

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

May 15<sup>th</sup>, 2014, John Spotts Room MSC 2E37

**Members Present:** Chris Atkins, Nina Barrett, Amber Bentley, Tootie Carter, Carol Hurula, Leonard Lovely, Becky Lusher, Lisa Maynard, Lisa Williamson, Joe Wortham, Miriah Young

**Members Absent:** Jason Baldwin, Toni Ferguson, Noah Lamb, Amy Lorenz, Donna Megquier, Jan Parker, Nicole Perkins, Tanya Ramsey, Marcos Serrat, Nancy Tresch-Reneau

**Members Absent (Excused):**

**Guests:** Dr. Kopp, Michelle Douglas

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

### **Dr. Kopp - University President**

- We had an outstanding spring commencement and at least 100 more students walked than normal. Next year Physical Therapy will be included for the first time.
- Something new was tried at commencement in which a photo booth was provided for family pictures and people seemed to really like it.
- Marshall will be going from 24 pay periods to 26 pay periods January 1<sup>st</sup> of 2015 and it is causing a situation with those who are paid in arrears. In October everyone who isn't already paid in arrears will begin to be paid in arrears. This is a mandate that is coming down from the State due to Oasis. Mary Ellen Heuton has tried getting answers but can't get any thus far. A FAQ site will probably eventually be put up online.
- Employees should be able to see Human Resources to find out what 26 pays will do to their pay check and how healthcare premiums/deductions will be affected. Marshall will also probably consult with WVU who has already gone through this process.
- The \$504 raise from the State will go into effect July 1<sup>st</sup>. Other raises from Marshall will go into effect in October and will first be seen on the mid October paycheck.
- Employees who are signed up as part of the Marshall Health Home may be able to have their generic prescription medications filled with the Cabell Huntington Hospital Pharmacy with no copay.
- Dubai wants to partner with the University and the Med School for some new opportunities.
- We are ahead of where we were this time last year in freshman deposits.
- The Marshall 20/20 Strategic Planning Rapid Response Teams kick off the next day with the Service Portfolio Review. One question Dr. Kopp stated is being asked is whether we should be in the printing business and added that they will be reviewed just as everyone else is being reviewed.

**Michelle Douglas – Human Resources**

- Michelle stated that **FMLA** is broader than just illness and can be taken for other reasons as well.
- The **Catastrophic Leave Bank** balance as of 5/14/14 was 2462.79 hours or 328.37 days. A summary of donations and withdrawals from the Leave Bank the last few years is as follows:
  - **2013**  
Donations Received:  
4377.43 hours 583.66 days (to employees and bank)  
  
Total Donations Dispersed (donation & bank) to employees (FMLA Approved):  
2945.34 hours or 392.72 days  
  
Total Taken from the Bank:  
1004.45 hours or 133.93 days used as matching for employees.
  - **2014**  
Donations Received in 2014 to Date (5/14/14):  
3095.25 hours or 412.70 days (most going to the bank as people resign)  
  
Total Donations Dispersed (donations & bank) to employees (FMLA approved):  
1641.62 hours or 218.89 days  
  
Total Taken from the Bank to Date (5/14/14):  
271.70 hours or 36.23 days as matching for employees.
- **Emeritus Status**
  - Michelle stated she's been researching Emeritus Status criteria at different institutions and found the following to be true:
    - The average length of employment required was 10 years.
    - Length of employment criteria was the same for each class of employee (classified, non-classified, faculty) at most institutions.
    - Many schools only award Emeritus Status to faculty.
    - Status was often approved by Staff Council or Faculty Senate at schools.
    - Free parking was usually not included.
    - Meritorious or outstanding service to the university was most often required, along with proof of that service.
  - Michelle stated that Staff Council should now follow up with Dr. Kopp with regards to changing Marshall's Emeritus Status policy.
- **Can *biweekly pay* create a greater tax liability?** – Michelle stated she is unsure at this time. She added that she will send Council the list of problems WVU had when they implemented biweekly pay.
- **What will be the impact of *biweekly pay* on taxes and benefits?** – Michelle stated that a workgroup is being put together to explore the issue that includes Mary Ellen Heuton,

Jan Fox, Stephanie Smith, Glenna Racer and Brandi Jacobs-Jones. Michelle added that Council should get our questions together and take them to Mary Ellen.

- Michelle stated that her last day would be the following Friday.

### **Minutes**

January 16<sup>th</sup>, 2014 minutes approved as written.

### **ACCE – Carol Hurula**

- ACCE met on April 24<sup>th</sup> at Fairmont State University.
- President Rose from Fairmont State, a vice president from the school, and a former Board of Governor's member spoke. They all spoke about the economy, challenges that face higher education, budget cuts, being cautious of tuition increases, etc.
- Delegate Tim Manchin spoke about the economy.
- There are two vice-chancellor vacancies with the HEPC: Vice Chancellor of Administration and Vice Chancellor of Human Resources.
- Mercer is on contract to help with the language in the RFP for the market study, and they suggested an RFI (Request For Information) go out before the RFP to get some response about what to put in the RFP.
- Legislative Interims begin the following week.

### **Board of Governors – Miriah Young**

- The new psychiatry residency is approved.
- The new Pharmacy in Cabell Huntington is open and generics prescribed through your Marshall Health Home doctor can be filled with no copay.
- Marshall is working with the Rec Center to try and make membership \$25/month for employees who are part of the MU Health Home program.
- We are working with Ebenezer Outreach Clinic.
- Visual is still online to open in May.
- The Board toured the Engineering complex, which is on schedule.
- Chancellor Hill was at the BOG meeting and introduced Dr. Andrew Nichols, who was on the cover of Neuron Magazine working on traffic engineering.
- The 20/20 second retreat was March 25<sup>th</sup> and the rapid response teams begin the following day.
- The Budget Workgroup was acknowledged for all of their work on the budget.
- Moody's rating came back with a stable outlook.
- BOG elections were already held for the next year:
  - Chair – Mike Sellards
  - Vice Chair – Ed Howard
  - Secretary – Wyatt Scaggs
- BOG is looking to expand its committees. There are two ad hoc committees that could possibly become permanent.
- Fees were approved, and Pharmacy will have to be taken to HEPC.

- The Budget was approved.
- The October raise was approved in the budget, just not how it will be distributed.
- The project list was approved as a wish list.
- Three new programs were approved in academics: Bachelor of Arts in Arts, Bachelor of Arts in Sports Management, and Masters of Science in Computer Science.
- The animal policy on campus is being reviewed for including support and emotional animals with service animals.
- The program reviews have been completed.
- The pay dates for 2015 can be found in the May Newsletter on [www.wvoasis.gov](http://www.wvoasis.gov).
- *Is the construction on time for the **Indoor Practice Facility**? – Yes.*

### **Committee Reports**

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

The Classified Staff Council will hold an election on May 16<sup>th</sup>-19<sup>th</sup> to fill current vacancies. The staff members elected to these positions will finish the remainder of the current term which will end on June 30<sup>th</sup>, 2015. Vacancies to be filled include the following:

- Two vacancies in EEO 40 – Technical and Paraprofessional;
  - Nominees are: Gail Rice - School of Pharmacy  
Elizabeth Coffey - Autism Training Center
- One vacancy in EEO 50 – Clerical;
  - Nominees are: Lisa Poteete - Autism Training Center
- Two vacancies in EEO 60/70 - Service and Maintenance
  - Nominees are: Tony Waugh - Plant Operations  
Dwayne McCallister - Housing

Electronic voting will be available from Friday, May 16<sup>th</sup> at 6am through Monday, May 19<sup>th</sup> at Midnight. **All voting will be electronic.** There will be no paper ballot voting.

***Legislative Committee – Chris Atkins*** – No report but Legislative Interims start soon.

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

***Physical Environment Committee – Lisa Williamson*** – Dr. Mewaldt, Faculty chair of the Faculty Senate Physical Environment Committee, created a proposal for a recommendation for the parking garage on 3<sup>rd</sup> Ave. It has been approved by Faculty Senate and he has requested Staff Council read and approve the recommendation as well. The recommendation reads as follows:

During the fall and spring Semesters Monday morning through Friday morning overnight in the 3<sup>rd</sup> Avenue parking garage is allowed only on levels 3 and above. This policy will be effecting beginning the fall 2014 semester.

As far as enforcement, they speculate that MUPD would write parking tickets.

Lisa Williamson made the motion to support the recommendation by Faculty Senate. Leonard Lovely seconded. Motion passed.

**Staff Development Committee – Miriah Young** – Tuition waivers are awarded for summer. The committee will be taking donations for the Flower Fund at the Annual Service Awards Luncheon.

**Service Awards Luncheon – Joe Wortham** – The Annual Service Awards Luncheon will be held in the Don Morris Room in the Memorial Student Center on Thursday, June 26<sup>th</sup>. The menu will be the River and Rail Buffet consisting of: Chicken Marsala, Steamed Vegetable Medley, Oven Roasted Potatoes, House Salad, Penne, Meat or Alfredo Sauce, Dinner Rolls, & Assorted Deserts. RSVPs are due by Wednesday, June 18<sup>th</sup>.

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