

Spring 4-4-2014

## Council of Chairs Meeting, April 3, 2014

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COUNCIL OF CHAIRS, 2013-14  
Minutes of the Meeting on April 3, 2014  
Drinko 402; GC 134; SOP Conference Room

1. Attendance:

16 Chairs/Division Heads: Mike Castellani (CHM), Harlan Smith (FIN/ECN/IB), Dan Holbrook (HST), Marty Laubach (SOC/ANT), Josh Hagen (GEO), Jane Hill (ENG), Denise Landry (NUR), Penny Kroll (PT), Jeff Archambault (ACC/LE), Rex McClure (MGT/MKT/MIS), Paula Lucas (C&I), Monika Sawhney (PH), Kim Broedel-Zaugg (SOP), Eldon Larson (ENGR), a sub for Mike Cunningham (LS), a sub for Barbara O'Byrne (Literacy)

Guests: Mary Ellen Heuton (Sr VP for Finance; CFO); Juanita Parsons (Director, Accounts Payable & Payroll); Mark Robinson (Budget Director)

2. Mike Castellani called the meeting to order at 3:40 p.m. He provided the attendees with a summary of a report prepared by Corley Dennison (Associate VP for Academic Affairs; Dean of Undergraduate Studies) and turned the floor over to Ron and Lance, who led the first part of today's meeting. Corley's report focused on Course Articulation Agreements between institutions within WV.

A. Some entities and programs are not honoring agreed-upon Articulation Agreements. One problem is that when courses have not officially been declared equivalent, the equivalency request is not being honored. A bill in the Legislature, attempting to force all entities to honor these agreements did not pass.

B. Discussion turned to the issue of whether Community & Technical College courses are true substitutes for MU courses. MU is trying to build a case that CTC courses are, in general, not perfect substitutes for our courses by tracking the grades earned in our classes by two groups of students: (1) CTC Transfers, and (2) MU students.

C. Marty Laubach brought up the issue of how we teach & grade CTC transfers coming in at the upper level if they haven't taken our own lower-level CT-based Gen Ed Curriculum.

D. Denise Landry noted that since Articulation Agreements are not fully built into MU operating procedures, checking and tracking course equivalencies must be done by hand.

E. Most attendees agreed with Jeff Archambault's statement that MU has "big control issues" with transfer students.

3. Dan Holbrook provided a brief overview of recent BWG activities. Since our last Council meeting the BWG has received (1) President Kopp's Budget Proposal, which included a \$7 million dollar reduction in spending, and (2) all Budget Proposals from MU's individual budgetary units.

A. The cuts implemented in the budgetary unit proposals ranged from 0.1% to 16%.

B. Budgets will be "scrubbed" again, and the BWG meets tomorrow (April 4) and again on Friday April 11<sup>th</sup>.

C. Denise Landry noted that the massive COHP cuts resulted primarily from cost-shifting within the college. Specifically, Revenue Accounts are now going to be used for Operating Expenses. For example, going forward departmental in-load e-course funds will now be spent elsewhere, at the college level, for such items as part-time faculty salaries.

At 4 p.m. Mary Ellen, Juanita, and Mark were given the floor to present and discuss relevant budget issues.

4. The state is instituting, starting July 1, the OASIS system of Enterprise Resource Management (ERP) – which is new. OASIS is not specifically designed for Higher Education, so we can expect some growing pains.

A. The rollout of this new ERP will begin with Finance, and by January of 2015 it will incorporate

Payroll. Mary Ellen considers key benefits of this new system to be its ability to track positions over

time, and the rationalization of position numbering – especially in the case of Work-Study students - that will come with the new system. And, eventually, PAR's will no longer be used.

B. The new HR software “on-boarding” package known as PeopleAdmin will work well within this new system. Transparency will improve, and the hiring process can be tracked much more easily.

5. The new Budget Restructuring Exercise this spring was the next topic. Mary Ellen believes that transparency is already improving, and that information-dissemination is getting better. For example, tracking the money in terms of both (1) the Source, and (2) the Expense or Usage will make financial flows more clear. Mary Ellen is excited about this new process.

6. Travel and P-Cards. These will be the subject of a 20/20 Workgroup. In this group the focus will be on how we can improve processes, and on where the work will be placed.

A. The new ERP will necessitate, however, a new set of P-Card procedures. (Harlan Smith's new Secretary just got her P-Card in late April but cannot use it until after July 1 and after she's been trained in the new procedures.)

B. Travel, as usual, generated extensive discussion. Mary Ellen emphasized that we cannot use search engines to identify fares. But, we CAN use airline websites directly! If we send screen-shots of airline-website quotes to the Travel Office, they will be approved if all requirements are met. Talk then turned to National Travel. Why must we go through this company? The State of WV requires, by law, that we have an institution-wide contract with a travel agency – hence our contract with National Travel. Mary Ellen thinks, however, that eventually we can create an office, maybe the “Academic Affairs Travel Support Department (Office),” that will act as our on-campus Travel Agent. We agreed that the 20/20 planning process needs to include a group dedicated to reforming travel policy and procedures, possibly along these lines.

C. A set of the usual, “horrific” or “amazing” (choose your word here), travel stories were then shared among the attendees.

7. The Budget Cuts. Mary Ellen took us through a review of this year's process. Points raised included the fact that cancelations of open positions across units will save approximately \$2 million, Funded Depreciation is going to be cut again, by another 1-2 million, and Tuition will rise 5% or close to it. The current shortfall, as of our April 3 meeting, was \$5.6 million. And this hole needs to be filled before we present the Budget to the MUBOG.

8. Mary Ellen, Juanita, and Mark concluded their presentation at 4:45 p.m.

9. Mike Castellani turned discussion to the Bachelor of General Studies/Bachelor of Multi –and – Interdisciplinary Studies degree program. A new Intent to Plan will be hammered out by a new committee (of which Mike is a member) and the committee’s proposal will begin working its way through all appropriate channels in Fall 2014.

The meeting concluded around 5 p.m.