

## Marshall University Classified Staff Council Minutes

July 19<sup>th</sup>, 2012, MSC 2E37 – John Spotts Room

**Members Present:** Chris Atkins, Nina Barrett, Tootie Carter, Darlene Colegrove, Barry Dickerson, Jennifer Jimison, William Lewis, Leonard Lovely, Lisa Maynard, Jan Parker, Joe Wortham, Miriah Young

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

**Members Absent (Excused):** Bernice Bullock, Toni Ferguson, Carol Hurula, Dwayne McCallister, Donna Megquier, Kelly Preston, Lu Ann South, Lisa Williamson

**Guests:** Michelle Douglas, Debra Hart

The meeting was called to order by Chair Nina L. Barrett.

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

- Connections Training is ongoing; the first round of training has begun and is going well. Employees will be notified in the coming weeks of what their training schedule will be. It is designed to take place over a three week period to allow time for reviewing the handbook.
- Marshall University has purchased People Admin which will help in the processing of PARs, performance evaluations, hiring, background checks, and other personnel tasks. Implementation will begin in October 2012 and the program will go live in 2013.

Michelle opened the floor to questions.

*There is some concern and confusion over whether we should have been open on July 2<sup>nd</sup> when there was a widespread power outage across the state and the Governor issued a State of Emergency and said that people should not be on the roads. – Leonard Lovely – Michelle stated that while there are indeed state policies, there are also exceptions for institutions of higher education. She presented a copy of an HEPC policy that speaks to the President's power to make a decision for an institution in an emergency situation. Michelle reported that they have contacted the HEPC for direction on how Marshall observed that day, but right now they are standing by how they observed it due to the policy presented. Leonard stated that the Personnel Committee would be following up on this matter.*

*Will faculty be doing Connections as well? – Chris Atkins – Yes, they are not exempt.*

### **Ms. Debra Hart – Equity Programs**

The Title IX Sexual Misconduct Policy will be up and available for review in late August after it has been approved by the Board of Governors. This is federal policy regarding students and what they should do if they are sexually assaulted on campus.

### **Officer Elections**

- Nina opened the floor to nominations for the position of 1<sup>st</sup> Vice Chair. Leonard Lovely nominated Joe Wortham and he accepted the nomination. Miriah Young nominated Carol

Hurula, who was not present but had previously expressed a desire to run. Nominations were closed by call of the Chair. A paper ballot vote was taken by those Council members present and the results were counted by Lisa Maynard and Katie Counts. Nina Barrett verified the count. Carol Hurula was elected to 1<sup>st</sup> Vice Chair.

- Nina opened the floor to nominations for the position of 2<sup>nd</sup> Vice Chair. Joe Wortham nominated Miriah Young and Miriah accepted the nomination. No more nominations were made so a motion to close was made. Motion passed.

### **Approval of Minutes**

June 21<sup>st</sup>, 2012 minutes were tabled until the August meeting.

### **Committee Reports**

***Election Committee – Joe Wortham*** – There is an upcoming special election that will take place September 7<sup>th</sup> – September 10<sup>th</sup>. Five vacant positions will be elected: Institutional Board of Governors Representative, ACCE Representative, and 3 Council seats – one in EEO 10, one in EEO 40, and one in EEO 50. Those elected will serve until the end of the current term on June 30<sup>th</sup>, 2013. Nominations are open until Thursday, August 2<sup>nd</sup> at 4:30pm.

***Legislative Committee*** – Chris Atkins was named the new Legislative Committee Chair.

***Personnel/Finance Committee – Leonard Lovely*** – Did not meet. The committee will be following up with the question posed to Michelle regarding the July 2<sup>nd</sup> day of work.

***Physical Environment Committee – Bill Lewis*** – Did not meet.

***Staff Development Committee – Miriah Young*** – Tuition waiver applications are currently being taken until August 1<sup>st</sup>. Soon after the deadline the committee will meet to award waivers. Also, Miriah has a meeting set up with Dr. Kopp and will be requesting more waivers for both e-courses and on-campus courses.

### **Announcements:**

Nina has been working to ascertain the exact wording of the Faculty Senate Recommendation for the parking behind Commerce Avenue in order to determine if a recommendation of our own would be necessary.

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