

Marshall University Classified Staff Council Minutes

January 17th, 2013, MSC 2E37 – John Spotts Room

Members Present: Chris Atkins, Nina Barrett, Tootie Carter, Darlene Colegrove, Amanda Dailey, Barry Dickerson, Carol Hurula, Jennifer Jimison, William Lewis, Leonard Lovely, Lisa Maynard, Donna Megquier, Kelly Preston, Tanya Ramsey, Nancy Tresch-Reneau, Lisa Williamson, Joe Wortham, Miriah Young

Members Absent: Toni Ferguson, Jack Ferrell, Terrence Olson, Jan Parker, Lu Ann South

Members Absent (Excused): Dwayne McCallister

Guests: Dr. Kopp, Michelle Douglas, Debra Hart

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

Dr. Kopp – University President

- Dr. Kopp reported we closed out the \$15 million mini campaign for Bucks for Brains, which many people said would not be possible. Some have suggested that it's time to approach the legislature to have them reinvest in that fund.
- Dr. Kopp encouraged everyone to go on the Campus Master Plan site and check out the questions and provide input.
- The new Huntington Mayor Steve Williams has mentioned on several occasions that they will not be moving ahead with the 1% occupation tax that was proposed a few years ago that the Marshall staff, faculty and administration had fought to stop.
- Budget planning will be the top priority in the coming weeks and months. Dr. Kopp reported that they put together a proposal for Governor Tomblin to consider which offers an alternative to cutting our budget appropriations by 7.5% for each of the next two years, which would be around a \$11-12 million reduction. Some of our legislators are already supportive of this proposal, and Dr. Kopp is working to get a meeting with the Chief of Staff to present the proposal to him and hopefully get gubernatorial support as well.
- Dr. Kopp stated they will be announcing some reorganization within the University around the end of the month. There will be no layoffs, but since some individuals are looking to retire it's a good time to reorganize and attempt to reduce costs as they believe they could cut over \$500,000 from the budget.

Dr. Kopp opened the floor to questions.

Do we have a hiring freeze now? – Leonard Lovely – Dr. Kopp stated that it is not a hard freeze but is likely to become one. He stated that he tries not to do a hard freeze because when you have mission critical positions open up you want to fill them, but when you have positions that you can delay or postpone then you should under our current circumstances.

Dr. Kopp stated that down the road they will be looking at every opportunity to reduce expenditures.

Do you have any sort of timeline on when you will be able to get in with the Chief of Staff? – Miriah Young – Dr. Kopp replied that he is trying to get a meeting the following week.

The lighting is very poor after dark on 3rd Avenue between Harris Hall and Smith Hall where the construction for the Biotechnology Incubator is going on. The Marshall lampposts are out between those buildings, the streetlights are out with the exception of the stop light streetlight, and the parking lights have been removed. – Katie Counts – Dr. Kopp replied that he would look into the situation. He also stated they are looking to upgrade the lighting on 5th and 3rd Avenues with a newer generation light bulb that the Department of Highways has been testing which gives out much more light.

Ms. Michelle Douglas – Human Resources

- Michelle reported that a new Vice Chancellor for Human Resources has been hired whose name is Mark Toor. He should be a good choice to help move the HR directors forward towards meeting the goals and requirements of Senate Bill 330.
- Human Resources is getting ready to send out an HR training schedule for spring. Part of the new personal development training will be a session on social media such as Instagram, Twitter, Flickr and others.
- Since we're moving towards the beginning of INTO students coming in, Human Resources will be looking into Cultural Diversity Sensitivity Training with an emphasis on international students.

Michelle opened the floor to questions.

Miriah Young informed Michelle that while taking part in an INTO meeting she got the name of a person who helped create the diversity training for one of the other universities participating with the INTO program. The training was well received and Miriah said she would forward the contact information to Michelle. – Michelle said she would appreciate the individual's contact information and would love suggestions on areas of campus that need diversity training other than the admissions and registrar.

Debra Hart – Equity Programs

Debbie stated that they are busy managing their grievances and had nothing new to report at the time.

Approval of Minutes

November 15th, 2012 minutes were approved as written.

December 12th, 2012 minutes were tabled until the February meeting.

ACCE – Carol Hurula

Carol reported that ACCE met on January 9th at Kanawha Valley Community and Technical College.

- Mark Toor, the new Vice Chancellor of Human Resources, attended the ACCE meeting and stayed for the full day. He gave an introduction of himself and appeared to have already been reading up on SB 330, and previous Senate Bills 603 and 480. He was already familiar with most topics that pertained to legislation.
- ACCE informed Mr. Toor of studies from SB 603 that were done with Dennis Taylor and eight committees that had been established consisting of no more than six people each. Members were trained by World at Work and varied from classified, non-classified, ACCE, human resources employees and faculty. Several committees had completed work and had their work validated by a consultant. A website on the HEPC site allowed the progress of the committees to be viewed, and a 73 page report existed as well.
 - Mr. Toor has not seen any of the information from these committees and studies, and ACCE informed him that the administrator who followed Dennis Taylor took down the website and destroyed all documents associated with it. Mr. Toor asked ACCE to forward him any information they have on those studies and documents.
 - Mr. Toor also agreed to reinstate those work groups so that no one would need to be caught up on the information.
 - ACCE Chair Amy Pitzer recommended a place on the website for critical updates, which Mr. Toor will look into.
- ACCE formed subcommittees in December and at the January meeting each of those committees formed a statement of their intent. Carol is on the Legislative Committee and the Benefits Committee.
 - The Legislative Committee will be forwarding a PowerPoint that was developed several years back to train Staff Council members on the legislative agenda, what to discuss with delegates and how to become a more active participant in the legislature via your delegate. Carol stated that she would forward this PowerPoint to Staff Council once she receives it. ACCE will also provide information on how to track certain bills so that bills pertaining to Higher Ed can be more easily identified and tracked.
 - The Benefit Committee will be comparing benefits between institutions such as tuition waivers, release time for staff, amount of annual leave an employee can accrue, and continuing education benefits/training. They will be watching for changes to PEIA and other changes that affect staff on the whole.
 - The Student/Employee Enrichment Committee will review and monitor employee practices.
 - The Communication & Presentation Committee is working on a new ACCE website which should be ready for review by ACCE members in March and at the Leadership Conference Retreat in June.

- The Special Events Committee is planning the Leadership Conference which will be at Lakeview in Morgantown on June 5th-7th and the ACCE Retreat to be held at Pipestem on July 15th-17th.
- ACCE finished editing the Emergency Rule so that comments would be ready to submit during the 30 day period.
- The timeline for getting the Emergency Rule approved and submitted for this legislative session will be very close. The HEPC presented the Emergency Rule (Series 53) to LOCEA for approval while also filing it with the Secretary of State's Office at the same time. It was listed on the State's web page as effective before LOCEA approved it. LOCEA denied the Emergency Rule and submitted a list of changes that were required. The HEPC and CCTCE must now revise and approve the Emergency Rule at their meetings on January 31st and February 1st in order to present it again to LOCEA in February. Once approved by LOCEA, there will be a 30-day window for comments to occur prior to being able to submit to the legislature before the end of the session on April 13th.
- Mr. Toor has not advertised his two support positions at this point as he's waiting to see exactly what he needs in those positions and how he wants to title them. ACCE provided the background on how these positions came to be.
- ACCE suggested to Mr. Toor that rather than pay large sums to outside consultants for research we should use the talent and resources we already have such as the CHROs and ACCE.
- Additional items that ACCE wants to see reviews taking place of: RIF, outsourcing, HRIS, Grant employee bumping rights, internal preference to hire for non-exempt positions. If Mr. Toor reinstates the prior committees as he mentioned then these agendas should take place as they were already being worked on.
- The Job Classification Committee is complete and approvals have been sent out.
- The Compensation Planning and Review Committee was not approved as it had too many members (14) and was weighted unfairly.

Has there been a new pay scale come out yet? – Leonard Lovely – No, they're doing the Market Compensation Study with Fox Lawson currently.

BOG – Miriah Young

- Information is being collected for the 10 year master plan. The website has all of the members and information that has been collected so far as well as a virtual town hall where feedback is encouraged and questions will change at the beginning of February, March and possibly April. Smith Group will be back on campus in January and March, and will present the plan in April to the Board of Governors. They are encouraging everyone to visit the website to give feedback.
- Capital Projects
 - Bids for sky box and stadium have come in and are over the expected budget. However, it is going to be funded through the Big Green and the funds from the boxes that are already sold will cover the cost over 8 years instead of 5 years.

- Demolition of East Hall will be completed around the end of January and bid openings for the renovation opened on December 18th but they haven't been seen yet.
- State appropriations are going down and budgeting has already begun. The Board of Governors will see a draft budget at the April meeting since the State budget will not be out until later than that and they will see a final budget in the June meeting.
- The next INTO trip will be February 4th-5th.
- Degreeworks is up and running and going well.
- The LCME had a formal visit and they are pleased with the progress and the full visit will be in June 2013.
- Bucks for Brains closed out the 15 million dollar match project and there are talks in the legislature about doing a second round.
- The IT Acceptable Use Policy was approved. If any legal action is taken this policy will be used and is covering all entities on campus. Also, if students interfere with signals in any way there is a penalty. Our services restrict peer to peer downloading to try and keep students from illegal downloading.
- There will be new audit plans from the University in February or April.
- Recruitment is currently slightly up from last year.
- Marshall has started doing "preview days" where students who are admitted but haven't paid their enrollment deposit because they haven't made a final decision come to visit the campus.
- Opening of the new Soccer Field went well.
- The Board approved a contractor for the Fine Arts Facility, which will be covered by additional private funds where the bid went over the expected budget.

Committee Reports

Election Committee – Joe Wortham – The election committee did not meet but plans to meet at the end of January to set up the timeline and schedule for the spring 2013 general election. Those elected in the general election will serve from July 1st 2013 to June 30th, 2015.

Current vacancies on Staff Council will not be filled by special elections since the general election will require so much involvement.

Legislative Committee – Chris Atkins – Haven't met yet, and are waiting to see what the bills show. Chris stated that additional members to the Legislative committee, whether members of Staff Council or other classified staff members, are welcome.

Personnel/Finance Committee – Leonard Lovely – No report.

Physical Environment Committee – Bill Lewis – No report.

Staff Development Committee – Miriah Young – Several flower arrangements have been sent lately.

The Veterans Home, Madison Park Nursing Home, and Wayne Nursing and Rehabilitation were all very appreciative of the donations made to their facilities on behalf of Marshall University for the 2012 Holiday Project.

Announcements

Nina stated that if any members have an idea of potential guests we could invite to a Council meeting they should let her know.

Katie Counts, Staff Council Program Assistant, announced that the Staff Council Office is working towards periodically putting out a newsletter email to classified staff regarding recent activity and decisions going on with Staff Council.

Leonard Lovely announced that Staff Council should have someone be a liaison between Council, Student Government and Faculty Senate.

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