

## **Marshall University Classified Staff Council**

May 21, 2009, Drinko Library 138

**Members Present:** Nina Barrett, Amber Bentley, Barbara Black, Teresa Bolt, Bernice Bullock, Darlene Colegrove, Betty Cook, Mike Dunn, Toni Ferguson, Carol Hurula, Jennifer Jimison, Darrell Kendrick, Kimberly Lawson-Murphy, Leonard Lovely, Sherri Noble, Cynthia Obregon, Jan Parker, Kris Standifur, Patsy Stephenson, Joe Wortham

**Members Absent:** Virgil Crockett, Okey Napier, Shirley Oden

**Guests:** Mr. Johnny Bradley, Ms. Michelle Douglas, Dr. Stephen Kopp, Ms. Lu Ann South

The meeting was called to order at approximately 1:30 p.m. by Chair Mike Dunn.

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

Dr. Kopp discussed the Flash presentation which was presented to the Faculty Senate. That presentation is available on the President's web site (<http://www.marshall.edu/president/Presentations/GENERAL%20FACULTY%20%20PRESENTATION%2004-28-09.pdf>).

- The most important signature issue, in the President's opinion, is the comprehensive plan for revenue stabilization and enhancement. Strategies developed include increasing enrollment, revenue generation, enhancing philanthropic giving, and reviewing fee waivers.
- The President explained various budget principles such as discretionary vs. non-discretionary funding, base vs. one-time funding, fixed vs. variable costs, capitol vs. operational funds, and funded vs. unfunded liabilities,
- The President discussed the issues facing the University, options available, and the steps being taken to address the problems such as extending the soft hiring freeze which has been in place since Dr. Kopp arrived and operating fewer buildings during summer sessions. Dr. Kopp also mentioned the opportunity for staff, who wish to do so and with supervisor approval, to work a reduced number of hours this summer.

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

Ms. Douglas reminded Council that all employees must complete sexual harassment training by June 30, 2009. It was requested that a reminder notifying staff of the half-holiday which needs to be taken by June 30, 2009 be sent out as soon as possible.

### **Announcements – Mike Dunn**

Staff Council sends their condolences to the family of Janis Winkfield who died last week. Council sent fruit and cookie trays to the Financial Aid Office

Year-end reports from committee chairs are due in the Staff Council by the June 18 Staff Council Meeting. The final written report is to be submitted to Charlene Hawkins.

Johnny Bradley spoke to Council and suggested that Council collect items for the flood victims in the southern West Virginia counties. Items needed include gloves, hand tools, baby items, pet supplies, and cleaning supplies. A list will be sent out shortly and items will be collected at various campus locations.

### **Approval of Minutes:**

The March and April minutes were approved as written.

### **ACCE Report – Mike Dunn**

- ACCE met on May 13 at Southern Community and Technical College (Williamson Campus)
- Southern's President Joanne Tomblin spoke to the group. She stated that Southern expects a 4% budget cut from the state and will not have salary increases this year. President Tomblin has implemented a permanent 4-day school/work week which has been quite successful.
- April ACCE minutes were approved; Mike will send them on ListServe.
- ACCE plans to send letters to Senator Robert Plymale, Delegate Mary Poling and Governor Manchin seeking support to finish the personnel study.
- The remainder of the meeting was devoted to leadership conference projects and presentations. The conference is scheduled for June 15-16, 2009 at the Glade Springs Resort in Daniels, WV.

### **Staff Recognition Luncheon – Joe Wortham**

The luncheon is scheduled for Tuesday, May 26 at noon in the Don Morris Room, Memorial Student Center. Employees with 10, 15, 20, 25, 30 and 35 years of service will be honored along with the retirees from the past year. The Employee of the Year will also be announced at the luncheon. There appears to be a slight drop in attendance because the date chosen by the President follows the Memorial Day Holiday. It was decided that Joe would include the flood victims' collection as part of his announcements. Joe announced that a problem arose with the 30-year clocks. The Seth Thomas Company, the company used by the committee, is going out of business. The committee was able to choose a similar clock from another company but the clocks will not arrive in time for the luncheon.

### **BOG Presentation – Mike Dunn**

Staff Council's presentation to the Board of Governors will be made at their June 18<sup>th</sup> meeting. Because Council is scheduled to meet the same day, BOG members will be invited to attend the meeting. Cam Brammer included naming the recreation center in honor of Paul Ambrose in her presentation. Mike asked if Council should include this issue in the presentation again and support Faculty Senate's recommendation. Mike asked for ideas for the presentation and an open discussion ensued.

### **Committee Reports:**

***Elections/Communications Committee – Joe Wortham*** – Joe opened the floor for discussion concerning the vacancy created on the 2009-2011 Staff Council with the death of Janis Winkfield. Janis was elected to represent EEO Group 30, beginning July 1, 2009. Should the situation be considered a vacancy and the procedure outlined in the Constitution followed or should the committee accept the individual with the second highest votes as the winner? Because the situation does not fit the examples cited in the Constitution, it was suggested that the Election/Communications Committee bring a recommendation to Council at the June meeting concerning resolution of this matter.

***Staff Development/Service Committee – Betty Cook*** – Committee members will collect money for the Flower Fund at next week's Staff Recognition Luncheon. Betty recognized Mike Dunn and Sherri Noble for their service to Council. Both Mike and Sherri received certificates and MU Bookstore gift cards.

There being no more business, the meeting was adjourned at approximately 3:00 p.m.

Minutes taken & prepared by: \_\_\_\_\_  
Charlene R. Hawkins, Program Assistant, Staff Council

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

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