

Marshall University Classified Staff Council Minutes

August 19, 2010, Drinko Library 138

Members Present: Nina Barrett, Barbara Black, Johnny Bradley, Bernice Bullock, Tootie Carter, Mike Dunn, Ronnie Hicks, Carol Hurula, Jennifer Jimison, Annalisha Johnson, Diana Lewis, Dwayne McCallister, Jennings Stiltner, Joe Wortham

Members Absent: Betty Cook, Toni Ferguson, William Lewis, Leonard Lovely, Okey Napier, Jan Parker, Kelly Preston, Kris Standifur, Mary Waller

Guests: Dr. Kopp, Michelle Douglas, Debra Hart, Mary Ellen Heuton

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

Dr. Kopp – University President

- Dr. Kopp reported that the *Week of Welcome* (WOW week) was going well so far and the feedback from students and parents was positive.
- The new *Student Resource Center* is up and operational on the 2nd floor of the student center and is now getting a lot of business from the students coming back.
- This fall we should see a *record freshman class* with over 2000 full time equivalent freshmen, which will be the first time for that to happen in the history of the University.
- We are currently looking at possibly retaining services of an outside company who can help us *recruit international students*. Dr. Kopp realizes the more he looks at the opportunities that exist internationally to grow enrollment the more he sees that there's a real opportunity for us to market the University globally. The agencies that have approached us about the prospects of doing and providing this service believe they can triple or quadruple the number of international students we have on campus. Currently we have around 500 so we would be talking somewhere in the 1500-2000 range.
- In our *capacity analysis* we think we can handle close to 13,000 undergraduate students on this campus. We're at about 10,000 right now and Dr. Kopp's goal is to get us up to about 15,000. We may not have the human capacity for that yet but we have the physical capacity, although it may mean we would go to Saturday classes as we keep growing. We're looking at Saturday classes for freshmen students, and it would also be an advantage for adult students.
- Corley Dennison and others who spearheaded *WOW week* did a superb job on putting together an outstanding program. We extended it this year which is the first time we've increased the number of days of this transition period. We wanted to focus on freshmen and getting their feet on the ground to be comfortable and confident in knowing what they're doing and what's expected of them. Dr. Kopp thinks this kind of immersion for a couple of extra days will help a great deal.
- We've hired a new program director for the *Doctoral Program of Physical Therapy*. The DPT Degree has become the entry level degree for physical therapy education. Dr. Penny Kroll has

been hired and officially starts Monday, August 23rd. She was the program director at LSU, has tremendous experience, and is high caliber to help develop this program.

- Dr. Kopp reported we're looking at other degree programs. We're going to phase out programs that have low enrollments or really no longer add value to career experience opportunities for our students. We're looking to phase out 3 or 4 programs as we add new programs.
- An *economic impact study* done over the summer commissioned by HEPC covered all the public universities in the state. WVU got the contract and provided reports to individual universities, in addition to a composite report. Something in the report that Dr. Kopp thinks was overlooked as far as what higher education does for the state is that from 2005-2008 Marshall University tripled its economic impact, going from 550 million to 1.5 billion, which is almost unheard of for a three year period.
- We just refinanced the bond issued for the Rec Center and the residence halls. That was necessitated by downgrading of the bank that provided the letter of credit. We had nothing to do with it, but rather it was just from what is happening in the banking industry. We now have very solid financing; Bank of America stepped in and provided a new letter of credit which was offered because of the financial stability of this University. The partners who were part of that project are leading partners nationally. There is no greater vote of confidence in what we're doing here than to have a major financial institution look at our University and say we are one of the very few public universities in the country on sound financial footing. That's been the product of all the work we've done in the last 5 years.
- Dr. Kopp mentioned that when you look at the economic multiplier effect of higher education, every \$1 the state puts in this university we return over \$20 to the state, which is a testament to what this university does.

Dr. Kopp then opened the floor to questions:

- **603 Was continued for Marshall and WVU, correct? And was the building of new programs a part of that?** – 603 was never changed, the bill that would have changed it died, so you revert back to the provisions of 603. We're still operating under 603.
- **Anything to say about the City of Huntington Occupation Tax?** - We, being the Chamber of Commerce, are going to try to see if we can influence the Home Rule board. The city has not said anything about what their plans are for additional revenue or how they're going to reduce the current liabilities. No one can dispute the fact that they probably don't have enough financial resources, but if they're not managing the financial resources they have very well, there's no assurance that adding any more resources will change that. Dr. Kopp thinks that it's a good idea to approach the home rule board about wanting something in writing as to what is going to be done with the funds and what advantages there are for the city. Then we have some idea of what we're getting for the increased tax if they go ahead and approve it. Also, when you make these types of decisions you really have to ask yourself if you've done a feasibility study and understand the direct and indirect ramifications of this decision, and if you're comfortable with what it's going to do. And if you are that's fine, you're making an informed decision.

- ***Is there anything being done to help the returning military veterans?*** We've hired someone who is former military and whose husband is former military to be a liaison to help facilitate the transitions back.

Michelle Douglas – Human Resources

Michelle had no new business except to mention that they're adding to their trainings: supervisor training will start September 7th, and they're also offering diversity training.

Michelle made one request – that Staff Council give her some feedback on the *catastrophic leave* procedure she would like to implement. Members requested she go over the high points of Catastrophic Leave: It's being coupled with FMLA as far as certification for being out medically. There will not be the ill-informed review of an HR person as opposed to a doctor. In the past they have been reviewing the request to determine if one's medical condition is considered catastrophic, and they will no longer make that determination anymore. With an approved FMLA form from a physician one will automatically be qualified for catastrophic leave, and then we will do a call out for donations to cover their catastrophic leave. The key is having that FMLA certification from a physician. Also, Michelle added that we need to understand that catastrophic leave is not a leave status, but rather it is something to help one financially when they have to be out on leave because of a medical issue.

Michelle announced that the Employee of the Month for July had been recognized – Verlin Hughes, who works as a landscape worker for the Physical Plant.

Michelle opened the floor to questions:

Would it be possible to get some sort of monthly report of who moved on campus, who is new, where they're at, etc.? It may help us mentor or get in touch with them. – Michelle said they would work on something for that after she has processed and thought about it for a little while longer. We will certainly work out a report of some sort to Staff Council.

If someone applies for Catastrophic Leave and they need to leave prior to it being granted can it be backdated? – Yes, that has happened to individuals who had to go out on emergency surgery.

Debra Hart – Equity Programs

Debra had nothing new to report, but thanked everyone for their help since she started over the summer.

Mary Ellen Heuton – Controller

Mary Ellen announced that the green timesheets used for students, extra help, etc. are going to an electronic system. Training for this will start later today.

For the employees themselves it's going to be very easy: they will log into MyMu, click on a link, pull up their time sheet, and put in their time. For the approvers, there will be more things they can do. There will be a green time sheet that will still go out soon called a time tracking report and it will be used for the next two pay periods to help with the transition and just in case something were to happen with the system there will be a backup. Any time there is a new employee we may also send them the green tracking report once to practice it on paper before translating it into the computer.

www.marshall.edu/wte is the website that has been set up for the "web time entry" information. There will be a FAQ section posted soon, but for now Mary Ellen suggests anyone with questions call their office.

The *purple time sheets* will not be included in this transition to electronic format. If we wind up changing those it will be a very long drawn out process with test groups, trial runs, etc. They wouldn't even consider doing this until next fiscal year.

Mary Ellen stated that her office will take care of any overtime calculations, which does not happen often anyways.

The biggest issue Mary Ellen said there will be is the short timeframe for getting the information to the state. For instance, for the pay period we're in we have to have everything put in by 4 o'clock on September 3rd and the pay period ends the 31st. So in that timeframe from the 31st to the 3rd the employee has to submit their time, the approvers have to approve it, and they have to process it. The only advantage is that you can put in and approve times early if you know you're only working a few days during any given pay period.

Mary Ellen stated she is trying to not set policy for how departments handle their time, so individuals will need to check with their department on how they want to handle taking care of entering their time. Technically you can enter it anywhere there is internet access including from home. So if you're home sick you can approve it from there.

Is this for work study also? – Yes, work study, students and extra help

Is financial aid involved? – Yes

One of the advantages is that her office can see what's going on and so can the supervisor, which means you can go in and see if someone hasn't started their time. Mary Ellen stated they will work on email notifications that will alert individuals that they haven't started their time sheets yet, etc.

Does the proxy form have a spot to remove someone as a proxy? – Yes, and basically anyone who is set up as an approver can also set up a proxy. There are forms available to set this up. We are

recommending that everyone who is an approver sets up a proxy. There have been financial managers set up for security and accountability reasons. In most cases one can set up proxies and if they have multiple ORGs they can set it up so this person can only see this org, etc. In some areas where there are multiple approvers we recommend no more than two.

We usually send out a letter helping employees calculate what their raise will be when they're getting one, when will we know if we are approved to do that this time? Once it's approved at the BOG meeting 8/26/10.

Is there a way we could find out what the average income is for classified staff? Mary Ellen will look into it.

If a student is sick but has been keeping a paper timecard, can the supervisor go in and enter it for them based on the paper timesheet? An approver can only change the student's time once the student has submitted it on MyMu first.

If we were to hire someone as part time help, such as part time maintenance, would they go on the green sheets and get paid faster than it took in the past? Yes, but it would still be the same as anyone else who starts at Marshall, like if they started now they would get paid Sept. 15th.

Approval of Minutes:

Approval of July 15th, 2010 Minutes – motion to accept minutes made, seconded and passed.

ACCE Report – Mike Dunn

Mike's ACCE report to the Classified Staff is attached at the end of these minutes.

Committee Reports:

Staff Development – The Staff Development Committee met and processed 17 applicants for the fall semester tuition waivers. A couple are still pending. The e-course waivers were sent over to be approved. The committee will meet again September 15th to talk about the policy, procedure, and guidelines for the tuition waivers. We still have waivers to be used for the spring semester.

Announcements:

- Joe will have an election to begin working on for a couple of vacancies.
- Bernice will resume work on the constitution when things settle down.
 - Joe made a note that we're currently in 2010 and in 2011 we will have the regular election for all members. So if we do not get the constitution changes made before then it will not go into effect for that election cycle.

- The City of Huntington Occupation Tax looks like a done deal but nothing is written in stone yet. One of the options left is a petition going around sponsored by Tom McCallister for registered voters of Huntington, Cabell and Wayne Counties calling for it to be put to a vote by those 2 counties. The number of signatures required to do this was unknown.

There being no more business, the meeting was adjourned.

Minutes taken and prepared by: _____
Katie M. Easter, Program Assistant, Staff Council

Minutes approved by: _____
Nina L. Barrett, Chair, Staff Council

Minutes read by: _____
Stephen J. Kopp, University President

ACCE Report to MU Classified Staff-3/19/10 meeting

- ACCE met from July 26-28th at Hawks Nest State Park
- Guests:
 - Dr. Brian Noland, Chancellor, West Virginia Higher Education Policy Commission
 - Dr. Kevin Walthers, Vice-Chancellor for Administration, West Virginia Higher Education Policy Commission and Council for Community and Technical College Education
 - Janice Powell, Communications Manager, Public Employees Insurance Agency
- Chairperson, Ms. Amy Pitzer from Concord University, convened the meeting at 1:03 pm.
- June ACCE Minutes approved-**copy to members**
- Ms. Pitzer introduced **Ms. Janice Powell**, Communications Manager, at West Virginia Public Employees Insurance Agency (PEIA). Ms. Powell stated that she has been an employee of the agency for twenty-three (23) years. She distributed a copy of her presentation, “Planning Your Retirement-What About Your Health Care Benefits” along with the 2010 Express Scripps High Performance Formulary for West Virginia PEIA PPB Plans A, B and C. The one page document provided a list of the most commonly prescribed drugs. She provided an overview of the health and life insurance available to plan participants. **Copies of presentation to members.**

Ms. Powell reported that to provide health care benefits for current retirees it takes from 2 to 2.5 active employees and that ratio is projected to drop to 1 for 1 by the year 2020. She also emphasized that the employer pays eighty (80) percent of the premium while the employee pays twenty (20) percent. Finally, she reported active employees and non-Medicare eligible participants, starting with the July 1, 2011 Plan Year, will receive a \$10.00 per month premium discount by participating in the Improve Your Score Program (screened at any Pathways to Wellness worksite or at a designated Labcorp site) and a \$4.00 per month discount for members who have a living will. Participation rather than the score results as currently exists under the Improve Your Score Program will be the determining factor.

- Ms. Pitzer introduced Dr. Kevin Walthers, Vice-Chancellor for Administration. Vice-Chancellor Walthers reported that Mr. Bruce Walker, General Counsel for the Higher Education Policy Commission (HEPC), is finalizing a report on bumping/rifling. **Question was asked of ACCE in a “bumping scenario” if an employee had stayed a higher ed employee with continued service for 20 years, and another employee had been a higher ed employee for 18 years, left for a position outside of state government, came back after 4 years, worked for a few year. The one that had left state government now has 21 years seniority (non-continuous) the employee beside**

him has 20 years (continuous) they are working side by side, and bumping occurs (grant lost) is it fair that the continuous employee can be bumped by the other employee?

He also reported on the implementation of a new time and leave management system by West Virginia University. The new system will have major implications for non-exempt employees as they will be paid on an hourly basis which will result in the likelihood that the amount paid per pay period will vary from period to period. A discussion ensued as to issues of communication, timing, clocking in and out and other specifics of the new time and leave system.

- Mr. Ken Harbaugh (Sheppard rep) distributed a copy of his presentation, “Your Responsibilities as Classified Staff Leaders.” **Copies of presentation to members**
- **Meeting recessed**

July 27th:

- **ACCE set preliminary legislative agenda for 2011 session which included;**
 1. Personnel initiatives of SB480 that require statutory language
 2. Stabilization of Higher Education Funding
 - 3 Annual increments increased from \$60.00 to \$75.00
 4. Forcing full funding of the current salary schedule
 5. Bumping and furloughs
 6. Dedicate portion of any tuition and fee increase to salary increases
 7. Non-base building budgets to allow bonuses
 8. Modifications in the grievance procedures
 9. Stable funding for higher education to enable Human Resources position at HEPC to be filled

Regulatory changes via HEPC

1. Personnel initiatives of SB480 that do not require statutory language
 2. Accountability
 3. Timelines for implementation of non-statutory issues
- **Mr Bo Sellers-ACCE rep from Pierpont gave an “essentials of leadership presentation-** Mr. Sellers opened his presentation by listing three (3) questions to be answered. Those questions were as follows:
 1. Shift how we do our work? Change focus on how do we cope with changes?
 2. How do we utilize effective communication skills?
 3. How are we a catalyst for change to result in successful outcomes?

Chancellor Brian Noland-HEPC-Chancellor Noland sat down with ACCE for an extended afternoon session that covered everything from our meeting with the Governor, our next meeting

with the Governor, the need of a very strong individual in the open HEPC HR position to go forward on SB 480 initiatives, WVNET issues, etc... The Chancellor reported that an Efficiency Task Force Sub-Committee has been established to address efficiency issues and that faculty and classified employees will be involved. He also mentioned the early retirement initiative that is being discussed at West Liberty University but stated the Central Office has no plans to pursue a similar initiative. Some institutions will be giving salary increases (most non-base building, one-time) starting in October, some institutions simply cannot afford any increases.

- **Approval of changes to ACCE by-laws**
- **Question/discussion in regard to BOG's meeting with CS Councils, WVU to start this year, some all ready do this.** Lots of Boards have people sign up for remarks to the Board on the day of the meeting. Are allotted between 3-5 minutes. Some Boards only have "presentations to the Board" annually. Most do not have time limits. It was stated state code requires the institutional Board of Governors to schedule such presentation.
- **Meeting recessed at 5:15**

July 28th:

- **Chair Pitzer urged everyone to review contact info on ACCE web sight and update as needed, including CSC Chairs and BOG reps.**
- **Election of ACCE officers**
 - **Chair-Mike Dunn (Marshall)**
 - **Vice Chair-Amy Pitzer (Concord)**
 - **Secretary-Mary Igo (New River CTC)**
- **ACCE meetings and important dates;**

August

9 thru 11-Legislative Interim Committee meetings

31-ACCE meeting at West Virginia University Institute of Technology

September

27-ACCE meeting at West Virginia School of Osteopathic Medicine

October

20-ACCE meeting at West Virginia State University

21-CCTCE meeting at Kanawha Valley Community and Technical College

November

15 thru 17-Legislative Interim Committee meetings

18-ACCE meeting at Bluefield State College

December

2-ACCE meeting at West Virginia Northern Community College

3-HEPC meeting at West Liberty University

9-CCTCE meeting in Charleston

13 thru 15-Legislative Interim Committee meetings

January

12-First day of Legislative Session

21-HEPC meeting in Charleston

26-ACCE meeting at Marshall University Graduate College

27-CCTCE meeting in Charleston

February

16-ACCE meeting at Marshall University Graduate College

March

11-ACCE meeting at Marshall University Graduate College

12-Last day of Legislative Session

April

13-ACCE meeting at Eastern West Virginia Community and Technical College

14-CCTCE meeting at Eastern West Virginia Community and Technical College

May

13-HEPC meeting in Charleston

26-ACCE meeting at Concord University

June

9&10-CCTCE meeting TBA

13 thru 15-Leadership Conference TBA

July

18 thru 20-ACCE Annual Retreat TBA

- **Committee membership to be appointed at the next meeting**

Questions;
Mike Dunn-6 6685
dunnr@marshall.edu

Thank You all!

I have used portions of Bob Longs report on this meeting, just wanted to give him the credit!!

Mike Dunn
MU-ACCE rep