

## **Marshall University Classified Staff Council Minutes**

August 16<sup>th</sup>, 2012, MSC 2E37 – John Spotts Room

**Members Present:** Chris Atkins, Nina Barrett, Bernice Davidson, Darlene Colegrove, Toni Ferguson, Leonard Lovely, Lisa Maynard, Dwayne McCallister, Donna Megquier, Jan Parker, Kelly Preston, Lu Ann South, Lisa Williamson, Joe Wortham, Miriah Young

**Members Absent:** Tootie Carter, Barry Dickerson, Jack Ferrell, Carol Hurula, Jennifer Jimison, William Lewis, Terrence Olson

**Members Absent (Excused):**

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

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

### **Ms. Michelle Douglas – Human Resources**

- Michelle reported that Human Resources has been processing many PARs recently.
- Some individuals may have received invitations from Michelle to attend People Admin meetings. Representatives from People Admin will be here in September and implementation will begin in October.
- Connections Training has been going well. It was put on hold the month of August due to busy schedules. Anyone having scheduling conflicts with their training is instructed to let their trainers know.

Michelle opened the floor to questions.

*The custodial crews are down on their number of employees and since this is their busiest time due to the fact that they are waxing, the custodians need to know what percentage of full staff they are supposed to be at, and see if they can get help from other areas on a volunteer basis. – Donna Megquier – Michelle stated she is aware of their staffing problems and would like to meet with Donna in a separate setting to talk about some options.*

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

- Dr. Kopp reported they just had a Board of Governor's meeting earlier in the week and they dedicated the new School of Pharmacy. Renovations to the former MEB and CEB building have been a nice addition and the relationship with the VA couldn't be better.
- Dr. Kopp stated it has been a busy summer and there have been a lot of ongoing projects on campus and deferred maintenance projects. They have begun the process of preparing Hodges Hall for demolition. This summer they did infrastructure work and the plan is to demolish it next summer if funds permit. Once completed it will create a nice additional green space on campus.
- Housing has completed a wireless project for all of the residence halls, and now students can have wireless in their rooms in addition to the common areas.

- With the ever growing number of mobile devices eating up bandwidth on campus, IT is continuing to monitor our wireless capabilities and constantly seeing what we can do to improve and upgrade.
- Dr. Kopp stated that most individuals are aware of the state's budget forecast for FY 14 in which there will be a 2% across the board cut that will result in an actual 7% cut to Marshall. Dr. Kopp said they have known this was coming for some time and have tried to prepare for it, including diversifying our revenues. However, we will still be hit by this cut and it remains unseen at this time by how much. The HEPC requested that the Governor exempt Higher Education from the cuts but that will remain to be seen.
- The legislature is talking about implementing performance funding and we will see where that goes. Dr. Kopp stated they feel well positioned at Marshall if they go this route.
- Retention could solve a lot of our problems financially. This year it looks like there will be a 1.7% increase in Freshmen/Sophomore retention which is huge.
- Dr. Kopp reported it looks like we will be up slightly in fall enrollment, but we will probably not reach freshman full-time enrollment that we had last fall.
- Dr. Kopp reported they have been working intensively on the INTO partnership project for a number of reasons, including the fact that it can do a lot to diversify our revenue.
- There was a program run this summer for the first time called the Bridge Program. This is a program for students who are coming in with at risk academic profiles from high school. Out of our incoming Freshmen, 1200 qualified for this program and 250-260 students participated. These students would otherwise be going into Math 098 but will start out in a higher math class instead. This has prompted Academic Affairs to look at a first-year bridge program for all at risk students that would be highly structured and oriented toward promoting the greatest success possible for students who are coming in with disadvantaged backgrounds. Several recent studies point to the fact that the more decisions students have to make in the first year the more difficult it is for them to navigate their higher education experience as freshmen. The fewer decisions we ask them to make, and the more we structure their curriculum in the first and second semesters, recent evidence suggests they will do much better academically.
- The project with the higher learning commission is progressing very well. We had a brief report to the higher learning commission and their feedback was that we are ahead of every other institution in this cohort.
- Dr. Kopp reported we are in the process of harvesting large amounts of data from our system that can help inform decision making as we move forward. We have put DegreeWorks into place and have several other packages that are Banner add-ons which will give us access to data that can form intelligence to help us make informed decisions. For example, if you look comparatively at the retention of students who live on campus their first two years versus retention of students who commute, we're approaching 78-80% retention of students living on campus and down to 60% retention for commuters. The question we have to ask is why commuter retention is going down while residential retention is going up.
  - The aim is to eventually make many of the packages available to students so they can go in and look at their own progress so they know exactly what courses they need to

complete to get their degree. The goal is to help our students understand what is ahead of them and what is achievable. Up until now things haven't been as transparent and students get discouraged when they can't see the light at the end of the tunnel.

Dr. Kopp opened the floor to questions:

*One thing that needs to be highlighted to students is that there are some classes required for graduation that are taught only every other year so they can stay on track for graduation. – Lu Ann south –* Dr. Kopp agreed with that point but said it gets into an advising issue, which is that they shouldn't be able to register without enrolling in that class and they shouldn't be able to drop it. Additionally, Dr. Kopp stated that we have to cut down on the number of drops and withdrawals. If you enroll in a class you have to be committed to completing it because you can get off cycle very quickly when some classes are only offered every other year due to low demand. Every department has been working with the Provost Office to establish a course rotation plan so courses are offered when students need them and in enough sections. Problems arise however when students drop classes and don't finish them or don't enroll. Part of what may be done about this is that if a student is in a particular major and they don't enroll for one of these courses, their registration will not go through.

- Dr. Kopp stated that one of the features of the Education Advisory Board Packet that they're working with is that an advisor can make confidential notes that only the advisor can see, but those notes can be accessible to any future advisor working with that student.
- Dr. Kopp reported that another thing they are doing is giving a lot more attention to our placement of services and connecting the students right when they come in as freshmen to career placement instead of waiting until senior year.

*Why is there not a drop fee against students who drop classes? – Lu Ann South –* Dr. Kopp agreed that if a student is going to drop a class there should be a financial cost sufficient to make them stop and think if they really want to drop it, but he was unsure what the magnitude of that should be.

- Dr. Kopp said he's been contemplating why we aren't incorporating into a faculty member's evaluation how many students complete a course versus how many started the course. That way the question can be raised of what the faculty member can do to support the success of the students in their classroom and what they can do differently.

*Since our parking fees may be going up, why don't we look into charging for employees to park at other locations like South Charleston and the Med School? – Leonard Lovely –* Dr. Kopp stated they are looking into this.

### **Approval of Minutes**

June 21<sup>st</sup>, 2012 Minutes were approved as written.

July 19<sup>th</sup>, 2012 Minutes were approved as written.

**BOG – Miriah Young**

- Marshall University Physicians and Surgeons will now be known as Marshall Health.
- The logo for the Joan C. Edwards SOM has been changed to exclude the staff and snakes. There will now only be the Marshall “M” in the middle.
- Miriah reported that the Board approved the financials. Between Marshall and the Medical School, if we get the cut from the state Dr. Kopp discussed it will equate to 5.1 million. Our financials are in a good state to weather that at this time.
- Miriah reported that projects that are being done like the parking garage are doing well and staying on budget. There were 40 new high tech classes added this summer and are completed.
- Miriah stated that the Board asked how much it costs in a program to educate a student: how much the student is paying, how much the state is paying, etc.
- The Board also asked how much the athletic program is supporting the University and they are waiting on a response.

**Committee Reports**

***Election Committee – Joe Wortham*** – The committee has not met this month, but they are preparing to have an election. The nominees are as follows:

EEO 10, One Vacancy – Tanya Ramsey, Finance

EEO 40, One Vacancy – Valerie Smith, Housing  
Amanda Dailey, Controller’s Office

EEO 50, One Vacancy – Michelle Ruppert, Counseling  
Nancy Tresch-Reneau, Psychology

ACCE Rep – Interim Incumbent, Carol Hurula, Academic Affairs

BOG Rep – Interim Incumbent, Miriah Young, Housing  
Jonathan Sutton, Finance

Election will be on Friday, September 7<sup>th</sup> at 6am through Monday, September 10<sup>th</sup> at 12 midnight.

***Legislative Committee*** – No report.

***Personnel/Finance Committee – Leonard Lovely*** – No report.

***Physical Environment Committee – Bill Lewis*** – No report.

***Staff Development Committee – Miriah Young*** – The committee had over 50 course requests for tuition waivers. They wound up giving out 87 campus hours and leaving 66 for spring. They gave out \$5000 in e-waivers in \$500 increments to each person awarded. \$2100 remains for spring, and Miriah stated she is also working with Dr. Kopp to try and get more allocation for e-waivers.

**Announcements:**

Nina reported that our Classified Emeritus Status per the Human Resources Policy states a Classified Staff Employee must have 20 years of service to qualify, whereas the faculty and non-classified staff are only required to have 5 years of service per the BOG Emeritus Status Policy. Staff Council would like to bring the Classified Emeritus Status in line with the faculty and non-classified policy. Lu Ann South made a motion that we revisit our policy and we submit a recommendation to make ours equal to faculty and non-classified regarding years of service required to attain Emeritus Status. Motion carried.

The City of Huntington has been trying to get the judge to rule on the Occupation Tax but there has been no change so far. City officials have also been approaching the local politicians and lobbying that they not let it sunset in 2013 if Home Rule ends. This may be something we will have to follow legislatively.

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