

## Marshall University Classified Staff Council Minutes

July 17<sup>th</sup>, 2014, MSC 2E37 John Spotts Room

**Members Present:** Chris Atkins, Jason Baldwin, Nina Barrett, Amber Bentley, Elizabeth Coffey, Toni Ferguson, Carol Hurula, Noah Lamb, Leonard Lovely, Becky Lusher, Lisa Maynard, Jan Parker, Lisa Poteete, Tanya Ramsey, Gail Rice, Marcos Serrat, Nancy Tresch-Reneau, Tony Waugh, Joe Wortham, Miriah Young

**Members Absent:** Tootie Carter, Amy Lorenz, Dwayne McCallister, Donna Megquier, Nicole Perkins

**Members Absent (Excused):** Lisa Williamson

**Guests:** Dr. Kopp, Bruce Felder, Beth Hammers, Brian Gallagher, Kelli Pasquale

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

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

- Dr. Kopp received a notice from Mary Ellen Heuton that the people working with Oasis in Charleston didn't think they would be able to make the first pay check of FY15 work in their schedule. He called to say that the ramifications of employees not receiving a pay check would be on the HEPC and Oasis. As we now know, the paycheck came on time on Wednesday July 16<sup>th</sup>.
- The \$504 pay raise from the State went into effect July 1<sup>st</sup>. Dr. Kopp reported that they are working on getting the second raise to go in effect in October.
- For faculty raises, Dr. Kopp has instructed the deans on what to do in order to implement raises for faculty by October 1<sup>st</sup>. They have been informed of the due dates.
- Work continues on the assurance argument for reaccreditation with the Higher Learning Commission that will come up in one year. Our visit will be in October 2015.
- There are a number of other projects going on and opening of various facilities will be announced. Ron May is overseeing these projects and they are all on schedule and on budget.
  - Indoor Athletic Facility – Coincide with first home game
  - Visual Arts – 19<sup>th</sup> of September
  - Academic Sports Center – Just before Christmas
  - Sports Medicine Translation Research Center – March
  - Applied Engineering Complex – Spring
- The previous week was the second week of Orientation, and the attendance rate was higher than in the past. There was good feedback from parents and students at Orientation. Dr. Kopp said that Physical Plant and landscaping employees in particular have done a great job.
- Summer projects have been moving along, including moving Visual Arts out of Smith Hall.
  - There has been an interest around campus in the spaces opening up as a result of the move.

- Jenkins Hall is problematic as it has a longstanding problem with water in the basement. Treatments were done around the base of the building and now they will wait a year to see if it works before renovating the building. If the treatments don't work then the building won't be renovated, and if this happens then the Education Staff will be moved to Smith Hall next year.
- There are structural issues in the Shewey Building and the Henderson Center that need to be addressed as well.
- Marshall Employees Matt Turner and Corely Dennison have been recruited to work for the HEPC and will be transferring there soon.
- INTO is going very strong, and they are working on an agreement with the Kazakhstan government to receive their students there at Marshall.
- Looking at enrollment we are flat with where we were last year. There has been an increase in non-residents which is causing the residence halls to fill up.
- Dr. Mewaldt contacted Dr. Kopp regarding and a resolution has been made by the Faculty Senate to request that the 3<sup>rd</sup> Ave Parking Garage be restricted from overnight parking below the 3<sup>rd</sup> level.
- Dr. Kopp mentioned that we had a very nice staff luncheon this year and complimented Joe Wortham on receiving Employee of the Year.
- Dr. Kopp mentioned that they are working to change employees who are paid in arrears to being paid current. He will give out more information as it becomes available.
- The University has been given a challenge in changing from 24 to 26 pays a year. It was not the University's decision to change our pay periods, but rather it was required from the State. Human Resources should be finding out how it will affect our take home pay and our deductions.

*Are we looking at a 40 hour workweek?* – That was a WVU initiative and came from their budget.

- Changes are being forced from all sorts of directions including Oasis and the Affordable Care Act. Dr. Kopp said we are trying to comply with the ACA as we understand it while also trying to adapt to new things like Oasis and 26 pays.
  - They can't average hours for stipends now as they used to. For example student workers could be paid a 20-hours-a-week stipend with the assumption that they would average that over the semester. There is onerous tracking of student hours taking place because averages can't be used any longer.
- Rapid Response Team (RRT) Meetings are moving along with the Service Portfolio and Academic Portfolio. One group is looking at how to grow our revenue and one is looking at how to cut expenses.
- A preliminary report was received from the Education Advisory Board as a result of submitting data from academics. It is a report to identify opportunities for savings on the academic side, and requires some follow up.
- Dr. Kopp reported that about 6 years ago we changed the landscape of courses offered over the summer and turned a significant deficit at the end of summers into a surplus. Similar cost savings measures could be taken in other areas now, for instance by eliminating courses with less than 10 students, or changing the frequency in which they are offered. Dr. Kopp added that he feels not practicing these sort of measures is one of

our biggest problems, and he intends to challenge the deans and chairs to take a look at changing things and taking a hard look at what we're offering.

### **Bruce Felder – Human Resources Services**

- Mr. Felder introduced himself as the new Human Resources Director and thanked Staff Council for the opportunity to be a part of Council's meetings. He added that the "Resources" part of his department also means that they are resources to help employees and he vowed to be transparent, fair and consistent in his position and in Human Resources.
- While he's only been on the job eight days Mr. Felder has already been introduced to the issues involving WVOasis and the Affordable Care Act.
- Mr. Felder made a reference to an article in the Herald Dispatch that could give more information about him, and he added that he worked for Cabell Huntington Hospital for 13 years.
- Mr. Felder noted that he would be looking into the issues already mentioned of annual/sick leave and take home pay after switching to 26 pays.

*What is your preferred method of contact?* – Email would be preferred if you want a quick answer. If it is a complex issue you can stop by the Human Resources Office.

### **Minutes**

June 19<sup>th</sup>, 2014 minutes approved as written.

### **Officer Elections**

- Nina opened the floor to nominations for the position of 1<sup>st</sup> Vice Chair. Miriah Young nominated Chris Atkins. No more nominations were made so a motion to close was made. Motion passed.
- Nina opened the floor to nominations for the position of 2<sup>nd</sup> Vice Chair. Carol Hurula nominated Lisa Maynard. No more nominations were made so a motion to close was made. Motion passed.

### **Marshall University School of Medicine**

- Executive Director of Marshall Health Beth Hammers introduced herself along with Brian Gallagher, Director of Pharmacy Services at Cabell Huntington Hospital. She added that Kelli Pasquale, Marshall Medical Home Nurse Manager, would be along as well.
- Approximately one year ago Marshall Health partnered with PEIA to create a **Medical Home with Marshall Health**.
  - It is a program for all State Employees participating in PEIA and their dependents.
  - PEIA participants can select Marshall Health as their Medical Home if they use Marshall Health Providers. In order to establish the Marshall Health Home status, employees must select a primary care physician from Marshall Health to be their "team leader". Once established they can see any Marshall Health provider, for primary care or specialty care, and they will receive no office visit copays, no coinsurance and no deductibles on the medical part of their care.

- There are currently about 2000 people enrolled statewide in the Marshall Medical Home program.
- There is also now an adult evening clinic through Marshall Health available at the Cabell Huntington.

There are also now services available specifically for members of the Marshall Community who are also members of the Marshall Medical Home, which are not available statewide:

- On April 1<sup>st</sup> the Marshall Pharmacy opened on the ground floor of Cabell Huntington, and they are working to institute satellite pharmacies at other locations.
  - In June the pharmacy underwent a data conversion for much needed software. After working out the glitches wait time for prescriptions is down to 10-12 minutes from the days it was previously taking. With this new system they can now do mail order for prescriptions.
  - The new pharmacy has worked out a negotiation with Express Scripts to allow Marshall Employees in the Marshall Medical Home program to receive generic prescriptions with no copay. Employees are still responsible for deductibles at the start of a new insurance year, however.
- Marshall Health is collaborating with the Marshall Rec Center to provide a steep discount to Marshall University Employees who are also members of the Marshall Medical Home program.
  - Normal Marshall Employee Rec Center membership is \$38/month but would be reduced to \$25/month with this program.
  - To continue to qualify for the discount members would have to participate in using the Rec Center at least 4 times in a 3 month period, possibly take part in required screenings, and sign up for a year membership.
- Other initiatives Marshall Health is working to implement:
  - Meds to Beds – Upon discharge from the hospital, patients have the opportunity to get information about their medications from a pharmacist, and have their medications filled and delivered to their room before they leave.
  - Meds to Chairs – Similar to Meds to Beds, but involves delivering medications to different satellite locations of Marshall Health.

### **ACCE – Carol Hurula**

- Carol reported that the Chancellors came to the ACCE retreat and made a report about SB 330.
- Carol reported that contrary to what we were last told, there will actually be an RFI for the Salary Study.

### **May 20<sup>th</sup> ACCE met at Potomac State College**

#### **President Colelli spoke:**

- Potomac State has the lowest tuition in WV for baccalaureate degree.
- They are adding men and women's lacrosse and cross country.
- He praised his staff, particularly housekeeping and maintenance, on upkeep of buildings on campus since they are largely old buildings. Capitol funds in state aren't sufficient for the needs.
- They are investing in areas that attract student enrollment. i.e. soccer field.

- President Colelli said he would be in favor of performance based funding if he knew what the outcomes would be based upon.
- Tuition and fee discussion in maintaining affordability for the students.
- Continued discussion on the number of colleges and universities in the state.
- The community and college are creating a partnership for a new recreation center. They are partnering with the county, city and college to provide a much needed facility for the community and sharing costs of construction.

**Members Discussion with President Colelli:**

- ACCE is concerned with implementation and completion of market study. President Colelli also addressed his concern on funding requirements on the institutions with reduced allocations from the state.

**ACCE discussed retreat planning.****Discussions:**

- Auditor memo on pay in arrears.
- Retirement when other State agency service is involved. This came about because an employee of one of WV's institutions could have qualified for an earlier retirement.
- There has been no committee work for Common Grounds occurring since vacancy of VCHR.
- Current drafts of rules are pending until a new VCHR is hired.

**LOCEA Meeting:**

- ACCE phoned in to the LOCEA meeting.
- LOCEA adopted Resolution RS 2011
  - Points mentioned:
    - Urgency to hire VCHR.
    - Importance of SB330.
    - Identify SB330 highest priority and primary focus.
    - Compensation structure for all classes of employees.
    - Language of how to build RFP from info gathered from RFI.
    - To quickly move on an RFI.
    - HEPC given full authority and responsibility to move with deliberate haste to implement SB330.
    - Studies of all classes each five years once we get the market study.
    - Seek recommendation in RFI on how to address State Code but keep in mind the intent of RME.
    - ACF, ACCE, CHRO and two designees of Council and Commission to serve on search committee for VCHR.
    -

**June 17<sup>th</sup> ACCE met at West Liberty University**

Dr. McCullough, Interim VP complimented classified staff for their dedicated service at West Liberty and praised the service that he is aware is provided by all ACCE classified staff employees.

- Addressed the budget reductions facing our institutions now and in the very near future.

- Suggested and strongly recommends that ACCE be a key player in the oil and gas projections for added tax revenue.
- Need to be a partner in this source of revenue in providing the education and training.
- Now is the time for higher education to begin preparing for the work force that will provide the services needed for sustained revenue source

Mr. Jim Stultz, VP for HR announced that West Liberty employs a total of 122 classified staff employees. As with other campuses, the institution has a number of experienced staff with longevity.

It was his opinion that SB 330 is one of their institutions biggest concerns and challenges:

1. No stability in the position of the Vice Chancellor of Human Resources.
2. He believes the scope of the bill is too broad and it should more narrowly focus on the issues of Classified Staff and wants the focus to move away from faculty and non-classified staff.
3. The bill more clearly articulates the authority of the HEPC prior to SB 330, some institutions and their presidents nevertheless see this as an infringement of presidential power.
4. A widespread misunderstanding of the bill.
5. Cost of implementation.

ACCE worked on the RFI (Request for Information) draft for the market study. This information will become a major reference source for developing the RFP.

1. Market studies for classified, non-classified, and faculty employees.
2. Software to allow HEPC to conduct annual compensation reviews and maintain/update job classifications.
3. Faculty and non-classified compensation structures.
4. A workable definition of Relative Market Equity in keeping with legislative intent.

Chris Stevens, Mount West, Community & Technical College, reported that the goal of the ACCE Communication/Presentation committee is implementation of the Office 365 system with a new web site design presented during the retreat in July. Software needs implementation with Verne Britton, WVNET, coordinating the final steps of completion.

The ACCE 2014 Retreat was July 14-16, 2014 at Chief Logan State Park.

### **BOG – Miriah Young**

BOG June 24-25 2014

- The first day of the Board of Governor's meetings was mainly touring the School of Pharmacy and committee meetings.
- The School of Medicine med scholarship fundraiser raised \$50,000 which was outstanding in their field.
- Athletics-
  - New turf and track are being installed now. They just finished the new turf at the stadium which is being taken care of through facility fees.
  - The indoor facility will open either at the end of August or first part of September

- Hall of fame is opening in October
- January will be the opening of the academic center
- Summer will open the sports medicine translational center
- All of this is being paid for from private money
- Several track meets will now be able to be held here at Marshall
- July 3 is Marshall Day at the Greenbrier Classic.
- A federal grant application to the Department of Education was submitted through Dr. Ormiston and we're just waiting to hear back.
- Ad Hoc committees - we have athletics report but not enrollment/retention.
- We are expecting to see gains this year in our enrollment but not sure by how much at this time.
- Visual Arts is getting finishing touches put on.
- Buskirk boiler replacement is being done
- Science library at the med school is being updated
- Jenkins hall basement is being waterproofed
- BOG Approvals:
  - Animal policy approved
  - New masters in computer science approved
- The Board will meet on August 4<sup>th</sup> for the BOG Review results.

**Committees**

***Election Committee – Joe Wortham*** –. The election committee did not meet but Mr. Wortham submitted his end-of-year report to the Staff Council Office.

***Legislative Committee – Chris Atkins*** – Interims are coming up and it's something to keep an eye on. Also, Poling is stepping down from Chair of House Education.

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

***Physical Environment Committee – Lisa Williamson*** – No report.

***Staff Development Committee – Miriah Young*** – The Emeritus Policy was approved by Council last year was submitted to the President at that time. The committee met with Dr. Kopp to discuss this policy this month and he is going to bring changes to the Faculty Senate.

Year End Report:

- The committee gave out all 150 on-campus tuition benefits.
- Also awarded was the entire \$7100 e-course budget plus an additional \$2345 needed to fill all e-course requests.
- At the 2014 Staff Awards Luncheon the committee raised \$675 for our Flower Fund.
- Last year we spent \$592 in flower arrangements.

**2014-2015 mittee Placements**

**Elections/Communications Committee Members:**

- Chairperson - Joe Wortham
- Committee – Toni Ferguson, Leonard Lovely, Jan Parker, Tony Waugh

**Legislative Affairs Committee Members:**

- Chairperson – Chris Atkins
- Committee – Elizabeth Coffey, Amy Lorenz, Donna Megquier, Nicole Perkins, Matt James (non-Council member)

Personnel/Finance Committee Members:

- Chairperson – Tanya Ramsey
- Committee – Noah Lamb, Becky Lusher, Dwayne McCallister, Lisa Poteete

Physical Environment Committee Members:

- Chairperson – Lisa Williamson
- Committee – Jason Baldwin, Tootie Carter, Gail Rice, Marcos Serrat, Nancy Tresch-Reneau

Staff Development/Service Committee Members:

- Chairperson - Miriah Young
- Committee – Amber Bentley, Carol Hurula, Lisa Maynard, Jennifer Jimison (non-council member), Shay McComas (non-council member)

Faculty Senate Standing Committee Representatives:

- Athletic – Lisa Williamson
- Budget & Academic Policy – Carol Hurula
- Legislative – Carol Hurula
- Physical Facilities & Planning – Lisa Williamson
- Student Conduct & Welfare – Tanya Ramsey
- University Functions – Nancy Tresch-Reneau

**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