

Marshall University Classified Staff Council Minutes

June 17, 2010, Memorial Student Center BE5

Members Present: Nina Barrett, Barbara Black, Bernice Bullock, Tootie Carter, Betty Cook, Mike Dunn, Toni Ferguson, Jennifer Jimison, Annalisha Johnson, Leonard Lovely, Dwayne McCallister, Okey Napier, Jan Parker, Kelly Preston, Mary Waller, Joe Wortham

Members Absent: Johnny Bradley, Ronnie Hicks, Carol Hurula, Diana Lewis, William Lewis, LuAnn South, Kris Standifur, Jennings Stiltner,

Guests: Michelle Douglas, Debbie Hart

The meeting was called to order by Chair Nina L. Barrett at 1:43pm.

Ms. Michelle Douglas – Human Resources

Ms. Douglas opened by introducing her guest, Ms. Debbie Hart, the new Directory of Equity.

Ms. Douglas then reported that Human Resources are working on new training. Training on Microsoft was recently done which went well. Diversity and supervisor training will be offered soon. Supervisor training will be mandatory and start in the fall. It will be done in 4 modules, with each section taking place on a different occasion not in the same day or week. Hopefully it will give comprehensive training on the tools supervisors need: safety, timesheets, disciplinary paperwork, etc. We have many new people in supervising positions that need this training.

Ms. Douglas opened the floor to questions:

- ***Will you be training new staff on the classified staff handbook?*** Human Resources are currently going through the classified staff handbook because there are two versions online. They will be looking at the whole handbook, revising it, and will then show Staff Council for review and feedback, hopefully by the end of the summer. Then training will be done on the handbook. As they revise the handbook Human Resources will put policy citations in it so anyone reading the handbook can see where the policy came from: federal legislation, state legislation, Board of Governors, etc.
- ***Will the leads be included in Supervisor Training?*** Yes
- ***With regards to training on safety, most people don't know what do when dealing with a disabled person in the case of an emergency; could this be addressed in the training?*** Michelle will talk to the safety committee and safety director about coming up with a way of getting information out on what to do in the case of an emergency.

Approval of Minutes:

A motion was made by Leonard Lovely to table the May minutes due to them being sent so late and everyone not having the chance to read them. The motion was seconded and passed.

ACCE Report – Mike Dunn

Mike's ACCE report was sent via email to Council members. A copy of the report is attached to these minutes.

Board of Governors Report – Mike Dunn

Mike will email a Board of Governors report to Council members and the report will be attached to these minutes once he has done so.

Committee Reports:

Election Committee – Joe Wortham – The election committee did not meet, but there will need to be a special election soon to fill a vacant position.

Staff Development – Betty Cook – Announcements that Staff Council is accepting fall tuition waivers need to go out as soon as possible. Betty requested comments be emailed to her regarding the tuition waivers and guidelines so she can begin revamping them but no one sent anything. The committee will work to get it revamped by the next time we accept tuition waivers. Committee would like to try and start implementing use of more than one waiver per person if availability allows. If this can be implemented anyone who is eligible would get their initial waiver and if there are more to go around they could potentially receive another waiver that can be used for a second class to be taken on the employee's personal time.

Announcements:

- The *U.S. Youth Soccer Region 1 Championships* will once again take place in the Huntington area from July 1st through 6th. Marshall has a web site set up specifically for information for these visitors at www.marshall.edu/soccer.
- Regarding *Raises* – as soon as Nina knows something we will get the information out. If anyone asks, it's 25% of the difference of what an employee is making versus what the 2001 salary schedule says they should be making.
- Sodexo will be hosting a *free buffet* to make up for the Service Awards Luncheon meal which will take place on Tuesday, June 29th; all classified and non-classified staff are encouraged to attend.
- It was discussed and agreed that Staff Council would begin meeting in Memorial Student Center BE5 as often as we can get it.



AGENDA
JUNE 15, 9:00 A.M.
MARSHALL UNIVERSITY
ROOM BE5, MEMORIAL STUDENT CENTER

1. Call to Order / Establish a Quorum-16 ACCE members present
2. Introductions of members and guests
3. Welcome Remarks, President Kopp-President Kopp welcomed ACCE to campus, informed members that Marshall was expecting a record enrollment this year.
4. Chancellor Skidmore and Vice-Chancellor Kevin Walthers-Chancellor Jim Skidmore (Chancellor for WV Community and Technical Colleges) discussed the work that they are now doing in regard to a new Community College master Plan info can be found here-
<https://www.wvhepc.org/downloads/LOCEA/Final%20LOCEA%20Presentation2010-06-08.pdf>

Lots of discussion in regard to community colleges and adult education; the need for more West Virginians to take advantage of available grants, increased class scheduling flexibility, etc.. That should enable more WV adults to achieve a degree, if they so desire. More on what the Community College Council is working on can be found here at their June 17th meeting agenda.
http://www.wvctcs.org/downloads/Agendas/Council_Agenda_6.17.10.pdf

Vice-Chancellor Kevin Walthers asked for an ACCE representative to be on the hiring committee for the new position of Senior Director of HR, (position that Margaret Buttrick used to have, but with more duties) Johnna Beane has since been named as the ACCE rep on this committee. Kevin Walthers has been given the task of getting as many of the SB 480 personnel objectives in place that can be done without legislative code changes. ACCE has been adamant that classified employees need to be involved in this process to insure buy in to the product. More on this subject can be found in the May ACCE minutes.

5. Approval of May Minutes (Mr. Long) -Minutes Approved see attached
6. Steve Thompson and Gordon Simmons – State and Education Employees Grievance Procedure - At the August, 2009 Legislative interims, a presentation was given to the Government Organization Subcommittee B entitled “Examination of the process, administration, and grievance Abatement Measures of the WV public employee’s grievance board. (See Attached above) Those on ACCE who have dealt with grievances for many years thought that this report finally “Got It!”

It suggested actual accountability for things like retaliation, suggested additional communicational training for grievance-prone departments, and suggested that the grievance board report to the judicial branch of government instead of the executive branch.

Anyway----Steve Thompson works in Delegate Jim Morgan's Government Org committee office. After showing interest in this report, Jim Morgan introduced us to Steve, who also has an interest in this subject matter. ACCE hopes to be able to keep this as a hot item for legislators to look into in the coming years.

7. ACCE Committee Reports

A) Legislative Committee (Mike Dunn) -Most Comments were in regard to the LOCEA agenda linked under Item 4 above

B) Benefits Committee (Bill Porterfield) Bill was not at the meeting but Chair Amy Pitzer wanted everyone to keep an eye on PEIA in the coming months and how we are dealing with the new federally mandated Health care system, showing us an article from June 2nd in the Dailey Mail- [PEIA 'lagging' on health care reform: Public insurer to wait until July 2011 to allow parents to expand their coverage to 26 year olds](#)

Ry Rivard Charleston Daily Mail, W.Va.

Publication: Charleston Daily Mail (West Virginia)

C) Retreat Committee (Ellen Moore) -ACCE retreat/planning meeting to be at Hawks nest, July 26-28th.

D) Web / Communications (Verne Britton)-Mostly covered when talking to Chancellor Skidmore, WVNET is questioning a proposed merger with Chief Technology Officer Kyle Schafer, who works for the executive branch (Governor)

E) By-Laws Revisions Ad-Hoc Committee (Paul Martinelli)

Review of DRAFT recommended revisions -Went through ACCE By-Laws page by page to prepare changes for a July vote

8. Old Business

A) WVNET Update -See above 7 D; this has been in the Charleston and Morgantown newspapers.

B) Health insurance stipends- ACCE member asked executive committee to send a letter to HEPC with a question about stipends see below

Chancellor Noland,

At a recent ACCE meeting, the members directed the Executive Committee to send you a letter of inquiry regarding employees who opt out of PEIA



AGENDA
JUNE 15, 9:00 A.M.
MARSHALL UNIVERSITY
ROOM BE5, MEMORIAL STUDENT CENTER

health insurance being provided with a stipend given the savings to the institution.

Currently, we apparently have some presidents who opt out of the health plan and for having done so are provided with a stipend by the governing boards of those institutions. The Council asked me to inquire if there is anything in statute, rule or policy that would exclude the institutional boards of governors from allowing the same provisions to other employees on the campuses should they desire to do so.

I am copying Bruce Walker on this request.

9. New Business

A) Report- ACCE meeting with Governor Manchin/Chancellor Noland-Six ACCE members met with Governor Manchin and Chancellor Noland to discuss SB 480 and why we could not get it put on the special called session. The meeting resulted in a long conversation about personnel problems, but the Governor said he would not put 480 on a special session. Governor Manchin wanted to meet again with us in August to further discuss personnel items.

B) Classified Employees annual meeting with Board of Governor-Tabled until July retreat

10. Announcements by members

A) Next ACCE meeting, July 26-28 at Hawk's Nest State Park

B) Classified Employees serving on various committees-Mike Dunn Marshall serving on the state-wide HR "best practices" committee

11. Adjournment