreat has been moved to Blackwater Falls.

**Year End Committee Reports*****Election Committee – Joe Wortham –***

- Two elections were conducted:
  1. Special Election for vacancies in EEO Group 60/70 – Service/Maintenance on November 8-9, 2011. Winners were:
    - a. Terry Olson – Public Safety
    - b. Donna Megquier – Physical Plant
  2. Special Election for vacancies in EEO Group 30 – Other Professionals and EEO Group 50 – Clerical on December 13-14, 2011. Winners were:
    - a. EEO Group 30 – Chris Atkins – University College
    - b. EEO Group 50 – LuAnn South – Communication Studies
    - c. EEO Group 50 – Darlene Colegrove – College of Education
- Committee approved proposed changes to the Staff Council By-Laws Election sections and submitted them to the full Staff Council for their consideration at the September 15, 2011 meeting.

***Physical Environment Committee – Bill Lewis –***

The Committee met to discuss a few matters throughout the past year. Bill spoke with Terry Olson to ask how the issue of lighting on campus was coming along, and reported that they are 60% complete and electricians are currently working on 40 classrooms to have them ready by fall.

A second issue the committee discussed was the hiring of a dispatcher for MUPD, but the committee decided it wasn't their place and dropped the issue.

***Staff Development Committee – Miriah Young –***

Sympathy Fund

There have been 14 flower arrangements sent in FY 12. Totaling \$549.30.

Donations taken at this year’s luncheon totaled \$642.00; donations taken throughout the year totaled \$95.00

Various cards were sent out; usually a handful a month as we were made aware of the need.

Tuition Waivers

Our entire allocations were spent in both e-waivers and on-campus waivers between the Fall and Spring semesters, leaving nothing for summer.

E-waiver awards:

5 awarded in the fall.

6 awarded in the spring.

12 requests denied between fall/spring

On-Campus awards:

25 classes awarded for fall.

19 classes awarded for spring.

**Announcements:**

***Service Awards Luncheon – Joe Wortham*** – The luncheon was held May 31<sup>st</sup> and went well.

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