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Staff Council Minutes

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9-18-2008

## **The Minutes of the Marshall University Staff Council Meeting, September 2008**

Marshall University Staff Council

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**Marshall University Classified Staff Council**  
September 18, 2008, Drinko Library 138

**Members Present:** Nina Barrett, Barbara Black, Teresa Bolt, John Bowen, Bernice Bullock, Mike Dunn, Toni Ferguson, Carol Hurula, Jennifer Jimison, Darrell Kendrick, Christopher Kennedy, Adrian Lawson, Leonard Lovely, Sherri Noble, Shirley Oden, Jan Parker, Kris Standifur, Patsy Stephenson, Joe Wortham

**Members Absent:** Amber Bentley, Tootie Carter, Darlene Colegrove, Betty Cook, Ronnie Hicks, Kimberly Lawson-Murphy, Lisa Williamson

**Guests:** Dr. Stephen Kopp, Danielle Massey, Lu Ann South, Mr. Jim Stephens

The meeting was called to order at 1:35 p.m. by Chair Mike Dunn

**Dr. Stephen Kopp – University President**

Dr. Kopp updated Council on the following:

- Acknowledged Ronnie Hicks for doing an excellent job building the quoits pits. More people participated in the quoits tournament this year than in the past.
- Asked for input from Council for the University's legislative agenda.
- Believes that buying down the capital fees paid by students is a budget strategy that will work.
- Staff Salary Schedule – review of legislative documentation indicates this was an unfunded mandate. There was never a specific allocation placed in the budget to fund the schedule. Institutions were expected to take monies out of their proceeds to fund it. The President stressed the necessity of available base funding to fund the salary schedule.
- Student Retention – The University is working on a program to involve everyone in the retention of students. He asked for input from Council on this matter.
- Annual Giving Campaign – The President stressed the importance of participation. Alumni look to the percentage of participation, not necessarily the amount of money. Alumni giving currently is low. The University is looking into ways of increasing this level.
- Shari Clarke Reception – The President reminded Council members of Dr. Clarke's reception and encouraged everyone to attend.

The President opened the floor to questions:

***Classes that are not offered every semester cause hardships for students. While there are often good reasons (lack of faculty to teach the course, lack of enrollment) why some courses are not offered each term, is there anything the University can do to help the students?*** The President said there are often 4-5 courses which are barrier courses and keep students from moving forward in course selection. He asked for input in identifying these courses.

***With the changes to the Commencement Ceremonies, is it necessary to continue to spend so much money on individual ceremonies? Can't we go back to one graduation ceremony?*** The President is in agreement. He stressed that there is only one commencement ceremony and one graduation and this is orchestrated by the Registrar's Office. He believes, however, that the change to do away with these programs needs to come from the Deans and the Provost.

***Can we bring back the Hooding Ceremony for the Masters candidates?*** In the past it was an issue of participation and attendance. The President is willing to take a look at it. He suggested it be brought up through the Deans to the Provost for a broader discussion.

***Is the new Fitness Center ours to name?*** It is the decision of the Board of Governors. A discussion of naming the facility for the late Paul Ambrose followed.

**Are you aware that students living in the new dorms are not listed in BANNER with their campus address?** The President said he was not aware of this but would look into the matter.

**Is the Fitness Center on schedule?** The President said the schedule has been accelerated and he hopes to have it open in early February 2009.

**Can employees get memberships, perhaps at a discounted rate, to the Fitness Center?** The President said he will come back to Council with information on membership rates. Faculty and staff will have one rate. There will also be daily rates, monthly passes, associate and affiliate employee group rates (MURC, Foundation, etc.) and alumni rates. It was suggested that the University consider creating a lifetime fee similar to the one created by the YMCA.

### **Mr. Jim Stephens – Human Resources**

Mr. Stephens discussed the following:

- Senate Bill 603 - An institutional meeting on SB 603 is scheduled for October 28 in the Alumni Lounge (MSC 16). This informational meeting will be a briefing, update and question and answer session and is open to all MU employees. The time for the meeting has not yet been determined.
- Market Study for 603 Report – Mr. Stephens served on the committee to select a consultant for the Market Study for the 603 Report. The company chosen to do the study is Mercer.
- Summer 6:00 a.m. Schedule for the Grounds Crew – Several schedules were discussed for the Grounds Crew during the hottest part of the year. After discussion as to the 6:00 a.m. or 7:00 a.m. starting time, Mr. Stephens said a schedule was developed to the satisfaction of those involved. Discussion ensued concerning a change in the schedule year-round. Mr. Stephens indicated that this is a separate issue and offered to look into the matter. Dr. Kopp stated that this change in schedule was intended to be a trial basis for the summer before considering it for year-round implementation. Feedback concerning the issues/problems is needed.
- MU-HR-AP-14 - Background Checks –The University will begin requiring background checks for students employed in the dorms by Residence Services. Mr. Stephens provided a copy of the policy which is on file in the Staff Council Office.
- MU-HR-40 – Timeline for Completion and Processing of PIQ - A copy of the document with yellow highlighting to indicate suggested additions was distributed. That copy is on file in the Staff Council Office. Mr. Stephens asked that Staff Council's Personnel/Finance Committee review the document and report back to him. He explained the three options:
  - Option A – Employee submits his/her PIQ to supervisor/employing department with no assistance from the human resources office.
  - Option B – Employee submits his/her PIQ to supervisor/employing department with assistance from the human resources office
  - Option C – The human resources office submits completed PIQ signed by employee to employee's supervisor/employing department.
- Routing Form - A discussion concerning Staff Council's request for a Routing Form for the PIQ ensued. Mike asked that LuAnn South attend the next Personnel Committee meeting so this matter can be discussed. He also asked that comments concerning the policy be sent to Adrian by next Friday.
- Electronic PIQ – Mike Dunn announced that ACCE is working on an electronic PIQ. They are hoping it will go through. Mr. Stephens explained that the PIQ is a system document, not a Marshall document.

Mr. Stephens opened the floor to questions:

**How can an individual quit his/her job and then move to another area?** Mr. Stephens stressed that he will not discuss individuals with council. He did say that the position was posted, the individual bid on the position, and was selected.

***When an employee makes such a move, do they retain their original salary?*** Mr. Stephens said they do not. There is a 5% cut per pay grade when they move to a new lower position.

***Notices of the latest job postings have not been received.*** Mr. Stephens said he would look into this matter and report back to Council.

#### **Approval of Minutes:**

The July Minutes were approved with corrections. The August Minutes were approved as written.

#### **Calendar Committee – Bernice Bullock**

Bernice distributed copies of the draft 2009-10 and 2010-11 academic calendars. These copies are on file in the Staff Council Office. Bernice and Leonard double-checked the calendar to be sure that staff is receiving all holidays due us. In 2009 staff will receive 12 holidays because when Christmas and New Year's Day fall on the weekends, we do not receive the additional half day awarded state employees.

#### **Board of Governors – Sherri Noble**

Sherri attended the special BOG meeting to discuss the list of capital projects. The discussion to sell University Heights is ongoing; no final decision has been made. Sherri also attended the BOG training sessions at Stonewall Jackson State Resort. Mike announced that, in addition to elected members Sherri Noble and Monica Brooks, MU Board members John Hess, Mike Sellards and Virginia King attended the training sessions.

#### **ACCE Report – Mike Dunn**

- ACCE met on September 10, 2008.
- Bob Brown from the Grievance Board, was unable to attend the meeting as originally planned.
- Local Legislators Mike Caputo and Linda Longstreth met with the group and discussed several topics including outsourcing and merit. Both felt that merit system in government ended up being an across the board system. Concerning outsourcing, they were interested in trends of outsourcing in higher education and the excuses given for doing it.
- Mike is chair of the ACCE Legislative Committee. The committee will be following the SB 603 studies closely because pay, classification, and work force development are addressed. The committee hopes to have the Legislative agenda ready by next month.

#### **Announcements – Mike Dunn**

Lisa Williamson (EEO Group 10) has resigned due to work responsibilities.

In Amber Bentley's absence, Mike reminded those present that the Marshall Day of Service is this Saturday. Volunteers are always needed.

Bernice Bullock announced that there will be a car wash on the West Stadium Lot for the University's United Way campaign.

Following up on naming the new Fitness Center in honor of Paul Ambrose, Mike said he has e-mailed Dr. Cam Brammer (Faculty Senate Executive Committee Chair) to see where her committee is on this matter. Perhaps Staff Council can combine forces with the Faculty Senate on this issue

Mr. Stephens returned to the meeting with information relating to the charge that notification of new job postings had not been received for the past weeks. Mr. Stephens said that new material was posted ten times in August and, to date, five times in September. Three messages were sent each month.

**Committee Reports:**

**Personnel/Finance Committee - Adrian Lawson** – The Personnel Committee met yesterday and discussed MU-AP-4 – Work Schedules and Innovations. The Committee suggested including the name and phone number of a contact person. They also felt the PIQ reference should be removed from the policy’s wording because it is not pertinent. The Committee also discussed MU-HR-40 – Timeline for completion and Processing of PIQ. The Routing Slip which Council has recommended has not gone to the President for approval. The Committee will set up a meeting with Michelle Douglas, Mr. Stephens and members of the committee to discuss the four-day work week. They will also discuss the Emeritus Status for Staff recommendation which was approved by Interim President Michael Farrell in 2005. Mr. Stephens said a procedure is needed. Mike asked Council members to send any comments on either issue to Adrian by next Wednesday.

**Elections/Communications Committee – Joe Wortham** – The Election Committee will meet next week to work on reviewing and revising election procedures. There are currently two Council vacancies. Elections will be scheduled for November. Joe asked committee members to see him following today’s meeting so a meeting time can be scheduled.

**United Way – Bernice Bullock**

United Way Campaign Chair, Bernice Bullock asked if Council would like to come up with an activity to raise funds for the University’s Campaign. Students and faculty are also involved in creating fund raising events, such as car washes, raffles, gift cards, etc. The funds raised are divided between the University’s campaign and the group’s agency of choice. The Campaign will run from October 13 until November 7. Mike asked that event ideas be sent to Council for consideration.

**Future Agenda Items**

Mike asked the Personnel/Finance Committee to look into the matter brought before Council today concerning hiring practices.

There being no more business, the meeting adjourned at 2:57 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