

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

February 21<sup>st</sup>, 2013, MSC 2E37 – John Spotts Room

**Members Present:** Chris Atkins, Nina Barrett, Tootie Carter, Amanda Dailey, Barry Dickerson, Toni Ferguson, Carol Hurula, Jennifer Jimison, William Lewis, Leonard Lovely, Donna Megquier, Jan Parker, Kelly Preston, Tanya Ramsey, Lu Ann South, Nancy Tresch-Reneau, Lisa Williamson, Joe Wortham, Miriah Young

**Members Absent:** Darlene Colegrove, Jack Ferrell, Terrence Olson

**Members Absent (Excused):** Lisa Maynard, Dwayne McCallister

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

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 she spoke to Vice Chancellor Mark Toor on a conference call and got an update on the status of the Classification and Compensation study by Fox Lawson. The process is moving forward and there has been a Marshall Classified Staff member, Glenna Racer, appointed as part of the advisory group.
- A new training has been announced for Understanding Social Media: The Dangers and Benefits which will be taught by Jody Perry.
- Supervisor training will be starting in April. There are no restrictions currently on who is eligible to attend supervisor training as there aren't capacity issues at this time and the information could be useful to current supervisors and anyone aspiring to be a supervisor.
- The Employee of the Month program has been under review due to the low volume of submissions and the selection committee is considering if the program should be changed in any way. Human Resources plans to send a publicity statement out to make sure employees are aware of the program. There are no minimum times an individual must be nominated for consideration, and nominees are kept on file for a year. The selection committee consists of Michelle Douglas, Tootie Carter, Rudy Pauley and Josh Dorsey.
- There will be Connections make up classes scheduled.

*When will we be getting quarterly leave balance information? – Leonard Lovely – Michelle stated that those are being sent to leave coordinators via email. Can those be copied to the employee as well? – Lu Ann South – Michelle responded that they could look into a system for that. Leave is currently one month behind because we have no system of keeping real time leave balances. Banner is capable of tracking real time leave in a self-service process, and Michelle stated she has a meeting scheduled with the Banner support team to look into this option. However, the leave coordinator for each area should be keeping a real-time leave*

balance and keeping their employees up to date. There was previously a Leave Coordinator Training and Michelle plans to have another soon.

*Lu Ann South stated that due to the intended reorganization of COLA and the transfer of CJ to the College of Science to merge with Integrated Science there are secretaries in the COLA department who are concerned about their jobs.* – Michelle responded by saying that she has been involved in the reorganization process from the beginning and it has been a well thought out process that primarily affects those at the administrative level. She stated the question was raised of how it would affect classified employees and support staff, and at this time she is unaware of any intentions to move employees. It may occur, but the administration is of the understanding that no one's job will change with regards to salary and core job duties. If it does occur, HR will be involved from the very beginning. Dr. Kopp added that at this time he has not approved any changes that would impact anyone's job.

There should be a Cultural Sensitivity training opportunity soon in anticipation of INTO coming in.

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

- There are currently spontaneous things happening with the reorganization process such as departments getting together and coming up with smart ways to combine aspects of different programs. There will be loose ends to tie up regarding the reorganization but the area of personnel is being treated sensitively and it is not their (the administration) intent to displace anyone. However, some positions that become vacant due to retirement will not be refilled.
- As a result of the Governor's State of the State Address there is a better idea of what his proposed budget is. However, his stated 7% across the board cuts translates to an 8.94% reduction. For Marshall's budget that equates to approximately a \$5.2 million and an additional \$1.2 million for the Medical School.
- A problem that was created by the HEPC was for the colleges and universities to take a larger budget reduction to backfill the financial aid provided by the state. As the budget stands right now we're backfilling \$11 million that goes to private institutions.
- Dr. Kopp stated that there could be some solutions to the large budget cuts if the Governor would drop his stance against raising taxes. One such example is to raise the 1% pop tax to 5%.
- At the State level Dr. Kopp said they are pushing some other things that will help the University but the biggest concern is the budget. They won't know what the final appropriation numbers are until well into April, and there will be a tight timeframe to get the budget approved by the Board of Governors, which will probably take place in June. In April they hope to take a series of proposed perimeters to the Board for how they will put the budget together based on some assumptions of what they think the appropriations will be.
- Dr. Kopp stated they are unsure what will become of the performance funding bill, but if it passes the money generated cannot be used for any recurring costs. Dr. Kopp stated that his opinion of how it should work if passed would be to only include the performance

of resident students, and that it should work by awarding funding based upon a threshold of desired standards rather than year over year improvements.

Dr. Kopp opened the floor to questions.

*Why are 1-year, 2-year and 3-year term faculty members not teaching 15 hours instead of 12 hours so they can serve on committees among other things?* – Lu Ann South – Dr. Kopp stated they are looking into that as well as looking a series of policy changes including lengthening probationary period to the norm at most public universities which is 6 years. They apply in their 6<sup>th</sup> year and are promoted their 7<sup>th</sup>. We have people applying for promotions in their 4<sup>th</sup> year after only being 3 years in rank. Then when applying for tenure the criteria are the same for promotion.

Dr. Kopp added that he feels the description of a faculty workload is unclear, such as what it means to have a “4 course load” because that term doesn’t describe how many students are being taught. Dr. Kopp believes faculty production should be identified in terms of Semester Credit Hours (SCH), which is the credit hour of the course times the number of students in the course. That number is then multiplied by the number of courses being taught. He also stated that the other perimeter that has to be looked at is how many SCH’s an instructor has at the beginning of a semester versus the end of the semester. Dr. Kopp stated we should start by monitoring our junior faculty and when the SCH production at the end of a term is better for one instructor than another for the same course then the instructor with the lower SCH should have to state how they will improve for the next year. This is something that should be looked at on a continuum.

*Lu Ann South pointed out that departments are still required to submit signed grade sheets to the Registrar for D/F repeats and it seems to be an unnecessary step that needs to be fixed. She also asked if there was some way of working MUBERT and Banner together to aid with the process.* – Dr. Kopp said he could look into fixing the issue.

### **Approval of Minutes**

December 12<sup>th</sup>, 2012 minutes were approved as written.

January 17<sup>th</sup>, 2013 minutes were approved as written.

### **ACCE – Carol Hurula**

ACCE Meeting 2/13/13

- Met in Lewisburg at the WVSOM.
- ACCE approved minutes from December and January.

- Vice Chancellor of HR Mark Toor presented and gave an update. He stated that he has gone through SB330 and recorded bullet points of tasks he feels are assigned to him and he came up with four pages of bullet points. He's taking baby steps to work on this and is aware of the challenges he faces and what his tasks are regarding SB 330.
- The day after the ACCE meeting Mr. Toor had a conference call planned with the CHROs and Chancellors to discuss Modern Think's final report. He stated he will let ACCE know when to expect the report based upon the phone call.
- Vice Chancellor stated he feels that SB 330 is an element of concern. Per SB 330 there is supposed to be a report to LOCEA every 6 months, but to date there hasn't been one. Mr. Toor is working on a report to send to LOCEA but he first has to review it with the Chancellor. He will have some progress to report with updates that have occurred and the progress with the Modern Think and Fox Lawson reports.
- There is a national search underway for the Director of Classification and Compensation.
- Vice Chancellor Toor stated that he's waiting to fill his second support position until he sees what his current staff is capable of and whether the position is even needed. ACCE Chair Amy Pitzer informed Mr. Toor that the title of Training and Development was chosen by ACCE but it could be named whatever he chooses.
- Vice Chancellor Toor stated he's looked at 18B-9A and restored the previous workgroup on Classification and Compensation. That group includes Glenna Racer from Marshall University along with another individual from HR, 2 ACCE members, and one member from the Advisory Council for Faculty. The group met with Fox Lawson the previous Monday. Carol reported that there is a CUPA administrative salary discipline, and Glenna is now looking at all of our non-classified positions as they relate to the CUPA administration salary by comparing job descriptions rather than titles.
- Fox Lawson has never provided a weekly report as requested but with the absence of VCHR no one was monitoring. They have paid \$60,000 YTD to Fox Lawson of the \$120,000 total.
- Vice Chancellor Toor asked if a couple of ACCE members would come and meet with the CHROs to look at any legislation agenda they would like to have in this session.
- ACCE attempted to navigate the legislative website during the meeting but it was down.
- ACCE had a conversation on possibly combining the Leadership Conference and the Retreat into one conference.
- Upcoming Meetings:
  - March 20<sup>th</sup> – ACCE at WV Higher Ed Tech Park
  - March 21<sup>st</sup> – Higher Ed Day at the Legislature

- March 27<sup>th</sup> – Classification Training in Flatwoods
- April 12<sup>th</sup> – ACCE at Capitol

### **BOG – Miriah Young**

Miriah confirmed what Dr. Kopp had already stated, that the Board has no intention of outsourcing or furloughing any employees.

Miriah reported that the Governor's budget bill that has the higher education institutions being cut by almost 9% exempts two schools: West Virginia State and West Virginia Tech, because they can't support themselves and have already been bailed out.

The last BOG meeting was an emergency meeting to approve the contractor for the Fine Arts Facility in the old Stone and Thomas building. Most administrators and faculty will get moved to offices in the new building.

Miriah stated that the Board of Governor's minutes are behind online but Cora is working to update it.

### **Committee Reports**

***Election Committee – Joe Wortham*** – Since it's an odd numbered year there will be a general election held for all 25 staff council seats in addition to the Chair, ACCE rep, and BOG rep. The election committee met and approved a timeline for the election schedule. Requests for nominations will be sent shortly after the 1<sup>st</sup> of March and will be open until the 28<sup>th</sup> of March. Elections will be held from 6am on Friday April 19<sup>th</sup> until Monday April 22<sup>nd</sup> at midnight.

***Legislative Committee – Chris Atkins*** – Chris stated that we won't be hearing anything about the bills yet, but the ones to keep an eye on will be the performance based funding and the budget. The budget will be in a separate session at the end, which will be quite a ways away.

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

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

***Staff Development Committee – Miriah Young*** – Miriah reported that she has discussed our need for more tuition waivers with Dr. Kopp and he's looking into why we are limited to 150 on-campus waivers, and he's given Miriah permission to discuss with the administration ways of finding more money for e-course waivers.

Several flower arrangements have been sent out over the last month.

**Announcements**

Nina stated that we will be keeping an eye on what's going on legislatively, and keeping Council updated. If anyone is interested in anti-bullying legislation she can forward the bill that has been introduced for it.

The Occupation Tax as resurfaced because Mayor Elect Steve Williams wouldn't sign a document stating that the City of Huntington would permanently drop the Occupation Tax in exchange for SHOUT dropping the legal fees from the responsibility of the City of Huntington. SHOUT has prepared a press release to make this knowledge public.

Miriah and Carol stated that they would like to revisit the Buddy List for distributing information so that Staff knows what Council is doing. They may send out a newsletter together before the proposed Council newsletter gets started.

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