

Marshall University Classified Staff Council
March 19, 2009, Drinko Library 138

Members Present: Nina Barrett, Amber Bentley, Barbara Black, Teresa Bolt, Bernice Bullock, Betty Cook, Virgil Crockett, Toni Ferguson, Carol Hurula, Jennifer Jimison, Darrell Kendrick, Kimberly Lawson-Murphy, Leonard Lovely, Okey Napier, Cynthia Obregon, Shirley Oden, Jan Parker, Kris Standifur, Patsy Stephenson, and Joe Wortham.

Members Absent: Tootie Carter, Darlene Colegrove, Mike Dunn, Ronnie Hicks, and Sherri Noble.

Guests: Dr. Stephen Kopp, Mr. Jim Stephens, and Ms. Michelle Douglas.

The meeting was called to order by Vice Chair Betty Cook.

Dr. Stephen Kopp – University President

Dr. Kopp opened the floor for questions:

- ***When does the University plan to fully fund the classified salary schedule?*** Dr. Kopp requests that we look at the signature initiatives – unless we grow enrollment, we are not able to fund – unless the State comes up with funds, which they have not done so far.
- ***How is enrollment coming for fall?*** Dr. Kopp states applications are up overall by 11%, admissions overall 5% and he is cautiously optimistic of an increase in freshmen enrollment of 5% which is the target set for this year. Our target by 2012 is over 2,000 incoming freshmen. Paralleling that is the significant plan to improve retention.
- ***Dr. Kopp*** discussed the Core Foundations program which reinforces the issue of retention, changes UNI 101 to 3 credit hour freshmen seminar and adds a new sophomore seminar which piggybacks on the freshmen seminar. Focus retention not just on the first year, but second, third and so on. Goal 60% graduation rate in six years, current is 47%.
- ***What percentage are you looking at for enrollment as reference to the salary schedule?*** Dr. Kopp stated he has not done the math, but look at 2,000 freshmen seats, obtain 80% retention, 1,600. 72% (160-170) more first year freshmen to maintain level retention high. Dr. Kopp indicated he could provide an analysis in writing if we want.
- ***What of the 2% budget cut as indicated by the Governor, do you anticipate any cuts at the University?*** Dr. Kopp states a lot of time has been spent on budget planning. The interesting part about the Governor's announcement is he said two things, one, cutting budget forecasts of what he requested from the legislature; house & senate by 2%, and then he made the statement that it would not be across the board but he didn't say what would be cut. And what he's basically saying is it could be higher than 2% in some areas and lower than 2% or zero in others. We have to anticipate somewhere between 2 and 7 percent. The answer is not going to be tuition increases to proportion it out. To balance the budget we're looking at possibly discontinuing programs and see where we can hold back in the most extreme cases. The Governor made it very clear he didn't think there would be any new funding this year.
- ***Dr. Kopp*** – Offered to make the same presentation for classified staff that he did for faculty senate. PowerPoint is on the web, shows background where we are and what the budget looks like. Next year finance is trying to get at least a three year budget forecast out and work toward a five year.
- ***Question relating to creating a new Honors College*** – Yes, in the process of recruiting for a Dean of the Honors College, from the vacant Executive Director position. Will take the Yeager program and various Honors components and put in the Honor's college. Not adding any new positions. Improves transparency to potential students. No separate faculty. Maintain standards of honors program.
- ***What are your feelings about the agreement between the University and CTC, do you think they'll approve?*** Haven't heard anything, CTC board meeting is meeting today. His understanding was the way it was worked out; we had members of our Board work with their

Board on the memorandum of understanding – what we agreed to should be acceptable to their board as it was to ours. Whole array of issues in HB 3215 regarding separation that had to be addressed, such as asset distribution, property, as well as the use of the name Marshall, which we have asked that they discontinue using.

- ***Have you heard of the Governors ability to furlough state employees and is there a plan to furlough?*** Terms and conditions are up to the senate and house to sort out; circumstances and conditions. Main issue as he understands it, that if a furlough is implemented it is to be a non grieveable situation. Plans for furlough, can't rule it out as a possibility but it wouldn't be the first, second or third choice as course of action to follow.
- ***Has a decision been made on graduate tuition waivers, or what has the study revealed?*** One decision currently is that if you are a part-time graduate assistant working ten hours you will no longer receive a full waiver. Waivers will be pro-rated according to the number of hours worked. The study is before the Graduate Council.
- ***Dr. Kopp discussed new policy up for review and comments for Dependent Children Scholarship.*** Limited to employees children. In effect as soon as approved by Board of Governors.
- ***Dr. Kopp stated they are studying the Yellow Ribbon Program.*** Veterans benefit for service people serving in military, post 911.

Mr. Jim Stephens – Human Resources

Mr. Stephens discussed the following:

- Catastrophic leave report is forthcoming.
- PIQ routing sheet target date of 3/31/09.
- MUBOG-GA9 Policy Regarding Weather-Related and/or Emergency Closings and Delays. Rewrite to include a provision that allows for a type of comp time for those required to be at work on a day we have an inclement weather closing. Not comp time as used in the FLSA. Different kind of comp time that both an exempt and non-exempt employee may utilize if they are required to be at work.
- Senate Bill 603 Personnel Study Package is DOA for the legislature this session. What becomes of all the study? Future is cloudy right now but thinks the HEPC staff will continue on and bring some of this back at a later date, but personal opinion is; don't believe we'll see the same package with the same provisions again.

Mr. Stephens opened the floor to questions:

- ***PIQ routing sheet has a 3/31/09 anticipated date but committee hasn't had time to get everyone together and get information reviewed?*** Mr. Stephens indicated he will indulge the request to the fullest extent possible but that revisions came back to the council quite some time back and he's just trying to give a nudge as he doesn't want to let this sit on the shelf. He thinks this is a very useful form for those working on their PIQ and he wants to get it going.
- ***Relating to the grievance that was filed. If they win and the university has to fund the salary schedule, what kind of timeline are we looking at?*** Mr. Stephens could not discuss particulars of the grievance but did state it follows the usual track – level 1 hearing held and pending recommendation from evaluator. If grievance follows the usual track and ends up with the Administrative Law Judge in Charleston could be looking at 75 – 90 days. Can't comment on particulars as it might prejudice the situation.
- ***If that happens to go through and they have to lay off as they said they might have to do, is there a list that we can have access to that tells how long everyone has been here?*** First, want to encourage you not to believe that the grievance is tied to a RIF. Some may have volunteered that there might be a RIF but there's all kinds of ways to work with this issue besides RIF.

- **When it comes to furlough as Dr. Kopp mentioned earlier, are they going to rewrite?** Jim said there has to be a bill spoken to in code and if they came forward with legislation on furlough it would have the effect of superseding.
- **Have you seen information on HB 2933?** No. Leonard indicates this is privatization of governmental service by private companies. Jim will look for this particular bill and will check with Bill Burdette.

Approval of Minutes:

Carol Hurula made a motion, and Jennifer Jimison seconded, that Council accepts the February minutes. Motion passed. The February minutes were approved with corrections.

Board of Governors Report – Sherri Noble

Sherri sent the BOG minutes by email and paper copies were provided at meeting for those without email access.

ACCE Report – Mike Dunn

Mike sent the ACCE reports by email and paper copies were sent in campus mail to those without email access.

Committee Reports:

Staff Development/Service Committee – Amber Bentley / Betty Cook - Distributed copies of the proposed revision to the Classified Staff Council Application for Education Benefits which includes time waiver for GED test. Requests council members review and send comments to Amber or Betty. Committee is currently reviewing tuition waiver guidelines for revision of language as it relates to CTC courses but is currently on hold until the CTC agreement is finalized. Distributed copies of the “work in progress” Benefit Brochure requesting council members review and send comments to Amber or Betty.

Election/Communications Committee – Joe Wortham – Provided information on the upcoming election in April. Paper ballot voting will take place on 4/7/09 (locations were given) and e-vote will begin at 8 A.M. on 4/9/09 and continue through midnight on 4/12/09. Tally of votes will begin shortly thereafter and results to be announced. List of candidates for each of the three campus-wide positions as well as the candidates for the twenty-five council positions by EEO category were announced.

Personnel/Finance Committee – Kim Lawson-Murphy – Requests council members’ review of the PIQ timeline policy HR – 40 as Jim Stephens indicated. Stated the President had disapproved our recommended version and recommends HRs version. Please send comments to Kim.

Faculty Senate Committee Reports:

BAPC – Carol Hurula – Subcommittee is currently working on a revision to the language in the undergraduate and graduate catalogs. Two grade appeals are in process. Draft of the University Calendar for AYs 2009-2010 and 2010-2011 accepted by Faculty Senate after requested modifications were made. Policy on Incompletes was revised and re-submitted. Revised policy on Excused Absences rephrased and resubmitted.

Future Agenda Items

None.

There being no more business, the meeting was adjourned.

Minutes taken & prepared by: _____
Carol Hurula, Second Vice Chair, Staff Council

Minutes approved by: _____
Michael Dunn, Chair, Staff Council

Minutes read by: _____
Stephen J. Kopp, University President