

Marshall University Classified Staff Council Minutes

November 15th, 2012, MSC 2E37 – John Spotts Room

Members Present: Nina Barrett, Tootie Carter, Amanda Dailey, Barry Dickerson, Carol Hurula, Jennifer Jimison, William Lewis, Leonard Lovely, Lisa Maynard, Donna Megquier, Terrence Olson, Jan Parker, Tanya Ramsey, Lu Ann South, Lisa Williamson, Joe Wortham, Miriah Young

Members Absent: Chris Atkins, Darlene Colegrove, Toni Ferguson, Dwayne McCallister, Kelly Preston, Nancy Tresch-Reneau, Jack Ferrell

Members Absent (Excused):

Guests: Dr. Kopp, Michelle Douglas, Ray Harrell, Amy Saunders, EJ Hassan

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 is moving forward with People Admin. The first step of implementation will take place on December 11th.
- Michelle reported they are finishing up with the campus wide Connections training. After December it will be a permanent training offered on the HR training schedule, and part of onboarding training when individuals are hired as well.
- Training is ongoing. Human Resources is currently working on their training schedule for Spring, and among the usual training there will also be scrapbooking, personal finances, and other trainings beyond normal Banner training. There will be a Disability Etiquette workshop on December 4th from 1pm-3pm. The first person presenting will be speaking about interacting with people with disabilities and the appropriate language and mannerisms to use, especially so as not to offend. The second presenter will be from Marshall's Autism Training Center and speaking on the Autism Spectrum.
- There was recently a Diabetes Awareness Workshop, in which individuals from the School of Medicine did glucose testing and there were opportunities to get free meters.
- Michelle stated she recently had a meeting with representatives from Marshall Health and the School of Medicine and we will be working with them to bring services here to our employees.
- Academic Affairs has given a definite statement on the holiday schedule for employees who were affected by the late academic calendar this semester. Anyone who has volunteered to stay will be appropriately compensated for their time, and Michelle needs to know who will be staying so they may get that compensation.
- Michelle gave a verbal Save the Date that Human Resources will be having an Open House on December 12th with hot chocolate and cookies.
- Michelle said she wants to push the Employee of the Month Program because they are struggling to get nominations. *Leonard Lovely asked who decides who is awarded Employee of the Month* – Michelle said they have a committee comprised of her, Tootie Carter, Rudy Pauley and Josh Dorsey.

- Michelle announced that Human Resources has a Facebook page and will be posting some things to it. She said to give any suggestions to her about things we would like to see on the page.

Michelle opened the floor to questions:

Have you gotten any feedback regarding how Connections has gone? – Nina Barrett – Michelle stated that as the groups have gone through it, trainers have given feedback to her which she is working on compiling. Also, there will be a survey that goes out to ask individuals how their training went. Michelle is looking forward to getting input on two different types of feedback: feedback regarding institutional issues, and feedback regarding how the training itself went. She will be presenting the training about the institutional feedback to Dr. Kopp.

Will there be certificates of completion for going through the Connections Training? – Leonard Lovely – Yes, they will come out after the first of the year.

Will Faculty be trained with Connections? – Leonard Lovely – Yes, in the spring.

Are student workers supposed to be Connections trained as well? – Yes, it's just harder to coordinate with student workers.

Lu Ann South made the recommendation that since so much discussion came out of some Connections groups there should be a follow-up in a year's time as to what has happened since then. – Michelle acknowledged that was a good idea, and added that some of the issues they were hearing as feedback from the training included the same stories from members of the same departments or areas.

The handbook online has an updated date of February 2012 but no one has seen what the revisions were. – Leonard Lovely – Michelle stated that it has not been revised and that date may have been what the goal had been to have it revised by, but the document has not been revised yet.

Is there any word about whether or not we will work regular hours on the Wednesday before Thanksgiving? – Nina Barrett – Michelle said she had no information on that, and they hadn't heard anything from the Governor.

Ray Harrell – Student Body President

Mr. Harrell introduced himself and the other guests with him: Amy Saunders from Student Health and EJ Hassan from the Student Senate.

- Ray stated that Dr. Kopp had asked him to look into the issue of tobacco use on campus. Student surveys have indicated that students, faculty and staff are in favor of a smoke free campus. A committee was formed that consists of Mr. Harrell, Amy Saunders, Matt Turner, John Yaun and Steve Hensley. The committee came up with a draft for the Tobacco-free Policy (page 9) which the Student Senate has already passed a resolution in favor of.

- Amy Saunders said that Student Health started looking into the issue of tobacco use on campus 6-7 years ago, and started to gather information from students. She passed out an information sheet about tobacco bans and survey results from Marshall Students, Faculty and Staff from 2010-2012. This sheet can be found on page 10.
- Amy pointed out that tobacco companies really target young adults and our student health population is very heavily targeted so this can really be a health issue for our students. Passing of a tobacco ban on campus has been known to increase quit attempts, decrease use, and staff members have been known to say a ban would help them not want to smoke and ultimately quit. More arguments for and against tobacco bans can be found on page 11 along with rebuttals for arguments against the ban.

Amy opened the floor to questions:

Where do you propose smokers go to smoke? – Bill Lewis – Off campus. Bill pointed out that employees who go off campus to smoke will be gone for longer periods of time. – That will be up to the supervisors to handle keeping employees in line with their allotted break times, and should be handled just the same as any other disciplinary problem if not followed.

Do you have any models to look at of how some of these other 800+ colleges and universities have implemented and enforced this? – Terry Olson – Yes, UK has a great website devoted to his for example. Other things we could do are bring in Student Conduct since it would be breaking our code with students and use HR to help with enforcement since they have to enforce other things as well.

Have you spoken to anyone with the School of Medicine or Cabell Huntington Hospital about this since today is their official day of being a smoke free campus? – Lisa Maynard – Yes, Amy said she sits on a board with the Cabell Huntington Health Department and Cabell is there also, and they've talked about it being an issue to enforce having designated smoking areas, and that a total ban would be easier.

Leonard Lovely made a Call to Question.

Chair Nina Barrett asked for a Motion on the proposed Smoking Ban. It was moved and seconded to accept the smoking ban, and the motion carried with a majority vote.

Dr. Kopp – University President

- Dr. Kopp reported that he had just come from a familiarization tour with INTO partners. He stated that the previous evening they had hosted the guests at the Governor's mansion and the Culture and History Museum. Today they are going from one presentation to another about the University, and the following day would be taking a trip to the New River Gorge and get familiarized with some of West Virginia and our people in addition to the University. Saturday there will be more presentations and they will get to attend a football game.

- Dr. Kopp reported that the bids are in for the Soccer Complex and they are almost ready to issue a letter of intent to take the lowest bidder. Groundbreaking is the November 16th and will be by the football stadium.
- One of the projects Dr. Kopp said they are still contemplating is the high tech academic facility, which is the last capital construction project on their list. They are looking at the project from the perspective of whether or not the INTO partnership will cause a need for more residence hall space. Marshall has a consultant from the Fresh Eyes contract with Capstone who will help determine how many beds would be necessary to put in a residence hall on top of an academic facility in order to cash flow the bond payments on the facility. Laidley and the location of the old Alumni Center are both possible locations for this potential new building.
- Dr. Kopp reported they are in the process of developing a website that will invite people to share their input and feedback for the 10 year master plan.
- Dr. Kopp mentioned that two other areas of residence hall discussions going on are what to do with Holderby Hall and the East and West Towers. Holderby Hall has no air conditioning and the estimated costs for retrofitting air conditioning and to do the deferred maintenance is in the neighborhood of 11-12 million dollars, so they are looking at that information versus building a brand new building. Regarding Towers, Dr. Kopp said that as we have to look at the preferred accommodations of students today and tomorrow versus the students from 40 years ago they are looking at retrofitting both Towers with private bathrooms.
- Hodges Hall will come down next summer and will remain green space. There are too many interconnecting fibers under Hodges to be able to use it as a building site.

Have there been any discussions with City National about their mini bank on 5th across from Holderby and whether they would be willing to cut it loose? – Terry Olson – Dr. Kopp said they have not talked about it. Not that they wouldn't be interested, but due to the price tag.

Approval of Minutes

October 18th minutes were approved as written.

ACCE – Carol Hurula

- Carol reported that ACCE had met the day before at Southern CTC.
- Lady Tomblin was there and said she's also looking at a 7.5% budget cut next year for Southern, which she said would cost around \$800,000. They have a cap of 5% on how much tuition they can increase. Lady Tomblin said if they made that increase it would bring in about \$300,000, leaving a huge difference in their budget cut and tuition increase.
- Laura Nauman of the HEPC has resigned.
- Carol reported that she has heard that the HEPC is close to making an offer for the position of Vice Chancellor of Human Resources and that person would probably start in spring. Also, in SB 330 it was stated that the Vice Chancellor of HR would have one generalist position, and the Chancellor has agreed to appoint two. One will be a

specialist in classification and compensation, and the other would be a specialist in training and development. The Chancellor wants to wait until the Vice Chancellor of HR is hired to let that person help choose their generalists.

- The Vice Chancellor of HR will have an Office Administrator who is already at the HEPC, Vickie Hairston.
- The Chancellor has set a minimum and maximum salary for the position of Vice Chancellor of HR, and the maximum is close to what the Vice Chancellor of Administration salary is.
- The Emergency Rule Draft has been sent to the Chancellor. ACCE will have the opportunity to see the draft again before it is presented to LOCEA, and Carol said she would distribute it to Staff Council for review as well.
- During the ACCE meeting they broke up into subcommittees to meet and come up with an agenda and speaking points on what to bring up to legislative members.
- Carol reported that the rest of the ACCE meeting was devoted to the slide presentation that ACCE will make to LOCEA, HEPC and the CCTCE in December.
- ACCE Chair Amy Pitzer sent a list of the nominees to be on the JCC, Job Compensation/Classification Committee.
- Fox Lawson and Modernthink should have their reports in December.

BOG – Miriah Young

During the October 30th, 2012 Marshall Board of Governor's Meeting the Board did and/or reported the following:

- Received and accepted the audited financial report for fiscal 2011-12. The external auditor was quite complimentary to Marshall's financial management team for the quality of the institution's internal controls and budgeting process.
- Approved a new record retention policy (Policy GA-14) to bring University policy in line with current standards of practice. The new policy is being phased in. No comments were received regarding the proposed revision to the policy during the public comment period. As this is implemented the Department would need to pay if any extra help was required to scan and sort your documents. This is being phased in very slowly with finance starting the process.
- Received and accepted the investment earnings report for the 3 month period ending 9/30/12.
- Approved a project to add 4 large suites and 2 bathrooms on the "Sky Deck" level of the stadium. The project will also complete several projects that are currently included in needed "deferred maintenance" for the facility, including repairing current elevators in the stadium and adding a 3rd elevator. The project is being completely paid for by the Athletic Department through the Big Green, a loan through the Big Green, and a loan from the University to Athletics which is being paid back over 5 year from the revenue of the boxes (which are already rented) and the fee that is already on the tickets that are

sold. Since the deferred maintenance will be taken care of through this projects funding, we can take it off of the University's deferred maintenance budget.

- The cash survey that is being done by units that take money is going well.
- The Marshall Maniacs pledged \$25,000 to athletics through the Vision Campaign at the Tolsia game.
- All reserved seats have been sold for the Basketball season
- Approved new academic degree programs:
 - a. Bachelor of Science degree in Digital Forensics and Information Assurance
 - b. Bachelor of Science degree in Biomechanics
 - c. Bachelor of Business Administration in Risk Management and Insurance
- Approved Mr. Jefferson Jarrell to the Advisory Board for the Marshall University Autism Training Center.
- November 16th will be the groundbreaking for the new soccer stadium. We have approved for Mike Hamrick to identify a donor at this function for the field to be named after. Not the building, but the actual field itself.
- The Smith group was approved to begin work on the Campus Master Plan after winning the bid process. There will be a portal created for staff, as well as the rest of the Marshall community to give their input on the way the University is going.
- The groundbreaking of the engineering complex went well, even inside.
- The budget for next year still looks bleak, and they are still considering the "pay for play" option for higher ed in the legislature. This would take the same pot of money and split it based on enrollment and graduation numbers, among other items in a formula that they come up with. There is already a draft of this in legislation. This is an open process through the second week in December and the Board is trying to get our voice heard on this for Marshall.
- We are currently down in freshmen compared to last year, but up for retained students. The decrease in freshmen may be coming from the drop in graduation rates that the nation is expecting to see over the next 3 years.
- A faculty compensation committee has been formed.
- The INTO Familiarization trip began on November 14th and will continue until November 18th, with recruiters from more than 60 countries being here to see what Marshall and WV is like so that they can recruit students to attend here from around the world.
- School of Medicine:
 - a. Planning is ongoing for an upcoming "informal" on-campus visit by the LCME concerning the issues of concern for reaccreditation; a formal visit will be scheduled sometime after the informal visit.
 - b. Announced a significant increase in donations received to support scholarships and other projects.
 - c. The new Vice Dean for Research (Dr. Abraham) begins work on Nov. 1.
 - d. As of Nov. 1, the SOM will be a totally smoke free campus.
- The Yeager Program is celebrating its 25th year.

- Two on campus site visits occurred recently: the College of Education had its NCATE site visit and the School of Pharmacy had a focused site visit from Higher Learning omission. Initial feedback was positive for both visits.
- The new rule on the Information Technology Acceptable Use Policy is out for everyone's review until 8:30am on December 3rd. This can be found at [http://www.marshall.edu/president/board/Policies/Drafts/MUBOG%20IT-1%20IT%20Acceptable%20Use%20Policy%20with%20revisions_7%202%2012%20\(2\).pdf](http://www.marshall.edu/president/board/Policies/Drafts/MUBOG%20IT-1%20IT%20Acceptable%20Use%20Policy%20with%20revisions_7%202%2012%20(2).pdf). The old policy is on the Board's website at <http://www.marshall.edu/president/board/Policies.html>.
- We have had a financial consultant review the overall "financial health" of the University and we will be having a seminar on this at the Board retreat on November 30 and December 1.

Committee Reports

Election Committee – Joe Wortham – There is one vacancy on Staff Council in the EEO 50 group. There may be an election held sometime after January 1st to fill this position.

In April of this year there will be a full general election held to fill all seats on Council, Council Chair, ACCE Rep, and BOG Rep.

Legislative Committee – Chris Atkins – No report.

Personnel/Finance Committee – Leonard Lovely – Leonard mentioned that he previously emailed the Parking office requesting more information about the current parking situation but he has yet to receive a reply.

Council decided that Jim Terry would be invited to an upcoming Council meeting.

Physical Environment Committee – Bill Lewis – No report.

Staff Development Committee – Miriah Young – Tuition Waivers are due on Monday, December 3rd.

Two nursing homes have been contacted to have as the recipients of our Holiday Project donations. A flier will go out the following week and donations will be due December 10th so that they can be sorted and distributed.

Announcements

Nina announced that she asked Katie to compose an acronym list for all of the terms that members throw around.

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

Tobacco-free Policy Draft

Marshall University is a tobacco-free campus. The use of any tobacco products is prohibited on any university property. Property includes buildings, university grounds, parking areas, walkways, recreational and sporting facilities, university-owned vehicles, privately owned vehicles parked on university parking areas, and university-owned space that is rented or leased. Prohibited tobacco products include, but are not limited to, cigarettes, e-cigarettes, chew, dip, pipes, cigars, cigarillos, hookah or waterpipe smoking, snus, and snuff. This policy applies to faculty, staff, students, contractors, vendors and visitors.

The University prohibits any advertising or sale, or free sampling of tobacco products on University property. Littering the campus with the remains of tobacco products or any other related waste product is prohibited

Tobacco Ban Information Sheet

Data:

- According to American Nonsmokers' Rights Foundation (ANRF), there are **814** 100% **smoke-free** campuses with no exemptions as of October 5, 2012.
- American College Health Association recommends a "No Tobacco Use" policy

Marshall University Assessment Day Survey 2012 364 Students Responded

- 71% would like all of MU's campus grounds and parking to be smoke-free
- 74% said it bothered them to smell smoke in a public area
- 78% are bothered to see used tobacco products on campus (cigarettes/dip)
- 67% are bothered by smoking on campus
- 82% like smoke-free bars
- 86% are currently tobacco free

Marshall University Tobacco Survey Faculty and Staff 2012 370 Responded

- 74% would like all of MU's campus (grounds and parking) to be smoke-free
- 76% said it bothered them to smell smoke in a public area
- 86% are bothered to see used tobacco products on campus (cigarettes/dip)
- 69% are bothered by cigarette smoking on campus
- 85% do not currently use tobacco

Marshall University Assessment Day Survey 2011 398 Students Responded

- 73% would like all of MU's campus (grounds and parking) to be smoke-free
- 78% are bothered by smelling smoke in a public area
- 84% are bothered to see used tobacco products on campus (cigarette butts/dip)
- 69% do not smoke currently
- 66% do not use smokeless tobacco
- 68% are bothered by smelling smoke on campus
- 80% like smoke-free bars

American College Health Association Marshall Campus 2012 331 students responded

Within last 30 days, how many days did you use

- 71.6% have never used cigarettes
- 17.5% used but not in last 30 days
- 0% used all 30 days

American College Health Association Marshall Campus 2010 347 students responded

Within last 30 days, how many days did you use

- 65% have never used cigarettes
- 19% used but not in last 30 days
- 8% used daily

Why pass a policy?

-Tobacco companies target young adults and most smokers have started by age 25-26.

-Policies have been shown to: Increase quit attempts; decrease use; decrease exposure to tobacco and secondhand smoke exposure; decrease tobacco litter.

ARGUMENTS AGAINST TOBACCO-FREE POLICIES

- Against Tobacco Users
This is an addiction and we will work with on and off campus groups to provide cessation
And support to help quit
- Smokers' rights
Not taking away your right to use tobacco, just saying not on MU property. They have the right to regulate their property because they are responsible for the maintenance and upkeep.
- Administration is trying to tell people how to live
Campus Administration is responsible for providing a safe environment for **all** students, staff and faculty.
- Policy not enforceable
Many tobacco free policies/bans are self-enforced.

ARGUMENTS FOR TOBACCO-FREE POLICIES

- Creates a healthy environment and impacts public health
Promotes good health.
Reduces secondhand smoke exposure.
Reduces tobacco litter.
- Changes social norm around tobacco use.
Encourages tobacco-free lifestyles.
Prevents students from starting.
Supports tobacco users who want to quit using tobacco.
Supports individuals who have quit using tobacco.
- Promotes a clean and "green" campus.
Decreases cigarette butt litter.
Decreases waste from other tobacco products (cigarette boxes, smokeless tobacco containers, etc.).
- Prepares students for tobacco-free work environments
Many businesses are now tobacco free
- Cost
Decreases time staff spends on cleaning up cigarette waste