

Marshall University Classified Staff Council Minutes

July 21st, 2011, Drinko Library Room 402

Members Present: Nina Barrett, Johnny Bradley, Bernice Bullock, Virgil Crockett, Barry Dickerson, Mike Dunn, Toni Ferguson, William Lewis, Lisa Maynard, Dwayne McCallister, Okey Napier, Jan Parker, Kris Standifur, Lisa Williamson, Joe Wortham, Miriah Young

Members Absent: Tootie Carter, Maura Conway, Betty Cook, Jack Ferrell, Carol Hurula, Jennifer Jimison, Leonard Lovely, Kelly Preston

Guests: Dr. Kopp, Matt Turner, Michelle Douglas, Debra Hart

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

Dr. Stephen Kopp – University President

Dr. Kopp mentioned that the campus is looking great, and the landscaping projects around campus are going well.

Orientation sessions in both June and July have been packed. There's not a good idea yet on the number of new students for fall but they're thinking that we should be at least where we were last year as far as Freshmen student numbers go, if not a little higher. This is the first year we've used the \$100 enrollment fee which is paid to hold their place in classes, and is applied toward their fall enrollment charges.

Dr. Kopp reported that they are still working to finalize an agreement to retain the services of an international recruiting firm that will help us recruit more international students to campus. We're down to two potential companies. They'd like to at least quadruple the number of international students on campus over the next 5-7 years. If we reach that goal it would mean somewhere between 1600-2000 international students.

There are many renovation projects going on around campus this summer. The goal is to try and get all of the windows replaced in Smith Hall this summer. New roofs have gone on Drinko, the Playhouse, and work was finished on Gullickson and Henderson. Work on the Science Building is underway. The last project of the major renovation projects is the Medical Education Building out at the VA, which has a goal to be finished by this time next summer.

Dr. Kopp stated that they expect to go to market on the Bonds at the end of October, unless the debt ceiling isn't raised in time in Washington. If it's not raised, there's no telling what the financial markets are going to be like and what the repercussions will be.

Dr. Kopp said he's been very active over the summer with major gift fundraising. He said they've set a goal to raise \$20 million for the athletic projects by the end of summer, with an additional \$20 million needing to be raised for other facilities. The Bonds will be a \$50 million Bond Issue and the projects on that list include a blend of academic and athletic facilities and a new parking facility. When we break ground on the Biotechnology Incubator and Applied Engineering Complex on 3rd Avenue we will take 270 parking spaces, which we will have to replace. The plan is to put the new parking structure next to the Joan C. Edwards Playhouse on a current parking lot. That project has to be completed by the end of next summer in order to break ground in a timely manner on the new building.

WOW Week starts the 17th of August.

The 4th & 5th of August the HEPC will meet on campus in the Foundation Building.

The next Board of Governor's meeting is August 9th. There are four new Board members: Phyllis Arnold, David Haden, Marty Amerikaner as faculty representative, and Ray Harrell Jr. as student representative.

Dr. Kopp then opened the floor to questions:

What's the status of the Parking Garage project; is it going to happen? Once we get clearance to proceed from the Design Billboard company that is doing the project we have to decide if we want to pay as we go while the garage is being built, or pay once it's complete. It will be a 3-4 month construction project, which means we will need to start it in May if we want it complete by August.

Bernice Bullock made a proposal to Dr. Kopp that he do what is necessary to try and prevent any increase in parking permit fees for the staff being forced to go from a surface lot to a parking garage, which is historically more expensive to acquire a pass for. Dr. Kopp stated he will look into it.

Is the parking garage being built to replace the exact number of surface lot spaces we're losing, or will it go beyond that 270? Dr. Kopp said it will go slightly above but he didn't have the exact number of spaces at the time. Right now we're looking at a 4-level structure which is about a \$6.5-7 million project. Depending on how the bids come in we may possibly have another layer.

Dr. Kopp mentioned that as the gas prices keep rising students who live on campus would be well advised not to have cars here because of the other ways to get around campus and the community without a personal vehicle. As such, they are implementing a new program called a We Car. The idea behind the project is to have Enterprise rental cars on Marshall property that can be unlocked with the wave of a card that has a metal strip with the student's information encoded. The keys will be inside the car, and the student can take the car for personal use and will be charged by the hour while using it. There will be two of these cars made available for students use on the Public Safety lot. Students will not have to pay for gas as the cars will be refueled, and it should be cheaper than renting a car.

Ms. Michelle Douglas – Human Resources

Michelle reported that there is going to be some new training opportunities available to Faculty and Staff in the form of a program called Lynda. It is a program that you can access from your desktop and gain training on everything from instructions on using an iPad to Outlook and all kinds of other topics. A formal announcement will be distributed by Human Resources in an email that will give the link and directions for accessing the program, and in September they will have a Lynda Open House sponsored by HR as they open their new training facility on the 3rd floor of Old Main. Michelle believes this will be a useful program for professional development, especially as you can print certificates of completion upon taking a training course with the program. Lynda has only been purchased for use by the University for a one-year period, and Dr. Fox will evaluate whether we're getting enough usage to make it worth keeping beyond that time.

Have there been any payroll problems with the raises going into effect? Nothing that Michelle has heard about. The only potential problem that may impact some people is whether their raise will put

them in a higher bracket for their benefits, which would increase their benefits cost. People should be prepared for that if it impacts them that way.

Can someone refuse a pay raise if they lost money due to tax purposes? That would have to be dealt with on a case-by-case basis. Michelle did mention that she has had to write a letter to LINK on behalf of an employee stating that the individual could not refuse their pay increase even though it was going to affect them detrimentally by taking them above the range to receive LINK. She stated that she does not care to do something like that for employees having problems with social services due to pay increases they cannot decline.

Michelle noted that anyone who was administratively sent home due to a power outage in their building should not charge that time to annual leave. This will not always be the case, and going forward it will be dealt with on a case-by-case basis. Also, anyone who chose to stay anyway should not expect to receive any sort of additional pay or leave.

Ms. Debra Hart – Equity Programs

The University has been recently appointed a Title IX Coordinator, and we will address student issues with regards to sexual harassment, sexual violence, and everything that Title VII does for our Staff and Faculty will now be done for students. More information on this will be presented at the August meeting.

Approval of Minutes

June Minutes approved with one editorial change.

ACCE – Mike Dunn

ACCE met for a retreat the previous week at North Bend State Park. There is a chapter of the best practices manual being adopted by all Chief Human Resource Officers (CHROs) that will be a guide for all HR issues. ACCE has been commenting on the chapter and this time they went over performance management, conflict resolution, training and development, leave and probationary periods. After the manual is all set to be released it will not be a “policy manual” but rather a manual that collects policies that are in effect now and comments on how they should be used.

ACCE had a session on Navigating State Code and Institution State Rules by Amy Pitzer and Ken Harbaugh which was very informative. If you were to go to the legislative web page you can find information about state code, and anything referencing section 18b is talking about Higher Ed. That’s what mostly all of our rules and laws are written from. The HEPC webpage also has all the rules listed.

ACCE also started reviewing what they call “black hole” items from Shenita Brokenburr, the new Vice Chancellor of Human Resources at the State level. They’re reviewing some of the items previously addressed but never finished. One of which that they’re looking at is Classification and Revised PIQ, and hopefully it will result in a shorter PIQ than what we’re dealing with.

In 2008 there was a market study review on what we should be making, which was never released and the data is now too old. There is going to be a new study done that will also include non-classified employees because Senate Bill 330 states that we will work towards funding classified, non-classified and faculty employees within 5% of each of their respective markets. This would mean that if faculty is funded at 90% of their market, and non-classified is funded at 89% of their market then classified staff must be funded at no less than 85% of the classified market.

SB 330 also says that non-classified amounts on a campus should be 20% in four years, and in 2 years it has to be at 25%. Marshall isn’t that bad right now, possibly sitting at 25% already. The rationale for this is because institutions have been known to take classified employees and make them non-classified in order to pay them more money, while not putting any money into the classified staff to bring them up some also. This will all be part of the Market Compensation Study.

Mike reported that there are people who want the new salary schedule to be based on more than just years of service. Years of service could be one of the main parts to it, but they’re looking to have other components involved such as schooling, degree specificity, and performance management. Performance management wouldn’t mean it would be just merit based, but rather it could mean that you may not get a raise in a given year if you’re not performing up to par.

Regarding Reduction in Force (RIF) and outsourcing ACCE recommends that they throw out the policy that lawyer at the HEPC had written for it and restart it. The reason for this is because the way it was written stated that if a senior employee was forced to change jobs they had to go to the job that had the lowest amount of seniority that they met the minimum qualifications for, which doesn’t give much reward for your seniority. Mike stated they are working hard to get the RIF and Outsourcing Committee up and running.

Mike reported that HR surveys are taking place where an outside auditor is coming in to audit the Human Resource offices.

ACCE is coming to Huntington November 18th.

The Chancellor of the WV Higher Education Policy Commission (HEPC), Brian Noland, met with ACCE on Tuesday of their retreat. Mike stated he’s working very hard with them on a Unity Agenda for Higher Education.

Shenita Brokenburr also attended the retreat and went over the “black hole” items previously mentioned. Mike said he will ask Shenita if she will attend one of our Staff Council meetings in the coming month.

Officer Elections

- Nina opened the floor to nominations for the position of 1st Vice Chair. Jan Parker nominated Carol Hurula. No more nominations were made so a motion to close was made. Motion passed.
- Nina opened the floor to nominations for the position of 2nd 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.

Committee Appointments

Nina appointed committee members as follows:

Legislative Affairs

Mike Dunn – Chair

Okey Napier

Betty Cook

Kelly Preston

Personnel/Finance

Leonard Lovely – Chair

Okey Napier

Barry Dickerson

Tootie Carter

Staff Development/Service

Miriah Young – Chair

Carol Hurula

Jennifer Jimison

Lisa Maynard

Maura Conway

Physical Environment

Bill Lewis – Chair

Virgil Crockett

Lisa Williamson

Kris Standifur

Johnny Bradley

Elections/Communications

Joe Wortham – Chair

Bernice Bullock

Toni Ferguson

Jan Parker
Dwayne McCallister

Announcements:

Mike suggested that we do a recommendation to be brought forth at the next meeting stating we recommend that we take the extra holiday, created by the October 4' 2011 election day, on Wednesday, November 23, 2011.

The SHOUT group that is filing the lawsuit to stop the Huntington 1% Occupation Tax is still working hard to fight this battle, but is in need of help with funding.

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