

8-29-1985

# Marshall University News Letter, August 29, 1985

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## Recommended Citation

Office of University Relations, "Marshall University News Letter, August 29, 1985" (1985). *Marshall University News Letter 1972-1986*. Paper 322.  
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# Welcome back!

Dear Colleagues:

Once again, the morning traffic is heavy. Our parking lots are crowded. The residence halls are overflowing. Campus walkways and corridors are filled with people. There's an atmosphere of anticipation and enthusiasm.

It's that best of times—the beginning of a new school year! The relatively quiet days of summer are behind us. Our friends—old, new and soon-to-be—are back on campus. It's a time of excitement, reunion, and optimism.

We have a lot to accomplish this year and I'm certain all of us are looking forward to making great strides for Marshall University, its students, its faculty and its staff.

To those of you who are new and those who are returning after all or part of the summer, welcome! To everyone, have a great year!

Dale F. Nitzschke  
President

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**MARSHALL UNIVERSITY**

## News Letter

August 29, 1985

OFFICE OF UNIVERSITY RELATIONS • NEWS BUREAU • MARSHALL UNIVERSITY • HUNTINGTON, WEST VIRGINIA 25701

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### *Self-Study Report draft ready for review*

The preliminary draft of the Self-Study Report that is to be submitted to representatives of the North Central Association of Colleges and Schools is now available for review by faculty, staff and students, according to Dr. A.M. Tyson, self-study coordinator.

Tyson said all university personnel are encouraged to review the preliminary draft and to submit suggestions for correction and improvement by Sept. 30. He said suggestions should be sent to him at his office in James E. Morrow Library.

The on-site North Central visit will be April 7-9, 1986.

Tyson said 80 copies of the preliminary draft have been distributed to key administrative offices, to the deans and heads of divisions, and to chairmen of faculty committees for sharing with faculty, staff and students throughout the university. Copies also have been placed at the central desks in the residence halls and in the

Memorial Student Center and at the reference and reserve desks in Morrow Library.

The Self-Study Steering Committee which has compiled the report to date with the aid of 11 subcommittees and which will continue to edit and refine the report, consists of:

Dr. Kenneth P. Ambrose, Dr. Nell C. Bailey, Dr. Paul A. Balshaw, Dr. Jack H. Baur, Mrs. Sarah N. Denman, Dr. Bradford R. DeVos, Harry E. Long, Dr. Robert F. Maddox, Mrs. Lynne S. Mayer, Dr. Virginia D. Plumley, Kenneth R. Reffeitt, Dr. Kenneth T. Slack, Allen R. Taylor, Dr. Stuart W. Thomas, Dr. Ralph J. Turner, Richard D. Vass, and students Lorraine King, William Mitchell and Tammy Rice.

NCA's accreditation of Marshall has been continuous since 1928. Beginning at the bachelor's degree level in that year, it was extended to the master's degree level in 1948, and to the first professional degree (M.D.) level in 1981.

### Ad hoc committee seeks faculty comments

Faculty comments on a proposed faculty senate have been invited by the ad hoc committee of University Council which is drafting the proposal, according to Dr. Christopher Dolmetsch, assistant professor of modern languages and committee secretary.

Dolmetsch said the committee began work June 17 and met weekly through Aug. 5. It is scheduled to resume meetings Sept. 9. He said faculty comments should be directed to Dr. Simon Perry, chairman of the Department of Political Science and ad hoc committee chairman, or to an appropriate college representative on the committee.

Dolmetsch said topics discussed so far have included "the advantages and disadvantages of a faculty senate system," "membership," "the overall committee structure under a faculty senate," and "the executive commit-

tee." He said MU President Dale Nitzschke also was invited to present his views.

Other committee members are Jeanne DeVos, associate professor of nursing; Dr. Daniel Babb, professor of chemistry; Dr. Kenneth Guyer, associate professor of biochemistry; Lt. Col. Harry Beam, chairman of the Department of Military Science; Sarah N. Denman, assistant dean of the Community College; Dr. Michael Cornfeld, professor of art; Dr. Robert Sawrey, assistant professor of history; Dr. Virginia Plumley, chairperson of the Department of Educational Media, and Dr. Allen Mori, dean of the College of Education.

Dr. Rainey Duke, professor of English and chairman of University Council, explained that the ad hoc committee was created and is performing its work under provisions outlined in the "Constitution of the Marshall University Faculty" as outlined in the Greenbook.

# BOR Advisory Council of Faculty report

**NOTE: The following report from the BOR Advisory Council of Faculty was submitted by Dr. Francis K. Aldred, MU representative.**

By now you should have received a copy of the 1986 LEGISLATIVE PREFERENCE FORM which is being used by the Board of Regents' Advisory Council of Faculty to conduct a survey of faculty legislative priorities. A cover letter explains the history and purpose of the survey. Kindly complete the form at your earliest convenience and return it to me through the campus mail, c/o the History (HST) Department. System-wide results, along with the results of the survey on the Marshall campus, will appear in a future issue of the *News Letter*.

As we begin the year, a brief description of the governing system of public higher education in the State might be helpful for those unfamiliar, or less than totally familiar, with it.

Higher education in West Virginia is governed by a 13-member Board of Regents that was established by the Legislature in 1969. Nine members are gubernatorial appointees and serve 6-year terms. The other four members are *ex officio* but have full statutory voting privileges, viz., the State Superintendent of Schools and the chairs of three Board of Regents advisory councils (Faculty, Classified Employees and Students).

The Board's advisory councils are made up of 16 elected members each, representing the three constituencies of the two universities (Marshall and WVU), the two graduate colleges (COGS and the School of Osteopathic Medicine), the eight 4-year colleges (Bluefield, Concord, Fairmont, Glenville, Shepherd, West Liberty, WV Tech and WV State), the three so-called "free-standing" community colleges (Parkersburg, Southern and Northern), and Potomac State, the 2-year branch college of WVU. As aforementioned, the chair of each of the three councils is at the same time a member of the Board of Regents. They serve 1-year terms and are eligible to succeed themselves.

Current appointed ("citizen") Board members are William E. Watson, a Wellsburg attorney, who is Board president for the academic year 1985-86; Clark B. Frame, a Morgantown attorney; Kenneth M. Dunn, a Charleston building contractor; Louis J. Costanzo, a Wheeling accountant; and the Reverend Paul J. Gilmer, a Charleston minister who also serves as director of the Opportunities Industrialization Center (OIC). The four remaining appointive positions on the Board are vacant, with new appointees to be named by Governor Moore.

The faculty regent is Suzanne T. Snyder from Fairmont State College; the regent representing classified employees is Clifton T. Neal, Jr., from Bluefield State College; the student regent is Michael Queen from Marshall; and the state Superintendent of Schools is Tom McNeel.

The Board meets for two days each month, August excepted. About half of these meetings are held on college campuses, the remainder at

the Board's central office at 950 Kanawha Boulevard East in Charleston. All meetings are open to the public.

The chief executive officer of the Board and overseer of day-to-day policy-related matters within the state system is the Chancellor. He is employed by the Board and is a professional educator. The current chancellor is Leon H. Ginsberg. He and his staff – which includes Vice-Chancellors for Academic Affairs (David R. Powers), Administrative Affairs (Edward Grose), and Health Affairs (James J. Young) – act as liaisons between the Board and the individual campuses. Perhaps for this reason, the roles of Board and Chancellor are often confused.

The next issue of the *News Letter* will contain a summary of the major activities and actions of the Advisory Council of Faculty during the summer months.

## *Retired marketing teacher, Clara H. McKeand, dies*

Mrs. Clara Harrison McKeand, 84, of Proctorville, Ohio, Rt. 2, retired assistant professor of marketing, died Aug. 9 in St. Mary's Hospital in Huntington. Burial was in Ridgelawn Memorial Park in Huntington.

Born April 28, 1901, in Huntington, she taught at Marshall under the name of Harrison from 1938-1945 and from 1951 until she retired in 1971.

## United Way kickoff is Sept. 5

The theme and goal for Marshall's 1985 United Way campaign will be revealed at a kickoff luncheon Thursday, Sept. 5, according to the drive's co-leaders, Dr. Patrick I. Brown and John W. Lyles.

Attending the luncheon, scheduled for noon in the Shawkey Room of the Memorial Student Center, will be the 75 or so captains representing various campus units, Brown said. He asked any captains who find they cannot serve to call him or Lyles so a replacement can be found promptly.

## Gillespie concert is Sept. 10

Legendary jazz artist Dizzy Gillespie will open the Student Series with a concert at 8 p.m. Tuesday, Sept. 10, at Keith-Albee Theatre. Tickets are \$5 and \$8 (faculty and staff discounts are available) and may be purchased at the Artists Series office, Memorial Student Center 1W23.

The program is made possible in part by a grant from the Mid-Atlantic Arts Consortium in partnership with the Arts & Humanities Division of the West Virginia Department of Culture and History, according to Jim Bryan, Artists Series manager.

## *Acting chairmen named*

Two acting department chairmen have been named. In the College of Education, Dr. Frank S. Riddell, professor of social studies, replaces Dr. Carolyn M. Karr, who has been named interim head of the College's new Division of Curricular and Institutional Support and Leadership Studies. In the College of Business, Dr. Roger L. Adkins, associate professor of economics, will chair that department while Joseph L. LaCascia is on leave.

LaCascia has been granted a sabbatical leave to conduct labor market research in the Melbourne-Brevard County area of Florida.

Riddell joined the Marshall faculty in 1968. He is a Marshall graduate and earned his doctorate from Ohio State University. He is author or co-author of several textbooks and articles for professional journals. Last year he received a research grant to conduct an educational study in Spain.

Adkins received his bachelor's degree from Marshall, master's degree from Ohio University, and doctorate from Kansas State. He also has taught at James Madison University, Marymount College of Kansas and Indiana University of Pennsylvania.

### Letter of appreciation

To the Faculty Service Committee, Professors Mack Gillenwater, Elma Chapman, Philip Modlin, Robert Olson and Boots Dilley,

Thank you for your expression of kindness with flowers during the recent loss of a member of my family.

Sincerely,  
Lee Olson

# ACCE representative to BOR reports

**NOTE: The following report on the August 13 meeting of the Advisory Council of Classified Employees to the West Virginia Board of Regents (ACCE) was submitted by Kenneth R. Reffeitt, Marshall representative to the council.**

The Advisory Council of Classified Employees to the Board of Regents (ACCE) met in regular monthly session August 13 in Charleston at the Board of Regents conference room. The meeting was presided over by Chairman Clifton Neal. Also present was William J. Walsh, director of personnel affairs for the BOR, and for the first hour, Chancellor Leon Ginsberg.

The following agenda items were presented and action taken thereon as noted:

1. Max Farley, co-director of the Pay Equity Task Force, presented an update of the Task Force's activities and plans. To date two-thirds of the Job Analysis Questionnaires have been submitted for review. The staff is now reading these JAQs and familiarizing themselves with various job classes, concepts and standards. They will be writing classification specifications and applying the JAQs to the class specifications. Starting in September BOR employees temporarily assigned to the project from their respective campuses will begin audits of approximately 25% of the JAQs. It was noted that if anyone specifically feels his/her position should be audited because of the unusual nature of the work, he/she should make same known to the Task Force. Mailing address is c/o Legislative Services, State Capitol, Charleston, W.Va. 25305.

Under the current time-table the Task Force findings will be presented to the January, 1987, Legislature with recommendations for a new salary schedule. Part of the system is to designate a certain number of "points" for each job. One of the questions being asked is whether or not an employee will be advised of the number of such "points" his position earns. Also, will he be advised of the number of points of fellow employees?

The BOR is supplying from 6 to 8 FTE employees spread over 20 employees of various campus personnel offices for the next 12 to 15 months to work with the Task Force. Such employees will not normally work on JAQs from their own campuses.

2. Chancellor Ginsberg addressed the problem of non-action on the WV-11s in the Governor's office. Chairman Neal reported that he had not received a reply to his letter of the previous month to Governor Moore regarding same. Chancellor Ginsberg reported some movement on WV-11s, but none in regard to up-grades. All agencies of state government reporting directly to the Governor have not been allowed to submit upgrades since the freeze was imposed in January. Higher education upgrades have come through the BOR and then forwarded to the Governor.

When asked by the MU Representative if it was true that WVU's up-grades did not come through the BOR office but went directly to the Finance and Administration Department, the Chancellor and Chairman Neal stated that this had been the case in the past. However, the Chancellor stated that Governor Moore had sent a letter specifically dealing with this to former WVU President Gee, directing that same be stopped. Chancellor Ginsberg made a note to write the new acting President of WVU to advise of this directive. (Apparently the WVU payroll is sent to Finance and Administration via computer tape and it is not reviewed by the BOR. Therefore, it is apparent that their upgrades have routinely gone through since January. Several ACCE members spoke concerning the unfairness of this unusual situation.)

3. Regarding Policy Bulletin #35 it was agreed that major administrators should be given retrospective sick leave (since now even faculty have sick leave) and that those coming from other state agencies may transfer sick leave to their campus record.

4. Minutes of the July 16 meeting were approved with a few corrections.

5. It was reported by Chairman Neal that the joint committee to re-write last session's Bill 317 (Classified Pay Schedule) will be composed of Dr. Simmons (representing the Council of Presidents), Judge Edwin Flowers of WVU, and Messrs. Walsh, Schneider and Adams of the BOR staff. A new definition of "executive" employee will be worked on by Dr. Simmons and Mr. Neal. Also, the President's Council does not want a "cap" on salaries (affecting those in the higher brackets). It has also been suggested that our bill state that the schedule is only "a minimum" one, thus containing the same language as the faculty schedule.

(Regarding the \$36 longevity increments recently paid in a lump sum, ACCE needs to decide at the next meeting if it should recommend that same be retained as is but to recommend that same become part of an employee's base pay. Also, do employees prefer receiving the incre-

ment in a "lump sum" or spread equally over the 24 pay periods? If you have strong feeling regarding same, please notify Ken Reffeitt.)

6. Regarding the Legislative Agenda for 1986 it was agreed to keep our "want list" small as it would provide for more success. Our main thrust will be a new classified salary schedule. A question was asked regarding Bill 1854 of the last session. This is "permissive legislation" only and did not provide any funding for employee/faculty continuing education. It merely provides a legal method for paying bills for such training, providing the campus finds the funds to cover same.

7. Other business - Several campuses expressed concern that there were no "first-aid" kits or supplies available to employees. Where they are available they are routinely supplied, in the ideal situation, by the campus purchasing department and are thus always stocked with a full range of items. The evacuation procedures at W.Va. State College and COGS were also discussed in light of the recent events in Institute.

Mr. Martinelli reported briefly on the WVU Presidential search.

8. Future ACCE meeting schedule is: Tues., Sept. 24, and Tues., Oct. 22, both at 9 a.m. at BOR offices.

9. In regard to a letter of reprimand in a personnel file under Policy Bulletin #62, the question was asked how soon an employee may request the removal of the letter. An employee may request the removal immediately, but the institution may wish to retain same for a certain longer period.

Regarding Policy Bulletin #35 it was agreed that nine-month employees be allowed to move up to the higher accumulation bracket after 45 months of work, rather than after 60 months, to avoid a double penalty. Thus after five calendar years they would earn pro-rated vacation at the same rate as full-time employees.

Mr. Walsh reported (as in the case of WVU former President Gee) that although the BOR allows employees to accumulate up to two years of vacation (maximum of 48 days), the state auditor refuses to pay more than thirty (30) days. Therefore any employee with the maximum of 48 days should use the difference (18 days) before announcing his/her resignation.

It was suggested that the ACCE some time in the future meet the same day as the Institutional Representatives for Personnel Administration (IRPA) for sharing of ideas and information.

Mr. Walsh stated that he would be meeting soon with Mr. Frank Spurlock, department manager of the Federal Wage and Hour office in Charleston, to learn of the impact of the Garcia Decision on public institutions in respect to compensatory time.

(Anyone having questions regarding the state ACCE or any of the items under consideration may contact Ken Reffeitt at the Morrow Library, Technical Services Dept., ext 2320.)

## Art exhibit by '32 grad opens

"Relief Constructions, Collages, and Calligraphic Drawings" by California artist Raymond Barnhart will be on display Sept. 3-25 in the Birke Gallery in Smith Hall, according to Michael I. Cornfeld, professor of art and gallery director.

The Marshall Alumni Association is sponsoring a reception for Barnhart, a 1932 alumnus, in the Gallery from 7 to 9 p.m. Friday, Sept. 6. A resident of Sebastopol, Calif., Barnhart taught at the University of Kentucky from 1937 to 1968.

## Time to renew parking permits

Faculty and staff campus parking permits for the 1985-86 school year may now be renewed in person at the Public Safety Building on Fifth Avenue or through the mail, according to Bonnie J. Lytle, assistant director of public safety.

She said to receive a permit the employee must include payment, area requested, current vehicle make and license number. Permits cost \$20 for half a year and \$40 for a full year for all outdoor lots. Area H, Smith Hall basement, is \$30 for half a year and \$60 for a full year.

The parking office, 1819 Fifth Ave., will be open 8 a.m. to 7 p.m. today (Thursday) only and 8 a.m. to 4:30 p.m. Monday through Friday.

# Report from Marshall Staff Council

**NOTE:** The following report on the MU Staff Council meeting of July 25 was submitted by Council Secretary Phyllis Caldwell.

**PRESENT:** Charlotte Ball, Nina Barrett, Panda Benford, Thelma Blake, Phyllis Caldwell, Zanna Crager, Eugene Crawford, Charles Gilbert, James Glover, Ann Henson, Priscilla Kell, Bonnie Lytle, John Morton, Rowena Napier, Elizabeth Nickell, Sherri Noble, Jackie Paul, Gloria Rickman, Peggy Theis, Ray Welty, Mildred Williams, and Ruth Workman.

**ABSENT:** Jill Chapman, Georgia Childers, Arlene Conner, Charlene Hawkins, Donna Mohr, Barbara Phillips, Christine Qualls, and Kenneth Reffeitt.

**GUESTS:** Dr. Dale F. Nitzschke and Robert Lawson

Dr. Nitzschke updated Council on monies for promotions, up-grades, reclassifications, transfers, etc. He explained that, at this time, no action is being taken on WV 11s in Charleston. Guidelines will be out very soon and when they are, things will start moving. His guess was that raises would not be retroactive, but again, they may be.

## Election of Officers

Ray opened the floor for nominations for the position of President of Staff Council.

Thelma nominated Gloria Rickman.

Rowena seconded.

Bonnie nominated Gene Crawford.

Panda seconded.

Nina moved that nominations for President be closed.

Elizabeth seconded.

Ray explained the duties of the President and the committees to which he is a member (Affirmative Action Advisory Committee, President's Cabinet, et. al.)

Election was by secret ballot for all positions.

**RESULTS OF VOTING:** Gloria - 12

Eugene - 9

Gloria asked for nominations for the position of Vice President.

Rowena nominated Thelma Blake.

Charlotte seconded.

Zanna nominated Sherri.

Jim seconded.

John moved nominations be closed.

Gene seconded.

**RESULTS OF VOTING:** Sherri - 15

Thelma - 5

The floor was opened for nominations for the position of Secretary.

Zanna moved we continue with Phyllis as Secretary.

Unanimously approved.

Nominations were taken for the position of Parliamentarian.

Gene nominated Jim Glover.

John seconded.

John moved that Jim be accepted by acclamation.

Gene seconded.

Mr. Lawson presented a copy of the Guidelines for Handling Nepotism to Council. He explained that the President's Cabinet has accepted the Guidelines as written, but suggested they be presented to Staff Council for their review. If accepted, the Guidelines will be sent as a matter of information to the Board of Regents. The guidelines will not have to be approved by the BOR, as we can establish our own guidelines. If Guidelines are accepted by Staff Council as written, they will be placed once again on the agenda for the President's Council and then forwarded, as a matter of information, to the BOR. Mr. Lawson asked that if there was concern regarding the Guidelines as written, to please share our concerns with our President or Vice President by telephone or in writing, and they will report to him.

## Up-date on tuition waiver status

Ray explained that we have waivers from the Financial Aid Office for ninety (90) credit hours. Waivers are for tuition ONLY. Disbursement of waivers was approved by the President's Cabinet at its meeting on July 25. Dr. Nitzschke will draft a letter to supervisors encouraging them to be as accommodating as possible to staff who wish to take classes—you can be away from work to take a class one (1) hour each day.

It is suggested we use waivers from the Financial Aid Office first and then use monies in the Marshall University Foundation, Inc. Applications for waivers will be available in the Financial Aid Office or from members of Staff Council. Applications for waivers from the MU Foundation, Inc. may be picked up in that office, Old Main 109.

Ray has suggested to Dr. Nitzschke that some sort of compensation (release time or monetary - like that received by a Faculty member - be awarded a staff employee serving on a committee. The President's Cabinet will consider this matter and Dr. Nitzschke will make a decision.

## Up-date on personnel director candidates

Ray announced the names and some of the qualifications of the candidates and said the Search Committee would be meeting on Friday, July 26, to recommend the acceptable candidate to the President.

## Report on advisory council of classified employees

Gloria reported that Ken Reffeitt had informed her that his report on the Advisory Council of Classified Employees was printed that day in the M.U. News Letter.

## Other business

Gloria announced that Council would like a volunteer(s) to help, when needed, to send out information, make copies of information to be mailed, etc. Rowena and Ann volunteered. Thank you.

Gloria suggested that when the new Director of Personnel is appointed, Council needs to have a reception for him/her where we can have discussion, questions, and answers.

On October 17-18, the Educational Subcommittee of the WV Legislature will be visiting campus. It was suggested that a committee might be set up to take participants to the right locations, make introductions, etc.

No one was nominated to run on the Academic Affairs/Administrative position. It was suggested that a selection be made, with the approval of Staff Council.

Gloria and Rowena will set up a committee to check into the possibility of classes being offered through the Community College to staff for study of First Aid, CPR, etc. Rowena will chair the committee and choose some members, to be approved at the next meeting of Staff Council.

Sherri said she feels that we ought to give Dr. Nitzschke a chance with regard to securing retroactive pay for those who were promoted, reclassified, etc. last year, but thinks pay should be retroactive - that we have to fight for retroactive pay.

It was brought before Council that the rumor was the Professional Librarians, who are classified as staff, received a 55% pay raise. It was asked how this could come about when supposedly there were no funds available other than the 5% provided by the Legislature. It was explained how this came about by being included in the budget and slipped through. The matter is being studied at this time.

The Membership Committee now has an increased number of representatives. Sherri and Nina will co-chair the committee. Zanna volunteered to work with this committee. A request went to the Personnel Office in July for them to get a list for us of new staff members.

It was suggested that chairs of our committees choose some of the new members to serve. Peggy indicated that she would be interested in serving on a committee.

With no further business, the meeting was adjourned.

## Employee handbook delayed

Publication of the new Marshall University Employee Handbook has been delayed because of plans by the West Virginia Board of Regents staff to produce an employee handbook covering the entire system of public higher education, according to Edwina Wippel, acting director of personnel. Ms. Wippel said the matter is scheduled to be discussed at a September meeting of the system's personnel officers.

## Campus job openings

The Office of Personnel has announced the following campus job opportunities.

Exercise Specialist, Division of Health, Physical Education and Recreation; pay grade 10; deadline Sept. 16.

Laboratory Medical Technologist I, Pharmacology; minimum salary \$967 monthly; deadline Sept. 20.

Assistant/Associate professor, Anatomy; salary \$33,336 annually; deadline Sept. 15.

Additional information is available at the Office of Personnel, Old Main 207, telephone extension 6455.