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Staff Council Minutes

Staff Council

11-20-2008

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

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Marshall University Classified Staff Council
November 20, 2008, Drinko Library 138

Members Present: Nina Barrett, Barbara Black, Teresa Bolt, Bernice Bullock, Betty Cook, Toni Ferguson, Ronnie Hicks, Carol Hurula, Jennifer Jimison, Darrell Kendrick, Kimberly Lawson-Murphy, Leonard Lovely, Sherri Noble, Shirley Oden, Jan Parker, Kris Standifur, Patsy Stephenson, Joe Wortham

Members Absent: Amber Bentley, Tootie Carter, Darlene Colegrove, Mike Dunn, Christopher Kennedy

Guests: Ms. Michelle Douglas, Dr. Stephen Kopp, Mr. Tommie Kelley, Mr. Jim Stephens

The meeting was called to order at 1:35 p.m. by 2nd Vice Chair Betty Cook.

Dr. Stephen Kopp – University President

Dr. Kopp updated Council on the following:

- Fitness Center membership rates for staff. Administration is working with PEIA to see if it is possible to have them subsidize membership rates for employees with a prescription from a physician.
- PEIA rate increases – the President is deeply concerned about this matter. He stated that we need to come together as a community to inform the PEIA board as to how severe the projected increases are and see what can be done to moderate them.
- Faculty Senate Resolution to name the Fitness Center in Honor of Dr. Paul Ambrose. The President said that the phraseology made it impossible for him to approve it; he does not have the authority to do so. He explained that the naming of facilities is the responsibility of the Board of Governors. He can, however, make recommendations to the Board. He has had conversations with Board members and has been given the charge of finding a major donor or benefactor to create a fund for the residence halls and the new recreation center. He also said that the Board is not willing to take up this issue at present. The President and Council discussed the topic at length.

The President opened the floor to questions:

What about naming one room or one area in the Recreation Center for Dr. Ambrose? The President can take such a suggestion to the Board and see if they would agree to it.

After the Recreation Center is opened, will the recreation center in Gullickson Hall remain? A final decision has not yet been made. Several of the Olympic Sports Program teams have expressed an interest in having access to it.

Isn't the campus usually decorated for the holidays by now? The President said he honestly can't answer that question.

What is the status of MUBert? The President does not have any progress to report but he thinks it is a good idea. He will talk with Dr. Jan Fox to see if they can make it happen.

Where are we with our Recruitment candidates? The President says all is on schedule. He hopes to offer the position in December.

Mr. Jim Stephens – Human Resources

Mr. Stephens discussed the following:

- New background check vendor begins tomorrow. American Background Information Services will provide a more comprehensive background check (including sex and violent offender registry, and terrorist search) than was available from previous vendor.
- Process of continuing to update HR procedures and delete MCTC references continues.
 - Proposed revision to MU-HR-AP14 Background Checking Procedure will be given to Committee Chair Kimberly Lawson-Murphy following this meeting.
 - Classified Recruiting Policy is in Staff Council's Personnel Committee for consideration of the paragraph on insider bidder rights.
 - Meeting tomorrow for further discussion on MU-HR-40 Timeline for the Completion and Processing of the PIQ.
- Catastrophic Leave General Bank balance. As of the end of October, 65 hours (8.666 days) were donated, no days were used and the balance is 2365.286 hours (315.371 days). Active Catastrophic Leave Applications for the month of October – 2. A copy of this handout is on file in the Staff Council Office.
- Encouraged everyone to attend the PEIA Finance Board Hearing this evening at 6:00 p.m. at the MU Med School. It was suggested that future hearings be held on the MU campus. Mr. Stephens will look into this possibility.
- Encouraged everyone to attend the SB 603 update briefing which is scheduled for Tuesday, December 2. The classified staff session is scheduled for 2:00 p.m. - 4:00 p.m. in the Alumni Lounge.

Mr. Stephens opened the floor to questions:

Is it true that your committee has not finalized the RFP for the market study? The study is out and a recommendation has been made; the Committee recommended the Mercer Company. Mr. Stephens is not sure where this matter stands in the procurement process.

When someone is asked to do 30% outside his/her job skills; what percentage is that? A week, a year, a month? Mr. Stephens needs to know how frequently it is occurring. If it is a long-term change it needs to be investigated with a PIQ. Mr. Stephens suggested the employee in question speak with him.

I have a large amount of unused sick leave; can I donate it to the Catastrophic Leave Bank? You can donate 52.5 hours of both types of leave each year.

Election of First Vice Chair – Betty Cook

Betty opened the floor to nominations for the vacant position of First Vice Chair. Carol Hurula nominated Betty Cook and Bernice Bullock nominated Leonard Lovely. Betty yielded the floor to Election Committee Chair Joe Wortham. Patsy Stephenson made a motion and Ronnie Hicks seconded, that nominations be closed. Motion passed. A secret ballot vote was taken; ballots were counted by Mr. Stephens. The results were: Betty Cook, 13 votes, Leonard Lovely, 5 votes. Betty was declared the winner. She will resign her position as Second Vice Chair and an election to fill that position will be held at the December meeting.

Approval of Minutes:

Leonard Lovely made a motion and Ronnie Hicks seconded, that the October minutes be tabled until the December meeting. Motion passed. Joe Wortham called to question the fact that their portions of the minutes are sent to the President and Mr. Stephens for review at the same time that the entire minutes are sent to Council members. He asked that this be discussed when the Staff Council Chair is present.

Board of Governors – Sherri Noble

Sherri sent her notes from the November 13 Board meeting to Council members earlier in the week. A copy of her notes is on file in the Staff Council Office. She could not provide details of the President's salary package because it was discussed in executive session at the meeting. She did say that she (as

Classified Staff Representative) and the faculty representative voted against it. The other Board members voted in favor of the package and it has gone forward. The HEPC has to approve the salary package before it can be announced to the public.

Executive Session

Leonard Lovely made a motion which was seconded by Patsy Stephenson, that Council go into Executive Session. Motion passed.

Leonard Lovely made a motion which was seconded by Carol Hurula, that Council close the Executive Session. Motion passed.

Committee Reports:

Elections/Communications Committee – Joe Wortham – Joe announced the results of the special election to fill seats in EEO groups 10, 40 and 50. New Council members are Virgil Crockett (10), Cynthia Obregon (40) and Okey Napier (50). One seat in EEO Group 10 remains vacant. Terms for the new Council members' begin on December 18, 2008 and end on June 30, 2009. The committee continues its work on the Constitution and hopes to bring a recommendation to the Council in December.

Legislative Affairs Committee – Carol Hurula Carol and Mike Dunn met with Delegate Doug Reynolds on October 30 to update him on SB 603 and other issues relating to classified staff salaries.

Service Committee – Betty Cook - Betty announced that the Flower Fund Basket Raffle drawing will be held tomorrow. She also stated that at present the committee sends floral arrangements only in the event of a death in the family. Cards are sent for illnesses. Betty presented the committee's recommendation that Council adopt residents at Fairhaven Rest Home and provide necessities for them for Council's Christmas Project. Patsy Stephenson made a motion and Ronnie Hicks seconded, that Council accept the Service Committee's recommendation for a Christmas project. Motion passed. Project details will be circulated to all employees.

Faculty Senate Committees

Budget & Academic Policy Committee – Carol Hurula The committee met on November 6 and discussed the University Calendar, proposed revision to the catalogs, Excused Absence Policy and upcoming academic appeals hearings.

University Functions Committee – Toni Ferguson – The committee discussed possible commencement speakers.

Announcements

Patsy Stephenson stated that Mr. Stephens spoke at the Drinko Library staff meeting earlier in the week. She found his presentation very helpful and recommended him to others.

Betty Cook provided copies of a Charleston Gazette newspaper article concerning Dr. Roth and Dr. Freidin's efforts to have the new Recreation Center named in honor of Dr. Paul Ambrose. A discussion followed.

There being no more business, the meeting adjourned at 2:55 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