

Marshall University Classified Staff Council Minutes

December 19th, 2013, Memorial Student Center BE5

Members Present: Chris Atkins, Nina Barrett, Amber Bentley, Tootie Carter, Toni Ferguson, Stacy Good, Carol Hurula, Noah Lamb, Amy Lorenz, Leonard Lovely, Becky Lusher, Lisa Maynard, Donna Megquier, Jan Parker, Tanya Ramsey, Marcos Serrat, Valerie Smith, Nancy Tresch-Reneau, Joe Wortham, Miriah Young

Members Absent: Jason Baldwin, Nicole Perkins

Members Absent (Excused): Lisa Williamson

Guests: Dr. Kopp, Matt Turner, Mary-Ellen Heuton, Michelle Douglas, Beth Wolfe, Linda McCarthy, Melinda Morgan, Linda Newman, Jan Fox, Eldon Larsen, Bonnie Ross, Patty Carman, Paris Webb

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

Senator Robert Plymale

Nina Barrett introduced Senator Plymale and informed Council and those present that he is Chair of the Senate Education Committee.

- Senator Plymale acknowledged the concern that the group must have regarding the inaction with SB 330 from both the HEPC side and the Human Resources on the State side and he expressed that he is concerned as well. At this time he stated he does not plan as the Education Chair to take up any bill related to SB 330 until they complete the work that needs to be done from it. He stated that you can't know what to do moving forward until the information is found that SB 330 called for.

Senator Plymale stated that the Fox Lawson study had been mishandled and has only a couple of relevant areas that can be used, one being on Classified Staff. However, until Mercer looks at and validates the information he doesn't suggest that the HEPC move any further with the information. He added that the HEPC should rebid the study that Fox Lawson had originally bid on but this time the committees formed from SB 330 should meet with the new company monthly for updates. He stated that from this point on anything done has to be much more transparent.

Senator Plymale pointed out that discussions have been going on about the content of SB 480 and SB 330 for years and that nothing was ever slipped in about faculty as it was always there. However, representatives from Faculty never made any comment.

- Senator Plymale said he believes there are three major problems in the State:
 - Substance abuse problem
 - We need to be able to pay teachers more in order to be competitive

- We have to fund higher education because in a few years there is going to be a problem with workforce challenges

Senator Plymale opened the floor to questions:

Carol Hurula pointed out that the concern of the ACCE group is the funding for a new RFP. – Senator Plymale agreed it was a concern and they've got to make sure they have the funding.

Do we always have to choose the lowest bid on an RFP? – Carol Hurula – No, not if a justification is provided as to why it's believed the lowest bid won't meet the criteria of the RFP.

The HEPC seems determined to keep financial aid exempt from sustaining any budget cuts. Do you see any issues with State funded financial aid going to private schools? – Chris Atkins – Needs based aid is determined by the student not the institution and Senator Plymale doesn't anticipate any sort of movement to limit where it can be used at.

Why aren't we funding according to how many WV students are being educated at an institution versus out of state students? - Leonard Lovely - Senator Plymale agreed that we need to have a better review of funding in that sense and added that individuals may submit ideas to him in writing if they choose.

- Senator Plymale mentioned that the Governor, Senate President and Speaker went to Wall Street and were told that WV has handled its debt in a manner that has been up front and transparent like no other state has done. WV has done enough things right that we should be able to use Rainy Day Funds this year.

Leonard Lovely mentioned that he'd found a copy of the 2009 incomplete Mercer Study for classified staff compensation and stated that the appropriate compensation for classified staff would be much more than it currently is and it should be addressed. - Senator Plymale agreed that Mercer is very credible but there's also a sticker shock when most people see their findings which is why it has to be phased in. He added that it looks like the Fox Lawson data for classified staff is pretty credible and Mercer is under contract with HEPC currently to validate the data, which will make most people more comfortable with the findings. However, he added that the other aspects of SB 330 still have to be addressed.

Leonard Lovely asked if there is any possibility that the State could assume all of the universities' bonds in exchange for some or all State funding. - Senator Plymale replied that he doesn't anticipate anything like that taking place.

Miriah Young asked what the chances are of avoiding a mid-year budget cut. - Senator Plymale replied that he's only one voice and it's not yet decided but it looks hopeful that they will avoid a mid-year cut.

Chair Nina Barrett opened up questions to the floor.

How did your meeting go with the State Auditor's Office and Treasurer's Office regarding problems with the WV Pay Card? - Senator Plymale responded that he was unable to attend the meeting and has asked to reconvene the first part of January.

Dr. Kopp - University President

- A group has been working on a mission statement as part of the long range strategic planning process. The statement has been finished and Dr. Kopp encouraged everyone to go cast their vote on the 20/20 Vision webpage.
- Each facet of the Strategic Planning Action Plan is underway with the exception of roles and responsibilities which will kick off in early January.
- Dr. Kopp reported that what Senator Plymale had previously said regarding potential budget cuts is consistent with a conversation he had with Governor Tomblin, although things could still change.
- Dr. Kopp reported that they had a meeting with the Cabell/Wayne Delegation regarding the upcoming session and issues/priorities from our standpoint and Higher Education in general.
- Marshall is beginning to find support about taking a hard look at the current tax structure and where there are some opportunities to improve the revenue at the University by implementing modifications in the current sales tax structure. Dr. Kopp added that we need to continue to press some of our representatives to not take the stance that we can't do anything unless we do a comprehensive reform of the entire tax structure. He added that if we're really going to tackle the tax issue they'll have to crack open the whole tax code and reform the entire tax code, however that's not the only way to tackle just the sales tax alone.
- Governor Tomblin is beginning to realize that the cuts sustained by Higher Education are starting to cut into the muscle.
- The new engineering complex couldn't come at a better time as there is a foreign company is looking into putting an ethane cracker in the State.
- There is a fairly significant increase in freshmen already registered for Spring Semester compared to this time last year.
- We will top 220 international students in the INTO program in the Spring Semester, which greatly exceeds the target for spring.
- We increased the number of WV residents in our freshman class this year, and decreased the number of non-resident freshmen compared to last year.

Dr. Kopp opened the floor to questions:

Miriah Young thanked Dr. Kopp for honoring 5 of our staff graduates during commencement.

Miriah Young thanked Dr. Kopp for the additional funds to enable the Staff Development Committee to award \$500 to every staff member who requested an e-course tuition benefit.

If Marshall is increasing in resident freshmen and decreasing in non-resident freshmen does that mean WVU is hurting since they have more students from out-of-state? – Nancy Tresch-

Reneau – Dr. Kopp said they are not tracking that information but he would guess we're taking students from smaller nearby institutions.

Miriah Young asked if developmental education students could be included in our number of students regarding performance funding should it pass in the legislation since Marshall is converting the remedial courses below the 100 level to courses at the 100 level. – Dr. Kopp responded that we should be able to should it pass in legislation. He added that there is currently no formula for state appropriations for higher education public institutions such as being based upon cost of programs or degrees. Unless we move to an approach using a formula for how public higher education institutions are funded and begin to recognize the differential costs associated with different types of degree programs we'll never be able to solve the funding problem.

Michelle Douglas – Human Resources

- Human Resources is working on People Admin and OASIS and other basic HR work.
- Some new training opportunities have been released for spring.

Michelle opened the floor to questions:

Carol Hurula asked who Michelle would refer people to regarding an email that went out regarding Medicaid. – Michelle replied the DHHR.

Will there be some sort of timekeeping module with OASIS? – Carol Hurula – Michelle responded that there will be parts of OASIS that we use and parts that we don't use. Whether we will use a timekeeping module with it is unsure but we will need to find something to use for certain.

Carol Hurula – ACCE

- Carol stated that Senator Plymale covered most of what ACCE talked about at their December meeting.
- Rob Anderson, Vice Chancellor for Administration from the HEPC was present at the ACCE meeting.
- There are facts and myths on the HEPC website regarding SB 330.
- WV has employed a vendor who cannot finish what they were hired for: Fox Lawson. They addressed the classified data but wanted more money for the non-classified and faculty. They also stated they were unaware that WV had medical schools and a law school. Mercer has been contracted by the State to validate the classified staff work already done by Fox Lawson. A new RFP will go out for this study.
- Mr. Anderson stated that this time when the new RFP goes out they will make sure that they will have the constituency groups meeting such as the JCC, Compensation Planning Review Committee, ACCE, faculty representatives and CHROs. Many of these groups were missing from the involvement in the first RFP. Rob Anderson also recommended monthly meetings with the new firm once hired.

- If Mercer can validate the information Fox Lawson gathered on classified staff and update it for another year then hopefully they can move forward with creating the minimum salary schedule and a market salary schedule, which will be a whole new system involving a sliding scale, education, years of experience, etc.
- The second piece of 18B, Relative Market Equity, cannot be addressed until they have the other two pieces: non-classified and faculty. This is the piece that states each group should be within 5% of the other two groups regarding their percentage of funding of their market.
- ACCE was asked to form an opinion on whether we should move forward with what Fox Lawson has done. They have withheld making a decision until they see if Mercer can validate the information and its credibility.
- ACCE made a yearly presentation to the HEPC in early December, and they have a presentation to give to LOCEA on January 5th. The next regular ACCE meeting will be on January 6th.
- ACCE looked at the draft form of Series 56: Reduction in Force and Furlough Policy and made suggestions which were taken to the Common Grounds committee. ACCE felt as though furlough should be a different policy than RIF because furlough should not involve bumping rights or seniority.

Miriah Young – BOG

- Vision Committee
 - The vision statements are up for voting on the 20/20 website which is www.marshall.edu/2020. We have had over 500 votes and we want to encourage everyone to vote before voting ends January 10, 2014.
- Commencement was very successful this past Sunday, and for the first time we were able to have Presidential recognition for our staff graduates who chose to attend graduation. The Board of Governor's meetings have been changed from one day to two days now.
- Athletics
 - After 2.5 years the athletics audit is finally done and they had 4 very minor findings such as one bill that was paid late and one check that was cashed after a weekend due to a weekend camp.
 - The Military Bowl is on December 27th in Virginia. The conference pays for us to go and we get to keep the first \$100,000 from ticket sales directly through Marshall.
 - The Vision Campaign is currently at 17.5 million and is looking to be over 18 million before the beginning of 2014.
 - The new reseating and parking plan is moving forward. Most people for Football are not supposed to have to move, but basketball could have to move at a much higher percentage.
- School of Medicine
 - Cabell did a merger with Pleasant Valley Hospital and the way that Marshall will be involved is through physician recruiting and specialist services.

- We are looking at a Joint Medical Education program with St. Georgia's Medical Center in London.
- Administration
 - We used all of the HEPC bond money that we were given by December 2013, which was our deadline before they took it back.
 - Marshall is looking at a new year round meal plan beginning in the Fall of 2014.
- Finance
 - The increased investment authority from 30 to 60 million will be invested before the beginning of 2014.
- Academic Affairs
 - There is a continuing effort to enroll students in Medicaid who are eligible.
 - The BOG and the President are both up for review. The BOG review will be Jan 30-31 and the President's review will be Jan 27-30. The review will be done by the Association of Governing Boards and the findings will be presented over a 6 hour meeting the day before the February BOG meeting.
- Approvals
 - The finance and investments earnings reports were approved.
 - The new Master Plan was approved to be sent on to HEPC for their approval. Staff should keep in mind this is just a road map and not a prescribed way that we have to go. If we hit the numbers that we are forecasting then we may want to look at the different renovations we could undertake.
 - Addition of photos to the directory was approved and is currently out for 30 day comment.
 - The report was approved from the Graduate School of Medicine, Residency, by Dr. Paulette Wymer. They are accredited separately and so they must present separately.

Budget Workgroup Meeting - Carol Hurula

The last budget workgroup meeting was on December 6th.

Budget Restructuring - They're currently undertaking a project to improve how our banner financial module appears and give finance a better idea of when departments plan to spend their money. The plan is to change current budget structure to the new module in January and FY15 budgets will be made using the new module as well.

The budget workgroup is trying to identify if larger purchases such as departmental computer updates should be done at the University level rather than at the departmental level.

Academic Portfolio - They discussed having an academic portfolio review and looking at degree programs. Departments are planning a niche statement which will be a short statement on the role of the program as it relates to the college and university, the strengths and weaknesses of the program and how the program can be sustained given current or reduced resources, the education values statement, exploring developmental possibilities for degree programs that

aren't currently offered, looking at enrollment, looking at graduation trends, and looking at what graduates are doing once they get the degree.

Service Profile - they're looking at MURC, academic affairs, IT, finance and administration, HR, security, Marshall Health, School of Medicine and athletics. They want to annualize the entire portfolio process and identify its mission, value proposition, and what sort of improvements in service or cost can be made.

There's a committee currently reviewing and making recommendations and revisions on faculty salaries. The current policy provides a disproportionate share of the raise pool as its proportioned according to the percent of regular faculty in a college. The committee is looking to revise the policy and also to adopt a policy establishing salary floor limits for each rank at the time of hire. They wish to establish a cap for faculty at the rank of professor and other ranks, adopt a policy for fixed dollar amount promotion increment of 10% of the base, and eliminate early probation.

There will be two weeks of training on the new finance and budget model in January.

Committee Reports

Election Committee – Joe Wortham – No report.

Legislative Committee – Chris Atkins – No report.

Personnel/Finance Committee – Leonard Lovely – No report.

Physical Environment Committee – Lisa Williamson – No report.

Staff Development Committee – Miriah Young –

Staff Waivers: All waivers have been distributed and through the help of Mary Ellen and the President we were able to give everyone who applied either an on-campus waiver or \$500 in E-course assistance.

Christmas Project: We have collected everything we need in excess for the homeless/needy bags and the Veteran's home. Jennifer Jimison will be taking the Veteran's home items tomorrow. The items collected for the homeless/needy bags will be handed out at Trinity on Saturday morning. Miriah said she would have pictures for Council at the January meeting.

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