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Staff Council Minutes

Staff Council

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The Minutes of the Marshall University Staff Council Meeting, August 2008

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Marshall University Classified Staff Council

August 21, 2008, Drinko Library 138

Members Present: Nina Barrett, Amber Bentley, Barbara Black, Teresa Bolt, John Bowen, Bernice Bullock, Tootie Carter, Darlene Colegrove, Betty Cook, Toni Ferguson, Carol Hurula, Jennifer Jimison, Darrell Kendrick, Adrian Lawson, Leonard Lovely, Sherri Noble, Shirley Oden, Jan Parker, Kris Standifur, Patsy Stephenson, Joe Wortham

Members Absent: Mike Dunn, Ronnie Hicks, Christopher Kennedy, Kimberly Lawson-Murphy, Lisa Williamson

Guests: Bill Bissett, Dr. Stephen Kopp, Mr. Jim Stephens

The meeting was called to order at 1:35 p.m. by Vice Chair Adrian Lawson.

Dr. Stephen Kopp – University President

Dr. Kopp updated Council on the following:

- New Residence Halls are open for fall.
- New Engineering Laboratory Facility was dedicated last Saturday.
- Student Recruitment – projections for fall semester suggest an increase again this year in freshman enrollment, and a slight increase in overall full-time student enrollment. We are seeing an increase in non-resident students, and a slight increase in resident students.
 - The Border State Scholarship has been extended to include all Appalachian corridor states (11 states)
 - Dr. Kopp sees Marshall's eventual recruiting base footprint as extending from east of the Mississippi River all the way to the Atlantic Ocean.
 - Students who will be recruited this fall are those with whom the university established contact when they were sophomores.
- Jean Gilman, Recruitment Director, will be leaving Marshall for a position at St. Louis University.
- A media tour will take place tomorrow by a research scientist who is joining Marshall as the lead scientist for the new Interdisciplinary Research Institute. He will join the University in January.
- Marshall's new provost, Dr. Gayle Ormiston, began his new role on a full-time basis on August 18th. We are pleased to have him on-board in advance of the new academic year.

Question/Comment: *The Physical Plant staff is still not working a 6 a.m. – 2 p.m. shift during the summer.* This topic was discussed at a previous meeting. Mr. Stephens indicated that several discussions are underway concerning scheduling and the matter has not yet been resolved. The President restated his support to get the matter resolved.

Question: *Is the Convocation on Sunday open to staff?* The President stated that the University wants to have seating space for the students and their families. The faculty and staff are invited and may bring guests but the event will not be open to the general public.

Mr. Jim Stephens – Human Resources

Mr. Stephens discussed the following:

- MU-HR-AP-4 (Work Schedules and Employment Innovations – INTERIM) and the administrative procedure that supports the four-day work week. This handout is on file in the Staff Council Office. According to the BOG Policy, item 3.2.1 outlines the conditions that must be certified in the request:
 - No modified work schedule may be established that:
 - Will cause the employee to work more than their appointed FTE hours in any week or

- Will by its structure or application routinely incur overtime costs in the case of a Fair Labor Standards Act non-exempt employee. Nothing in this policy shall prevent the accruing of overtime by a non-exempt employee that would not be repeated from week to week.
- According to the procedure, the request must include the following:
 - Name, job title and full-time equivalent (FTE) percentage of each employee who will participate in a modified work schedule
 - The specific work week arrangement to be utilized (must specify either the days of the week during which the affected employee(s) will work; or if a rotating schedule the frequency with which the schedule rotates)
 - The proposed starting date
 - The duration of the modified work schedule (indefinite or specific ending date)
 - A statement of how the department will ensure supervisory oversight or measurable work assignments for the employees participating in the modified work schedule for any periods of time at which the assignments for the employees participating in the modified work schedule for any periods of time at which the department would not normally be open and operational and/or when a primary supervisor may not be present in the workplace
 - The name, telephone number, and e-mail address of a contact person who can respond to questions or issues with respect to the modified work schedule.
- Mr. Stephens stressed the need to take precautions if this schedule is established, especially during the winter weather.

Question: concerning the BOG Policy (HR-4), item 2.1 which states: ***Due consideration will be given to issues related to job evaluation including the possible solicitation of a revised Position Information Questionnaire (PIQ) if needed.*** Mr. Stephens indicated that the wording is in the BOG policy and he is not clear why it was included. He felt that jobs might grow because individuals would do more in the scope of a longer work day. He also stressed that there would be no organized effort to solicit PIQs from those employees participating in the four-day work week schedule. Those who choose to participate in the four-day work week can also revert back to their normal schedule should the four-day work week not work for them.

- Index Page from HR's Personnel Policies and Procedures. A copy of this handout is on file in the Staff Council Office. The number in parentheses refers to the HR policy number unless there is a BOG policy – in that case the BOG number is included in parenthesis.
- MU-HR-40 (Timeline for Completion and Processing of PIQ). A copy of this handout is on file in the Staff Council Office.
 - Two variations of how employee can participate in procedure: letting HR date-stamp the first page of the PIQ (which will remain in HR) and give PIQ (with date-stamp) back to employee who will then submit PIQ to department or give PIQ to HR, who will date stamp and return page 1 to employee and HR will deliver PIQ to department. Mr. Stephens stressed that in neither case is HR running a clock on the PIQ. There are a lot of deadlines and timelines which need to be met and HR is reluctant to be the timekeeper for the PIQ process. An employee who submits a PIQ and chooses either process will need to notify HR if PIQ is late. Mr. Stephens referred to the policy which states: *An employee submitting a PIQ – whether submitted by him/her to the employing department or whether submitted by the human resources office to the employing department – may contact the human resources office and make inquiry about whether or not the subject PIQ properly completed and signed has been received by the human resources office. If the PIQ has not been received and if the timeframe set forth herein has been exceeded, the employee may request that the chief human resources officer intervene in the matter. The chief human resources officer will then (1) contact the responsible administrator of the employing department; (2) provide him/her with a copy of this procedure; (3) determine the status of the PIQ; (4) request its immediate submission; and (5) establish a deadline by which the PIQ must be submitted by the employing department.* Mr.

Stephens again stated that there are few problems with PIQs going through colleges and departments; it is not a wide-spread problem.

- Mr. Stephens stated his willingness to help those who might be uncomfortable with the process, to get their PIQ through the procedure.

Question: *What is a reasonable amount of time for it (the PIQ) to be returned?* Mr. Stephens stated it is policy defined – 30 working days. The 30 days for HR to process the PIQ is already in place. What has been added is 30 days for the employing college or department to get the PIQ to HR. There are now two time limits: (1) from the time the employee turns in the PIQ to the time it emerges from the department/college and is delivered to HR and (2) HR's processing of the PIQ and getting an answer back to the employee.

Mr. Stephens responded to criticism that there was a rush to publish the procedure. Mr. Stephens stressed that any policy is eligible for amendment or improvement and he is always open to suggestions.

Although he does not normally do so, Mr. Stephens said he would respond to a previous question concerning an employee has been red-lined for seven years. The employee involved was hired in May 2001 as an assistant professor/librarian for a 20-hour per week position on the South Charleston campus. It was later discovered that she did not have the required graduate degree. In October 2001 she was reclassified to a classified staff position (Library Associate) but the salary was not changed. There is no rule for moving from faculty to classified staff. This individual has not received a raise the entire time she has been employed by the University.

- Emeritus Program – Council's resolution was sent forth in February 2005 and signed by Interim President Michael Farrell. This resolution provided that MU classified employee retirees with at least 20 years of service would be eligible for emeritus status. This does not apply to resigning staff members – only retiring staff. These qualifying employees can be nominated by their director or vice president to have conferred upon them the status of staff emeritus. This status provides the title (emeritus staff), use of the University's libraries and Memorial Student Center, reduced rates for student produced cultural activities, use of recreational facility, a parking permit and an emeritus identification card. About 25-30 people have been approved for the program to date. Applications, however, have slowed down and very few are currently being received. It was agreed that the program needs more publicity. Mr. Stephens offered to publicize any information Council would provide on the Emeritus program via ListServe or the HR web site. He also indicated that eligible individuals can apply for the status themselves or go through their dean or director to be nominated.

Approval of Minutes:

Leonard Lovely made a motion and Carol Hurula seconded that the June minutes be tabled for approval at the September meeting. Motion passed.

ACCE – Mike Dunn

In Mike Dunn's absence, the ACCE handout (which included the ACCE reports for the July and August meetings and minutes from the July 13-15 Annual Retreat) was sent to all Council members by e-mail or campus mail prior to the meeting. A copy of the handout is on file in the Staff Council Office.

Committee Reports:

Physical Environment – Tootie Carter – Tootie will ask Mike to contact Dr. Kopp concerning the parking issues raised at a previous meeting.

Personnel/Finance Committee - Adrian Lawson – The Personnel/Finance Committee will meet again to review and discuss the policies provided at today's meeting by Mr. Stephens.

Staff Development – Betty Cook – Betty announced that 6 e-course waivers and 8 regular waivers were awarded for Fall 2008. Eleven applications were denied. Several of those denied were first time

applicants with less than a year of service. The committee has developed criteria for a rotation basis of awarding waivers. The committee hopes to have their final tuition waiver guideline revisions available to Council for review at the September meeting. The committee is also working on a basket raffle to raise funds for the Sympathy Fund account.

Elections/Communications Committee – Joe Wortham – The Election Committee will meet in late September to work on reviewing and revising election procedures.

Question: Have Board of Governors members received the Staff Salary Petition or is it on the BOG agenda? Charlene Hawkins stated that copies of the complete petition were sent on July 31, 2008, to BOG members, using the list provided by the President's Office. Each Council member has this list in his/her notebook. Copies of the complete petition were also sent to Governor Manchin, the House Education Committee Chair, the Senate Education Committee Chair and members of the Cabell-Wayne delegation. Sherri Noble added that the next BOG meeting is scheduled for September.

There being no more business, the meeting adjourned at 2:20 p.m.

Minutes taken & prepared by: _____
Charlene R. Hawkins, Program Assistant, Staff Council

Minutes approved by: _____
Michael Dunn, Chair, Staff Council

Minutes read by: _____
Stephen J. Kopp, University President