

Marshall University Classified Staff Council  
July 17, 2008,  
1:30 PM - Drinko Library 138

**Members :** Nina Barrett, Amber Bentley, Teresa Bolt, John Bowen, Bernice Bullock, William "Tootie" Carter, Betty Cook, Darlene Colegrove, Mike Dunn, Toni Ferguson, Ronnie Hicks, Carol Hurula, Jennifer Jimison, Darrell Kendrick, Adrian Lawson, Kimberly Murphy-Lawson, Leonard Lovely, Shirley Oden, Jan Parker, Kris Standifur, & Joe Wortham.

**Members Absent:** Barbara Black, Christopher Kennedy, Sherri Noble, Patsy Stephenson, & Lisa Williamson

**Guests:** Michelle Douglas & Virginia Campbell-Turner

Meeting called to order @ 1:35 p.m. by Chair Mike Dunn

The June minutes were approved with corrections.

**Michelle Douglas –Director of Equity Programs:**

**Reviewed and discussed the following:**

Michelle provided a handout reflecting the new verbiage regarding Senate Bill No. 476 – passed March 8, 2008 reflecting §5-5-1 of the Code of West Virginia be amended by adding a new section, designated §5-5-6 Article 5. SALARY INCREASE FOR STATE EMPLOYEES. All handouts discussed and reviewed in Staff Council meetings are retained and filed in the Staff Council Office should any employee wish to review these.

Michelle provided a handout regarding Policy No. HR-4 – that provides a specific detailed outline of the information needed in the request made by the employee or a group of employees who wish to participate in modified work schedule or regarding the 4-day work week. This is also available on the web page for employees to review at the following web link <http://www.marshall.edu/human-resources/poly/> or any other HR to policies as well.

Leonard ask Michelle if she was able to provide any information on a recent question submitted to Mr. Stephens regarding the number of classified employees that are currently fully funded? Michelle advised that Mr. Stephens had not brought this matter to her attention so she was unable to provide any further information at this time and advised she would go back and discuss this issue with Mr. Stephens to see what information was available regarding this concern.

### **Dates & Times of Classified Staff Council Meetings:**

Meetings will continue to be held on the third Thursday of every month, at 1:30, unless a special notice is put out with a change of time and date. The dates of all future meetings are available on the staff council web page for review.

### **Board Of Governors:**

Sherri was unable to attend today's meeting but had provided minutes and information from the last meeting to Council members by e-mail. The handout regarding the information will be available in the Staff Council office should anyone wish to review the information.

### **ACCE: Mike Dunn**

Mike advised the following had been elected to serve as ACCE representatives Amy Pitzer elected as ACCE chair, Mike Dunn as ACCE vice-chair, and Bob Long as ACCE secretary. Mike also advised that he would be sending out the information from recent meetings via e-mail to council members.

### **PERSONNEL & FINANCE COMMITTEE- Adrian Lawson:**

Adrian reported items the committee has worked on during the past year and continue to pursue resolution to these policies:

- HR-23 – Work week passed council as written and was not forwarded to Mr. Stephens
- Hr-45 – Although those present expressed objections to offices being open until 5:00 p.m. they also stated that the procedure is currently in place and will remain. They want to be assured that offices deemed exempt from this policy go through the process and obtain appropriate approval to close earlier than 5:00 p.m.
- HR 40 –PIQ- Has been posted at the HR website as an interim policy.
- HR-46- Emeritus-Committee will revisit this proposal.
- Weather policy-BOG policy committee determined that our changes would have to go to the BOG, again.

### **PHYSICAL ENVIRONMENT – Tootie Carter**

The committee discussed the 2008-2009 parking fee increase:

- Tootie provided information on his recent meeting with Jim Terry. Mr. Terry said the parking increase would be used toward the bonds on the new parking garage and The Commons. Mr. Terry also indicated that he is not building the additional fee money into a special project of any sort.

- The committee questioned Mr. Terry’s responsibility toward the bond for The Commons.
- Members also stated their belief that, with the long-term bond obligation, parking rates would continue to increase.

Committee members raised the following questions:

- Is there a new 5-Year Plan for parking fees?
- When did the first 5-Year Plan end?

The committee also recommended that the Board of Governors provide justification for future parking rate increases prior to implementation of the increase.

The committee decided to invite Mr. Terry to a question and answer session with members of the Physical Environment Committee and Personnel/Finance Committee. Mr. Terry would be provided with questions prior to the meeting in order to have a more productive meeting. Questions should be sent to Tootie Carter.

**STAFF DEVELOPMENT – Betty Cook**

Reported committee had not received any further comments regarding revision of tuition waiver guidelines and hoped to have a recommendation to present at next council meeting. Also, tuition waiver applications for FALL term will be due July 23<sup>rd</sup> for review by committee. Noted also that half of the funds collected at the recent awards banquet have been dispersed and the committee will be working on another basket to raffle off once school resumes in order to hopefully contributing more to the Flower Fund.

**ANNOUNCEMENTS: NONE**

No other business the meeting adjourned at 3:00 p.m.

Minutes taken & Prepared by: \_\_\_\_\_  
 Betty Cook, 2<sup>nd</sup> Vice Chair

Minutes approved by: \_\_\_\_\_  
 Michael Dunn, Chair, Staff Council

Minutes read by: \_\_\_\_\_  
 Stephen J. Kopp, University President