

## Marshall University Classified Staff Council Minutes

April 24<sup>th</sup>, 2013, Drinko Library 349

**Members Present:** Chris Atkins, Nina Barrett, Amanda Dailey, Carol Hurula, Leonard Lovely, Dwayne McCallister, Donna Megquier, Jan Parker, Tanya Ramsey, Lu Ann South, Nancy Tresch-Reneau, Lisa Williamson, Joe Wortham, Miriah Young

**Members Absent:** Tootie Carter, Darlene Colegrove, Barry Dickerson, Toni Ferguson, Jack Ferrell, Jennifer Jimison, Lisa Maynard, Terrence Olson, Kelly Preston

**Members Absent (Excused):**

**Guests:** Dr. Kopp, Matt Turner, Michelle Douglas, Amber Bentley

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

### Approval of Minutes

February 21<sup>st</sup>, 2013 minutes were approved as written.

March 21<sup>st</sup>, 2013 minutes were approved as written.

### ACCE – Carol Hurula

- ACCE met on April 12<sup>th</sup> on the South Charleston campus. They discussed SB 444, still on the House side at that time, regarding the language pertaining to the classified versus non-classified ratio. Since then SB 444 has passed and the HEPC is exempt from the 80/20 ratio for classified versus non-classified numbers. ACCE would have preferred that they still have a ratio of some sort, albeit a different one, rather than having them exempt entirely.
- Vice Chancellor Mark Toor spoke to ACCE and said that overall he was not in favor of SB 444. SB 444 has a different language than SB 330 regarding where interim faculty deans are counted. In SB 330, if a faculty member is serving as interim dean and has return rights to faculty then they are not counted as part of the non-classified numbers, but SB 444 takes that provision out, and at the time that the count is made all individuals are counted where they currently are. Also, Mr. Toor was not pleased that the provisions were changed but the due dates to be within the 80/20 perimeters had not been extended.
  - Human Resources Director Michelle Douglas added that Marshall is close to being within the required 80/20 ratio for classified and non-classified numbers.
- The Modernthink report has been finalized. Mr. Toor stated he had met with the CHROs and discussed how to update the metrics each year per SB 330. A report card will be presented to LOCEA annually and presented to the general public, but they will probably not use Modernthink due to cost and because it's something that could be completed in-house regarding updating the metrics. In order to update the metrics they will use the November report card that comes out to the HEPC.

- The question came up of how to fund the items in the Modernthink report that were shown to be issues. The hard issue is that it requires funding for new positions at some universities, but the softer issue is updating and correcting staff handbooks and similar items.
- There will be another Common Grounds meeting held on May 2<sup>nd</sup> to outline the salary rule. Mr. Toor stated that he has some drafts but they will not be shared until the meeting as not everyone will be pleased, but he stressed that it will be a starting point. Mr. Toor does not want to wait until Fox Lawson does their report and then have to catch up, but would rather have discussions starting already.
  - Fox Lawson is having a personnel change as the main person who has been working on the study is leaving, but new eyes on the project may be beneficial.
  - There will be a customized survey for each school. The classified staff survey will be from national data for positions not unique to each, and the national survey will be adjusted to WV data. The faculty and non-classified will be from CUPA data, and other educational databases. 20 peer groups and 29 distinct disciplines will be used for the faculty data. Scrubbing data will still take place in HR, where job descriptions are matched to titles, rather than matching titles to titles.
- Bob Long from ACCE attended the PEIA Fair at the Civic Center and discussed mostly retirement aspects of PEIA. His questions and their responses are on pages 9-10.
- Carol said that it was mentioned that PEIA wanted to change the way monthly deductions are calculated based upon salary changes monthly from AEI, overtime, etc. Michelle Douglas confirmed that it was mentioned but that they have shelved it for further discussion because of the problems it could cause.

### **Dr. Kopp – University President**

#### **Legislation**

- Dr. Kopp stated that at the beginning of the legislative session he was asked by Senate and House leadership what his one and only priority was for the session. After conferring with the Board of Governors his response was the backfilling of the Medical School's funding from the state because they were scheduled to lose \$1.2 million. Dr. Kopp's concern was that the LCME reaccreditation body would question the support the medical school has from the State when they come in for their reaccreditation this year.
- Dr. Kopp stated that our Bond rating requires that we have 148 days of cash on hand, and we have consistently had 154 days. He added that investments need to be made as short term investments where we can gain as much interest as we can without taking risks that are too large. We have been getting a pretty good rate of return with our investments, but have been losing around 2% a year with our State investments in the Treasurer's office. Dr. Kopp stated that they approached both the House and Senate and asked for expanded authority from 30 million to 60 million, and SB 444 was the bill that resulted.
- Two days before the deadline to introduce new bills WVU came forward with SB 622, which could be called an extreme flexibility bill for WVU and Marshall. Marshall was included in the bill because Dr. Kopp stated they agreed that we would be interested in

more flexibility when questioned by an intermediary, but Marshall didn't see the bill until it was introduced. Once Dr. Kopp saw the bill he worried that SB 444 would be amended for WVU to gain some of the flexibility measures they wanted in SB 622.

- During the last week of the session SB 444 moved out of the Senate, was amended in Senate Education with some provisions from SB 622 added, and it went to the House. House Education amended the capital project authority of our respective Boards from the current statute of \$15 million to \$30 million, meaning our Board would have the authority to approve any capital project of \$30 million or less without going to the HEPC. They could also take renovation projects from \$1-2 million and approve them without HEPC oversight. Just before the end of the session the bill went to House Finance and the capital project authority was expanded to \$50 million.
  - Dr. Kopp reported that the morning after SB 444 was amended the final time he was asked to meet with Governor Tomblin, along with Jim Clements from WVU. Governor Tomblin spent most of the meeting talking about his concern regarding taking on more debt. Dr. Kopp stated that he told Governor Tomblin that if he wanted to strip the bill down to the increased investment authority Marshall would give no objection. It was amended and the whole section relating to capital projects was deleted, and the bill passed.
- Governor Tomblin signed the budget bill that included funding for the Medical School. The bill also included \$500,000 scholarship money from a settlement of the State with Walmart for scholarships for the pharmacy school, which WVU also received.
- Dr. Kopp reported that for the duration of the legislative session they advocated for alternative revenue streams to avoid the cuts we're currently dealing with, and it is something they will still try to pursue for next year. Dr. Kopp said he is beginning to meet with leadership and they are looking into putting together legislation to float an alternative revenue bill.

## Budget

- Marshall has a \$5.11 million reduction in state appropriations we have to address. Based upon recent input from multiple constituent bodies Dr. Kopp would like to start a University wide budget advisory committee, which would be a communication forum, sounding board, and feedback forum for planning next fiscal year's budget. It would also provide information about the budget outlook over a multiple year period.
- Dr. Kopp stated that they will be sending out a general communication outlining the steps forward with planning and bringing to closure the budget for the new fiscal year starting July 1<sup>st</sup>, 2013. They will put together a workgroup comprised of constituent members selected by the constituent bodies and those individuals will be expected to carry information back to the constituent bodies.
- Dr. Kopp stated that we are on a very short timeline for the upcoming fiscal year in terms of deadlines and getting all of the submissions to the State and HEPC by their deadlines. The tuition and fee schedule is due by May 10<sup>th</sup>, the expenditure schedule is due May 6<sup>th</sup>, and then the full budget will be presented in June.

- The budget advisory committee workgroup will be comprised of representatives from 7 different groups.
- Once the upcoming fiscal year's budget is finalized they will be addressing the question of whether they should formulate a permanent University wide budget advisory group. Dr. Kopp stated that we could stay with the small workgroup, or we could look into a larger advisory group. His vision for the group is to open everything up, create a flow and exchange of information, and give an opportunity to talk ahead and make everything available to the University community. Dr. Kopp would like feedback on what each group thinks about constituent membership and how the group is formed.
- The work that the new budget group will need to start on, once the coming year's fiscal year is approved, is the budget for fiscal year 2015 and to begin an examination of our budget management processes and practices and how we control the flow of funds.
- Dr. Kopp stated that once we have decided what the budget group will look like we will then need to decide if it's something we want to institutionalize and make a standing University committee, which will probably require a Board Policy to enact.

Dr. Kopp opened the floor to questions:

*Leonard Lovely recommended that staff, faculty and students each have at least two representatives on the budget workgroup that is being created.* – Dr. Kopp said he would take it into consideration.

*Lu Ann South commented that she does not believe there is a true assessment of our budgets and there hasn't been one done for a long time.* – Dr. Kopp responded that one alternative approach to implementing a new budget structure would be to start with a zero based budget where you take each department's budget down to zero, and build it back up and justify it. This way we could identify what we really need to expend to provide the services and meet the operational needs of each spending unit based upon a minimum amount.

- Mary Ellen added that the intent of the proposed budget was to help identify all of the separate buckets of money that can only otherwise be identified by drilling into each of hundreds of accounts, which is not feasible. In order to know what the minimum budget is that we can work with we first need to know what the core expenses are, and with the current setup that's not possible.
- Dr. Kopp commented that the budgeting processes of this University have always been a fund management process where we manage all sorts of little funds that aren't interconnected in terms of any broad view of budget and expenditures and it's very hard to answer the question of which expenditures we really need to have. This process is how smaller universities operate but Marshall is no longer a small university and we have not yet made the transition to a more centralized platform for analyzing activity.
- Dr. Kopp added that one of the weakest links to the current budgeting process is that they have no way of knowing when a large expenditure is going to be spent from a revenue account that has just been sitting. This could be detrimental in the event that we get close to a potential problem with the flow of funds. With better oversight of activity they could ask spending units to hold off on major purchases in anticipation of spending

patterns showing an unanticipated change that affects the flow of funds. The spending unit could then move forward with their intended purchase after the designated timeframe for the spending hold.

- Dr. Kopp reported that we're at about \$2.9 million in terms of investment returns for this fiscal year on approximately \$30 million invested from the University. We've had about a \$90,000 return from the \$70-75 million invested for us from the State

*Miriah Young added that her department, Housing, along with others around campus are full revenue budgets and are already operating the way the University as a whole is trying to head toward. They have to give a portion of what they make to the University, account for every office supply used, fund their own positions and those of a few others around campus, keep 1.5% of what they have bonded in a holding account, and defer maintenance projects until times when it's more feasible. Miriah stated that she would prefer to operate this way as opposed to furloughing or laying off any employee and would like to see the University continue to do the same.*

- Dr. Kopp stated that there are safety nets in making sure we stay within budget and have the cash on hand to make our payments. For instance, there must always be a certain percentage of our bond payments set aside to use in the event that we cannot make a bond payment due to lower revenue than expected or other various reasons. However, this is considered one-time money and cannot be used for recurring expenses. We also cannot raise tuition to fully cover our shortfalls due to budget cuts because it would be an increase of over 12%, which our students could not handle.
  - These are all additional reasons the administration needs a better idea of what sort of minimum budget we could manage on and why it would be advantageous for the revenue to come in centrally. If it was then they could operate closer to the margins, but in the current budget state neither Dr. Kopp nor Mary Ellen feel comfortable doing so.
- There will have to be tradeoffs to a new budget proposal and they will be sitting down and talking it through with people over the next year. One proposed change is a fee simplification proposal which would eliminate all course related small fee accounts, centralize it as part of a standard fee every student pays and provide allocations to departments. For the time being, units that have higher cost academic programming like engineering and nursing would keep their separate program fees. The proposal for the distribution of department allocations from the fees would be to designate an allocation but hold back 20% so that it can't be spent without authorization and explanation.
  - One additional reason for the proposed fee simplification process is to eliminate the "hidden costs" that parents and students complain about when first registering because they don't see the departmental fees until later.

*Do you ever see our model changing for when tuition is set so that incoming students can know what their tuition and fees are a little sooner? Carol Hurula – Dr. Kopp responded that we could go to a model that some institutions have gone to where you set the tuition and fees for four years, which has some risks but would be doable. He stated that what usually happens is each*

entering class has a large jump in price from the class before them because you're essentially guaranteeing a flat tuition for four years.

*In the budget FAQ that went out it states that an additional source of income for the University includes services like tutoring. Tutoring is free so what does that mean? – Chris Atkins – The HELP program and tutors who are actually hired by some students.*

*Has it ever been considered to have textbooks included in tuition, or have anything to help students get textbooks sooner? The problem is that students are starting classes and not getting books until several weeks in due to payment of books coming out of their refunds. – Amber Bentley – Dr. Ormiston has instructed departments that they have a deadline of when to submit textbook choices, and Dr. Kopp said they are having a hard time getting compliance with that deadline. He added that when he taught an online course he did not require a textbook as he found and linked all of his required reading to online resources for the students. If more faculty took this approach it could significantly cut costs for our students.*

*Amber Bentley commented that some universities give students the option to check out any book required at the university from the library for a two hour timeframe. This approach would allow students to still have access to a book at the beginning of a semester before financial aid came in.*

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

Michelle stated that if anyone has any specific questions relating to the hiring freeze they may contact her with them. They've already started the process and had received 3 hiring freeze exception forms the week before. They were processed the same day and sent to the hiring freeze committee. Human Resources is conducting a review of each request once approved by a vice president to make a recommendation to the freeze committee.

### **Committee Reports**

#### ***Election Committee – Joe Wortham –***

The 2013 General Election was held in April and the following positions filled:

#### Chair

Nina Barrett – Accounting

#### Institutional Board of Governor's Representative

Miriah Young - Housing

#### Advisory Council of Classified Employees Representative

Carol Hurula – Academic Affairs

#### EEO Group 10 – Executive, Administrative & Managerial

William "Tootie" Carter – MSC Operating

Amy Lorenz – Housing

Lisa Williamson – Lewis College of Business  
Miriah Young – Housing

EEO Group 30 – Other Professionals

Chris Atkins – University College  
Amber Bentley – University College  
Carol Hurula – Academic Affairs  
Noah Lamb – Bursar's Office  
Jan Parker – Graduate College

EEO Group 40 – Technical and Paraprofessional

Amanda Dailey – Accounts Payable  
Toni Ferguson – School of Education  
Lisa Maynard – School of Medicine  
Kelly Preston – Autism Training Center  
Valerie Smith – University College

EEO Group 50 – Clerical

Nancy Tresch-Reneau – Psy D Program  
Leonard Lovely – Mailroom  
Amanda Nagy – School of Education  
Stacy Good – Mathematics  
Teresa Wellman – College of Info Tech & Engineering

EEO Group 60/70 – Service/Maintenance

Marcos Serrat – Plant Operations  
Joe Wortham – Athletics

There remains one vacancy in EEO 10 and three vacancies in EEO 60/70 which will be filled during a special election at a later time.

**Legislative Committee – Chris Atkins** – No report.

**Personnel/Finance Committee – Leonard Lovely** – No report.

**Physical Environment Committee – Bill Lewis** – No report.

**Staff Development Committee – Miriah Young** – No report.

**Announcements**

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



PEIA FAIR

APRIL 10

QUESTION #1

Is there anything special that employees need to do during the current open enrollment period should an employee plan to retire within the Plan Year?

ANSWER Nothing Complete process similar to prior years

QUESTION #2

What steps need to be taken once retirement occurs?

ANSWER Contact the Consolidated Public Retirement Board (800-654-4406) to set up an appointment at least two months prior to retirement

QUESTION #3

Will employees stay with PEIA coverage for balance of Plan Year?

ANSWER (A) For non Medicare eligible retirees will stay with PEIA for balance of Plan Year

(B) For Medicare eligible retirees will convert to the proposed new Plan Year, starting January 1, 2014. Will be required to reapply with new coverage? Thus, your premiums will be correlated for six (6) months, then new plan correlated for next six (6) months with co-pays applicable under the conditions of each plan.

At least ninety (90) days prior to retirement, contact the social security administration in order to sign up for Parts A and B of Medicare. Must supply copy of Medicare card to PEIA

QUESTION #4 MOUNTAINEER FLEXIBLE BENEFITS PLAN-MEDICAL EXPENSE FLEXIBLE SPENDING ACCOUNT

What action needs to be taken by employees who will retire during the Plan Year?

ANSWER Should an employee wish to maintain current benefits, no action is required. Should an employee wish to make changes for the Plan Year starting July 1, 2012 the employee must complete the required document denoting the requested changes.

However, an employee who retires during the Plan Year can only be reimbursed for those expenses that occurred while the employee maintained employment. FBMC will only deduct premiums from the employee's pay check for the period the employee is actively working. To take advantage of Plan the employee should expect to have expenses equal to or greater than the total deducted from salary. Example follows

An employee elects to retire on August 31, 2013 and premiums paid are eighty (\$80) per pay check. The total amount of premiums collected from employee will be three hundred twenty (\$320) dollars. Thus, the employee needs to incur expenses equal to or greater than three hundred twenty (\$320) by August 31, 2013. The maximum annual contribution is two thousand five hundred (\$2,500). Thus, should you expect a major surgery during those two (2) months,

you could elect to contribute the maximum for two (2) but collect the full two thousand five hundred (\$2,500) dollars in benefits.

QUESTION#5 MINNESOTA LIFE INSURANCE

What action needs to be taken once retirement occurs?

ANSWER The employee must act during the month of retirement or within the two (2) succeeding months to complete form regardless if no changes are expected in coverage. The form will be included in the retirement packet that will be received from PEIA