

## **Marshall University Classified Staff Council Minutes**

September 16, 2010, John Spotts Room (MSC 2E37)

**Members Present:** Nina Barrett, Barbara Black, Diana Bradley, Johnny Bradley, Bernice Bullock, Tootie Carter, Betty Cook, Mike Dunn, Toni Ferguson, Carol Hurula, Jennifer Jimison, Annalisha Johnson, William Lewis, Jan Parker, Kelly Preston, Kris Standifur, Jennings Stiltner, Joe Wortham

**Members Absent:** Ronnie Hicks, Leonard Lovely, Dwayne McCallister, Okey Napier, Mary Waller

**Guests:** Michelle Douglas

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

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

Michelle talked about things going on in HR and mentioned there is a lot of training going on. The first supervisor training module was last week and they will be doing three more. They had around 50 people participate, which speaks to the need for this training. Diversity training was this morning with Dr. Shari Clarke who was wonderful.

Human Resource Services will be sending out something soon regarding the upcoming pay raise.

### **Approval of Minutes:**

Mike Dunn made a motion, and Betty Cook seconded, that Council accepts August 2010 minutes. Motion passed. August minutes were approved with one correction.

### **ACCE Report – Mike Dunn**

ACCE September report to Classified Staff is attached to the end of these minutes; pages 5-6

### **Board of Governors Report – Mike Dunn**

BOG September report to Classified Staff is attached to the end of these minutes; page 7

### **Calendar Committee Report – Bernice Bullock**

Bernice reported that after their last meeting the committee was pretty sure that the students were going to rework the calendars for 2011-2012 and 2012-2013, so at the end of the meeting they said they would rework it with a full week off at Thanksgiving. The committee was just asked to distribute the proposed calendars to their constituents and get feedback from them. Bernice did notice in the original draft they had slighted us a day during a holiday in 2012, which was corrected. She asked Council if there were any other questions about the calendar. There are perimeters they have to meet for the calendar, such as a state requirement that they have so many weeks within a semester. Bernice is mainly interested in making sure classified staff gets all of the holidays due to them. She does not have a vote on the committee, as only the students and faculty vote. Once the draft is approved with the Calendar Committee it will go to the Budget and Academic Policies Committee to look at, and they will prepare a

recommendation which goes to the faculty senate. If faculty senate approves it, it then it goes to the President, and with his approval it becomes policy.

### **Constitutional Review Ad Hoc Committee Report – Bernice Bullock**

The committee had their first meeting recently and welcomed new member Toni Ferguson. They spent time providing her with information on original charges of the committee, and work done by the committee so far. They distributed a copy of the Constitution showing the editorial changes Council had given previous permission to make: where everything was previously listed as articles it got confusing if you were talking about an article in the constitution or an article in the bylaws, so the articles remained in the constitution but the bylaws were changed from articles to bylaws which makes it a little easier when you're reading it to discuss and differentiate. There was some cleanup of language, and Bernice asked everyone to look it over and they will discuss it at their next meeting. The committee is going to meet almost every Tuesday between now and October, hoping to get everything done so that in October they can bring resolutions to Council and be able to ask for a vote before the end of the year.

### **Committee Reports:**

***Election Committee – Joe Wortham*** - The committee didn't meet this month, but with 2 vacancies currently in Council they will probably meet by the end of this month to set up an election schedule to fill those vacancies.

***Legislative Committee – Carol Hurula & Mike Dunn*** – The committee didn't have a meeting this month but have one scheduled for the end of the month. Mike has an agenda for them. Council has hopes that this will be an exciting legislative year. Mike Reported that Bob Plymale did say he would run another bill - personnel only, leave the flexibility and the research out.

***Personnel/Finance Committee – Johnny Bradley*** – The committee met and discussed the Catastrophic Leave Procedure. Some concerns of the committee were the 90% and 3% numbers at the bottom (form attached on page 4), but basically that's to protect the bank from being used up by any 1 or 2 people at a given time. The committee submitted a recommendation to Council to approve the Catastrophic Leave Procedure. Johnny Bradley made a motion to approve the committee's recommendation; amendments were made to the recommendation; the amendments were approved, and the entire recommendation was approved as amended. The amended recommendation is as follows:

The Financial Affairs/Personnel Committee supports the Catastrophic Pay Rules and Procedures dated 2-18-2010 as per the attached. The Committee requests that Human Resource Services provide basic statistics for the past two years to the Classified Staff Council for review. We also request a review of this procedure be performed after one year in order to ascertain if it is effectively and efficiently filling the needs of the classified staff.

**RATIONALE:** The Committee feels that it is important to have a written procedure in place for Catastrophic Leave for all leave accruing employees.

**Physical Environment Committee – Bill Lewis** – The committee met and discussed two areas of Huntington near the Marshall campus: 20<sup>th</sup> Street and the road behind F lot from Hal Greer up to the Biotech Building. The committee is going to work on a resolution to take to the City of Huntington to pave those streets. Students, faculty, and staff who drive on those streets daily cannot afford to constantly be fixing their cars that are damaged due to the poor condition of the streets.

**Staff Development Committee – Betty Cook** – The committee met and worked on further revisions to the guidelines for tuition waivers. Committee will be sending out revisions and edits made to existing guidelines so Council can review one more time and then hopefully Staff Development Committee will bring it to the October meeting to present and get approved by Council.

The committee hasn't sent out any gift baskets or cards for this month.

One other thing the committee is going to do is get something promotional out for tuition waivers for spring semester – emails, fliers, etc.

**Faculty Senate Committee Reports:**

Physical Facilities and Planning met and have officers.

**Announcements:**

Johnny Bradley reported that the Information Technology Council (ITC) Committee did meet and they are trying to move to a single sign-in so that when you sign into your computer you will eventually just be able to pull up Banner. Any time you use your username and password, you would be already logged into whatever else you need from there, and you'll just pull it straight up.

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

Douglas, M. 2-18-2010

## Catastrophic Pay Rules and Procedures

Catastrophic Leave is accessible to all leave accruing employees as follows:

### Procedure

An employee is eligible for catastrophic leave donations upon submission of the following:

1. A catastrophic Leave Request form; and
2. An approved application for a Family Medical Leave of Absence or Request for a Medical Leave of Absence.

When the HR department is in receipt of the above documentation in satisfactory form, a request for donations will be sent to the campus community. This request will remain active for a two week period. Upon completion of this two week period, if sufficient donations to cover the requested leave period have been received the employee will receive the leave donations.

If upon the completion of this two week period, the employee has not received sufficient donations to cover the requested leave period, the following may occur:

1. A second request for donations will be sent to the campus community.
2. Should sufficient donations not be received to cover the requested leave period the employee may be eligible to receive matching leave from the Catastrophic Leave Bank.
3. Eligibility to receive leave from the Catastrophic Leave Bank is conditional upon:
  - A. The employee receiving at least 90% of the requested leave via donations; and
  - B. The time to be taken from the bank does not exceed 3% of the total amount of leave available in the bank.

Douglas, M. 2-18-2010

**Rule**

The employee must be approved for a Family Medical Leave of Absence or a Medical Leave of Absence in order to request Catastrophic Leave Donations.

Employees must maintain a minimum accumulation of 22 days of combined sick or annual leave in order to be eligible to donate Catastrophic leave to another employee.

DRAFT

## MU ACCE report to MU Classified Staff Council

### September Meeting

- **Advisory Council of Classified Employees** met at WVU Tech on August 31<sup>st</sup>
- **Scott Hurst, WVU Tech Provost**, welcomed ACCE. In Mr. Hurst's remarks he acknowledged how tough times have been economically, and how we all have to work together to get through the next few budget years. Mr. Hurst wanted ACCE "to think about" ways to implement a merit type system for classified employees.
- **Vice-Chancellor Kevin Walthers** told ACCE that a new HEPC Senior HR Director had been hired. Dr. Shenita Brokenburr will start in the position on September 20<sup>th</sup>. Dr. Brokenburr has over 20 years of professional higher education HR experience.
  - Vice-Chancellor also reported that non-exempt classified employees **cannot** teach as adjunct faculty at their employing institution, unless they are paid via OT because of FLSA.
  - Announced that WVNET will stay under the supervision of the HEPC
- July ACCE minutes were approved-Handout
- **Lana Cooke, WVU employee**- Reported on the Healthy work Environment initiative at WVU. Key initiative relates to workplace bullying. Copy of a proposed policy on this to be submitted to council for future consideration.-Handout
- **Vern Britton, WVNET ACCE Rep**, reported that Henry Blosser has stepped down as WVNET Director, WVNET will remain in their current county, and under the umbrella of the HEPC.
- Mike Dunn established committees, including two new committees:
  - Legislative Committee Membership:
    - I. Ken Harbaugh, Co-Chair, Jared Tice, Co-Chair, Mary Alltop, Mary Ann Edwards, Fred Hardee, Mary Igo, Bob Long, Paul Martinelli, Amy Pitzer and William Porterfield
  - Benefits Committee Membership:
    - I. William Poterfield, Chair, Johnna Beane, Tim Beardsley, and Cathy Stevenson
  - Web and Communications Committee Membership:
    - I. Verne Britton, Chair, Barb Boyd, Amy Pitzer and Janene Seacrist
  - **Presentation Committee Membership:**
    - I. Mary Ann Edwards, Chair, Lacey Ball, Chris Daniels, Bob Long and Amy Pitzer
  - **Student Retention and Educate WV Committee Membership**
    - I. Bo Sellers, Chair, Johnna Beane, Nick Dean, Tim Nichols, Natasha Robinson and Jared Tice
  - Leadership and Retreat Committee:

- I. Ellen Moore, Co-Chair, Lee Ann Porterfield, Co-Chair, Ken Harbaugh, Mary Igo, Bo Sellers, Natasha Robinson and Teri Wells
- **Old Business**-Update on Institutional salary Increases, and those schools that do have a bumping policy-handout
  - **New Business/Campus issues**- Seems that discussion always goes back to those institutions that are not fully funded and “how can we encourage administrations to take care of those taking care of them!” Institutions that are fully funded want guidance has to how to go forward.
    - ACCE items to “get input” from staff councils.
      1. Present Healthy workplace initiative
      2. Discussions on how classified staff can help with retention efforts
      3. Discussions on how to educate WV, looking at degree/certificate development within current classified staff
      4. Institutional salary increases/philosophies
      5. Institutional bumping Policies
  - **ACCE** next meeting to be at the West Virginia School of Osteopathic Medicine on September 27<sup>th</sup>
  - **ACCE Retention/Educate WV Committee** to attend the Governors Forum on Postsecondary Credential Attainment by Adult Workers on September 28<sup>th</sup>.

Mike Dunn-6 6685 or [dunnr@marshall.edu](mailto:dunnr@marshall.edu)

MU BOG met on August 26<sup>th</sup>

The BOG agenda and packet was distributed earlier; the packet contained most of the detailed information.

- Swearing in of new BOG members-Oshel Craigo, Joseph McDonie, and Edward Pride new student rep
- April Minutes approved
- President Kopp asked for moment of silence in Honor of Mrs. Drinko who had passed this week.
- Video presentation of WOW week and its success (Corley Dennison-2077 new freshmen up 8.2%
- 540 over last year for FTE enrollment
- Beth Wolf and Recruitment staff recognized
- Complemented Staff and B&G for how well campus looks
- CTC agreement nearly complete

In Regard to action Items;

1. Financial/Budget report-No handout-But report is budget looking very good
2. Approval to changes in the India MBA program-passed
3. Resolution for Temp Salary increases/base-building for classified staff-passed (Note, Med School Classified staff to participate, Faculty and non-classified will not)
4. Approval of Resolution to refinance certain bonds-Passed-This item had staff from Citigroup Global Markets available at the Finance meeting in which long discussions confirmed that we could gain substantial savings by refinancing. BOG gave president and Executive committee the authority to work with this group on how to structure the savings. BOG Finance Chair said that he would keep the entire BOG informed when this happened.

In regard to the rest of informational items;

- Per SB 2003, MU and WVU were given a one year extension to continue investing (not over 18 million for MU)
- Downtown Stone and Thomas Building was purchased by the University using funds from the University Heights sale.
- Returning Freshmen from last year at 68.7% down 2% from last year
- Rest of Information Items in BOG packet or have been news releases