

Marshall University Classified Staff Council Minutes

April 19th, 2012, MSC 2E37 – John Spotts Room

Members Present: Chris Atkins, Nina Barrett, Bernice Bullock, Tootie Carter, Darlene Colegrove, Mike Dunn, Carol Hurula, William Lewis, Leonard Lovely, Lisa Maynard, Donna Megquier, Terrence Olson, Jan Parker, Kelly Preston, Lisa Williamson, Joe Wortham, Miriah Young

Members Absent: Barry Dickerson, Toni Ferguson, Jack Ferrell, Jennifer Jimison

Members Absent (Excused): Lu Ann South, Dwayne McCallister

Guests: Michelle Douglas

The meeting was called to order by Chair Nina L. Barrett. Joe Wortham verified a quorum was present.

Michelle Douglas-Human Resources

- Michelle said she had a meeting with a subcommittee regarding the academic calendar for next year and the employees who will be impacted by the final reporting. She will follow-up with Dr. Ormiston and Dr. Hensley the next day regarding ideas they came up with. After that, she will schedule an additional follow-up with the employees affected by this calendar.
- Michelle had a meeting with the Staff Council Personnel Committee regarding some issues they had questions about including bullying, sexual harassment, workplace environment, substance abuse, and PIQ's. She will more than likely do a presentation to the whole Staff Council on these issues at a later meeting.
- Marshall is scheduled on May 9th and 10th for the Human Resources audit that was required by Senate Bill 330.

Michelle opened the floor to questions:

With the electronic communication that we have and the ability to access it off-campus, if we are home for a sick or annual day and take time to login to the University to respond to e-mails or different things like that, can deduct that time from the time that we have to count for sick leave or annual leave? – Bernice Bullock – Michelle said she couldn't give a standard yes or no because it is determined by the situation. It depends upon your classification and the level of response that is expected from you in addition to one's personal choice of whether to respond. Discussions for this type of question should first start with one's supervisor.

Do you think it would be to the staff's advantage to first speak with a supervisor regarding a request to be compensated for personal equipment such as an iPhone to be used for work purposes? – Bernice Bullock – Michelle replied that this depends, and also goes back to the expectation of use.

With the salary schedule being fully funded as of July 2011, when someone gets a reclassification is that still going to be 5% per pay grade? – Carol Hurula – Mike Dunn stated that he believes anything reclassified to June 1, it will go with the salary schedule and between June 1st and July it will be 5%.

- Michelle mentioned that she has been on calls regarding Fox Lawson, the group being discussed to be used for a classification and compensation study. However, there has been a discrepancy in whether they were going to review 75 positions or 75%.

- *When will the information from these audits that they're doing with the human resources be available?* – Leonard Lovely – There are different timetables set up for different aspects of Senate Bill 330, but we are not sure when we will get the report card in the mail from this study.

Approval of minutes

The February 2012 and March 2012 minutes were approved as written.

ACCE - Mike Dunn

- Mike stated that he talked to Laura Nauman, HR Project specialist, regarding Fox Lawson and their concerns. They are a very reputable company and they enjoyed talking with them, but it sounded like they were only going to do a review 75 jobs when the language was supposed to have been 75% of the jobs, which would have been a whole lot more than 75. Fox Lawson was going to have the report in August on the 75 positions, but since that was incorrect they aren't sure when it will be completed, or by whom.
- Modern Think, the group doing the HR audits, is supposed to meet with the ACCE representative from each campus while they're there, and possibly members of classified staff as well. They hoped to be done and have a report by August also.
- Most of the ACCE meeting was spent on the phone with Fox Lawson and Modern Think, and then a few campus specific issues were discussed.
- The next ACCE meeting will be May 16th at Fairmont.
- Mike reported that he is also on the new chancellor search committee. They will be meeting four candidates later in the month and hope to have a new chancellor picked by the May 18th HEPC meeting.

BOG – Mike Dunn

Mike's Report Per April 17th agenda following point by point:

- Item 2 - Minutes from 2/23 and 2/28 approved
- Item 3 - Presidents report - Introduced the new Med School Dean to the Board; Spent a lot of time explaining Federal/State trend of putting more and more college costs onto the backs of the students and their families, sitting a look at the proposed federal budget which puts a meager 3% of federal budget into all education. President then explained why he felt the proposed 4.9% increase was as fair as we could make it, and still very affordable compared to most.
- Item 4A Finance, Audit and Facilities report
 - Approved Fiscal Year 2012-13 Tuition and Fees and Budget - **Passed** (As Submitted) with one Nay, Mr. Michael Farrell, as a voice for needed change on the state/federal level in funding models. Note that money is set aside for non-classified and faculty salary increases at a later date based on finances and fall enrollment.
 - Approval to fully fund classified salary Schedule; effective June 1 – **Passed** - (As Submitted) Years of service based on where you were on July 1, 2011. Lots of conversation in that all know that this is a 2001 market schedule, and that the Board as a whole need to know more about where each group of employee is as related to current market.
 - Investment earnings update – **Accepted** (As Submitted)
 - Capital Expenditure Project List - **Passed** (As Submitted)

- Purchasing policy FA-9 - **Passed** (As Submitted)
- Informational Items - Pages 57-80
- Item 4B Academic and Student Affairs
 - Approval of program Review Recommendations-Passed (As Submitted)
 - Approval of (BHS), Intent to Plan (Bachelor of Science in Biomechanics, Addition of a Masters in Public Administration **all Passed** (as Submitted) With a question from the BOG Faculty Rep as to how they could figure no additional faculty cost, while adding classes.
- Item 5-Executive Session-Items passed after coming out of Executive Session;
 - MUBOG to acquire property adjacent to MU (Husson's, Uppercuts, Franks) for future development, \$785K. Money is available in the University's land acquisition account
 - Resolved that pursuant to MUBOG policy GA10, Corbly Hall 106 will be named in accordance with the gift agreement with MU foundation. Donor name will be disclosed at a future date
 - Starting on July 1, 2012 new MU BOG officers will be-Chair (Joseph Touma) Vice-Chair (Phyllis Arnold) Secretary (Michael Sellards)

Committee Reports

Election Committee – Joe Wortham – Did not meet.

Legislative Committee – Mike Dunn – Did not meet.

Personnel/Finance Committee – Leonard Lovely – the committee met with Michelle Douglas and discussed personnel issues, and Michelle plans to address those issues to the whole Staff Council at a later meeting.

Physical Environment Committee – Bill Lewis – Did not meet.

Staff Development Committee – Miriah Young – Did not meet but it was mentioned that the “Flower Fund” money is dwindling and the committee needs to send a message out to staff explaining what the Flower Fund is, who receives flowers, and mentioning we will be taking donations at the Service Awards Luncheon. It was also stated that flowers go out for funerals only, and cards are sent for extended hospital stays and major medical illness.

Faculty Senate Committees:

Budget and Academic Policy – Carol Hurula – The committee was working on academic appeals guidelines. They're also working on the wording to go in the graduate and undergraduate catalog for those appeals.

Announcements:

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