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Staff Council Minutes

Staff Council

8-20-2009

The Minutes of the Marshall University Staff Council Meeting, August 2009

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Marshall University Classified Staff Council

August 20, 2009, Drinko Library 138

Members Present: Nina Barrett, Amber Bentley, Barbara Black, Johnny Bradley, Bernice Bullock, Tootie Carter, Betty Cook, Mike Dunn, Toni Ferguson, Ronnie Hicks, Carol Hurula, Annalisha Johnson, Darrell Kendrick, Diana Lewis, William Lewis, Leonard Lovely, Jan Parker, Kris Standifur, Lu Ann South, Joe Wortham

Members Absent: Virgil Crockett, Brenda Flemings, Okey Napier, Mary Waller

Guests: Ms. Michelle Douglas, Dr. Stephen Kopp, Ms. Sherri Noble, Mr. Jim Stephens

The meeting was called to order at 1:35 p.m. by Chair Nina Barrett.

President Kopp

President Kopp discussed the following items with Council:

- Fall 2009 Enrollment is up by 200 freshmen and 300 students overall. The University is ahead of schedule by one year in the anticipated five years necessary to turn the University around. .
- Improvements campus-wide include: improvements/corrections to sidewalks which previously flooded, and renovations to the Drinko Library.
- H1N1 virus: The University will take a proactive stance in addressing the issue of the H1N1 virus. Information to heighten awareness concerning the spread of the virus will be posted in appropriate places campus-wide and on the web site. Liquid hand sanitizers have been ordered and will be distributed to faculty, staff and students. A policy concerning isolating students who are coming down with the virus in the residence halls has been established and is in place.

The President opened the floor to questions:

A question was raised concerning the cleaning of the residence hall room after the infected student and/or the roommate is well enough to return from isolation. The President will look into the plan. He stressed the need to "wipe down" the common areas regularly to inhibit the spread of the virus.

The Pcard cannot be used to purchase hand sanitizers. Is there something the President can do?

The President indicated that his office has bulk ordered hand sanitizers that will be made available campus-wide. The flu vaccination distribution schedule for the area has not yet been released. It is unlikely that there will be a special allocation for the University.

Will students with a fever be encouraged to seek medical attention? The University community will encourage ill students to go to Student Health for treatment.

Mr. Jim Stephens – Human Resources

Mr. Stephens provided the following information:

- The July catastrophic leave report is not yet available; it will be sent to Council members electronically.
- The Workplace Injury/Illness Form is now available on the Safety and Health website (<http://www.marshall.edu/safety/files/HR-SERV-FORM-31.pdf>). Although the form states that it cannot be submitted electronically, Mr. Stephens directed members to go to the bottom of the form, click a button and the form will be submitted electronically to the Safety Committee with a copy to the Human Resources Office. Mr. Stephens stressed the importance of submitting the form whenever an employee is injured or becomes ill while at work. This enables HR to establish

a case with BrickStreet (the workman's compensation carrier) which can be referenced if treatment is needed at a later date.

- The Emeritus Nomination Form is also available on line at <http://www.marshall.edu/human-resources/forms/HR-SERV-FORM-70.pdf>.
- A copy of the Classified Emeritus Status Policy (Number 46) was distributed and is on file in the Staff Council Office. Text added to the policy includes instructions for finding and submitting the form electronically and notice that membership at the Marshall Recreation Center is not included as part of the emeritus award. This policy will be available for comment on the website beginning September 9, 2009.
- A copy of the Job Abandonment Policy (MU-HR-35) was also distributed and is on file in the Staff Council Office. The policy attempts to clarify the reasons an employee was unable to notify his/her supervisor concerning absence from work. This policy will also be available for comment on the web site beginning September 9, 2009.
- The proposed revision to the Weather-Related and/or Emergency Closing and Delays Policy was distributed and is on file in the Staff Council Office. The Policy, GA-9, will be available for comment on the web page. Changes to the policy include the addition of equivalent time off to those individuals required to be at work during a period of inclement weather closing or other emergency closing.
- When time sensitive documents (such as catastrophic leave requests) are submitted to the Human Resources Office, Mr. Stephens suggested the employee either request a date-stamped copy or call back a day later to confirm the application has been received.
- Mr. Stephens asked Council to name a staff representative to the Safety Committee. Terry Olson has served on the committee in the past. Nina asked for a volunteer; Ronnie Hicks agreed to consider the position on the Safety Committee.

Approval of Minutes:

The July 16th minutes were approved as written.

ACCE Report – Mike Dunn

Mike sent the ACCE presentation electronically to Council members. The consultant problem currently facing the Personnel Committee involves funding and the time frame in which the consultant is to complete the study. The Committee plans to continue working on the policy and get it down to classification and comps. Mike has the mission statement; he'll send it to everyone shortly.

Board of Governors Report – Mike Dunn

- The Board of Governors Summit is scheduled for this weekend at Stonewall Jackson State Resort. Mike plans to be there all weekend.
- A \$500 increase for higher education employees is not included in the University's plan.

Staff Council Committees

- **Election/Communications Committee** - Joe Wortham - Joe announced that Jennifer Jimison has resigned from Council due to a reclassification and change in EEO Groups. An election will be held later in the fall to fill the vacancy in EEO Group 40.
- **Legislative Committee** - Mike Dunn & Carol Hurula (Co-Chairs) - Carol announced that the committee met with Delegate Jim Morgan on July 28 to introduce themselves and the role of Council to Mr. Morgan. They also highlighted areas in the upcoming session that they want to be involved with and shared their thoughts on anticipated bills that might be introduced during the session. The salary schedule funding issue and continued efforts of the MU BOG to fully fund it were discussed. Mike Dunn discussed the upcoming personnel study in detail and what delegates could anticipate.

- **Personnel/Finance Committee** - Lu Ann South – Lu Ann stated that her committee met in August and agreed to meet on the 4th Tuesday of each month. They also plan to meet prior to the monthly Staff Council meeting, if needed. Several issues of concern have been brought to Lu Ann's attention. Nina asked the committee to research what constitutes mandatory overtime and report back to Council.
- **Physical Environment Committee** - Tootie Carter – No Report
- **Staff Development/Service Committee** - Amber Bentley – No Report

Announcements – Nina Barrett

Nina expressed her desire to have members of the Legislature meet with Classified Staff Council. Speaker Rick Thompson has been contacted but his schedule is not compatible with regularly scheduled Council meetings. Speaker Thompson is available October 7 and 8. Nina asked if Council would be willing to have the monthly meeting earlier in the month to accommodate the Speaker's schedule. Leonard Lovely made a motion that a special meeting with Speaker Thompson be held on October 7 or 8. This Council meeting would be in addition to the regular monthly meeting and open to all University personnel. The opportunity to ask questions of Mr. Thompson would be available. Johnny Bradley seconded. Motion passed.

Nina asked for suggestions for a legislative guest for the September meeting. Earl Ray Tomblin, Doug Reynolds and Jim Morgan were suggested.

Nina announced Staff Council's representatives to the following Faculty Senate Committees:

- Athletic Committee – Kris Standifur
- Budget & Academic Policy – Johnny Bradley
- Calendar Committee – Bernice Bullock
- Legislative Affairs – Carol Hurula
- Physical Facilities & Planning – Bill Lewis
- Student Welfare and Conduct – Okey Napier
- University Functions – Jan Parker

New Business

Johnny Bradley mentioned the Employee Dependent Scholarship Program. He would like to see the same program available to all employees in addition to their dependents.

The issue of the two employees with dependents in the Medical Imaging Program was discussed. Council sent a memo to Financial Aid Director Kathy Bialk because two employees' dependents in said program have not had their tuition covered and is awaiting a response. (The Medical Imaging Program is a Marshall program in conjunction with St. Mary's Medical Center.)

Bernice Bullock asked for volunteers to serve on the Constitutional Ad Hoc Committee.

There being no more business, the meeting was adjourned at 3:05 p.m.

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

Minutes approved by: _____
Nina Barrett, Chair, Staff Council

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