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Staff Council Minutes

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1-21-2010

## **The Minutes of the Marshall University Staff Council Meeting, January 2010**

Marshall University Staff Council

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**Marshall University Classified Staff Council**  
**January 21<sup>st</sup>, 2010-----Drinko Library 138**

**Members Present:** Nina Barrett, Johnny Bradley, Bernice Bullock, Tootie Carter, Mike Dunn, Toni Ferguson, Ronnie Hicks, Carol Hurula, Darrell Kendrick, Diana Lewis, William Lewis, Leonard Lovely, Jan Parker, Kris Standifur, Lu Ann South, Mary Waller, Joe Wortham

**Members Absent:** Barbara Black, Betty Cook

**Guests:** Ms. Michelle Douglas, Dr. Stephen Kopp

The meeting was called to order at 1:30 p.m. by Chair Nina Barrett.

**Ms. Michelle Douglas - Human Resources**

Michelle addressed the following issues:

Leave management training - Michelle said there has been one Leave Management Training Seminar which was well attended.

Evaluation process is being updated. It has been brought to her attention of employees who have not been evaluated for years. There will be training regarding the evaluation process and the hope to get on track for all employees receiving a yearly evaluation.

Catastrophic leave is being reviewed. While Michelle does not feel the system is broken, she does feel it can be improved.

Electronic EPAF - Michelle is aware of the problems with the EPAFs and is addressing those with Mary Ellen Heuton, Controller. Michelle suggested Council invite Mary Ellen to a meeting to discuss any issues we might have.

Supervisor Training - Michelle has developed a new module for supervisor training.

Lu Ann South brought up the current Evaluation form. She pointed out there is a box for the employee to check if that employee does not have a current copy of their PIQ. It has been here experience, as well as other employees, who have checked that box for years, that they have received no response from Human Resources with the PIQ.

Johnny Bradley asked for the time line on implementation of the electronic EPAF. Michelle is working closely with the Controller, Mary Ellen Heuton and Erica Thomas from Human Resources. The current EPAF has too many fields and streamlining the process is being reviewed. Michelle anticipates training for the new EPAFs to be this coming fall semester.

Leonard Lovely asked, "Should not the new supervisor training work better if all departments were made to adhere to the same policies and procedures?". Michelle says there will be a policy component within the model. There will be training in all areas. Leonard also asked about the possibility of electronic time sheets. Michelle is looking into this matter. There had been talk of using time clocks for documenting time. Michelle does not feel this system would work given the different elements throughout Higher Education. However, she does feel there should have a more up-do-date manner of reporting our time and is working with the Controller on this matter. Leonard asked about doing PIQ's electronically. Michelle is actively reviewing numerous aspects of submission of forms electronically.

Mike Dunn asked Michelle about the report on the Personnel Studies. Michelle has the document on her desk for review and says it does have valuable information which she will be addressing.

Michelle said new templates for all of the above changes will be provided to Council for their input.

**Approval of Minutes**

Nina asked for a motion for approval of the December 17<sup>th</sup> minutes Carol Hurula made a motion for approval; Lu Ann South seconded that motion. . Bill Lewis asked for an amendment to the November minutes as his Physical Environment Committee report was excluded. Nina asked for motion to approve the minutes with this amendment. Lu Ann South made the motion to accept this amendment; Johnny Bradley seconded the amendment.

The December 17<sup>th</sup> minutes were approved as written and the amendment for the November minutes was also approved.

**ACCE - Mike Dunn**

1. Marshall Day At the Legislature is Wednesday February 10<sup>th</sup>
2. Higher Ed day at the legislature is Friday February 19<sup>th</sup>
3. Large ACCE group attended the January interims on Monday January the 11<sup>th</sup> from 1-5 to listen to the final report from the consultants hired to complete part of the personal study. Consultants Jerry Edge and James Beatty presented to both LOCEA and the Select Committee on Higher Education Personal. From the report and questions asked by Senators and Delegates it was confirmed that as a whole HR management Statewide in Higher Education was not working properly or uniformly. Some institutions were doing some parts better than others, but none were found to be doing a completely satisfactory job. Recommendation from Senator Bowman (Chair of Senate Government Organization) was to have HR's report to a central figure, at least until the time it would take to get everyone doing close to the same thing.
4. ACCE met on Tuesday January 12<sup>th</sup> at the Graduate College, Consultants Jerry Edge and James Beatty agreed to meet with us. We went through the PowerPoint with them. Jean Lawson from the Senate Education office was there also. Jean Lawson is drafting the bill that will come from this study.
5. Complete Study and PowerPoint will be sent electronically in the next few days
6. Please remember that this entire study originated from complaints to Senate education Chair Bob Plymale about the lack of accountability in regard to higher education personal issues. Without the mandated study these complaints could not be proven; Hence in 2005 SB 603 (Known as the Flexibility bill) along with other items that Institutions liked; added mandated studies of Higher education personnel. Although many thought nothing would come from this study, that WV Higher Education Could just keep teaching HR management to students, but would not practice what they were teaching; this year could be different! Classified Employees' will have legislation introduced that will at least start to fix the problems. We will have to hold our local delegation of legislatures accountable in regard to how they treat this bill; they will have to know that we along with our family and friends are ready for change in regard to higher education personnel.

Mike passed out the Higher Education Personnel Study report and asked for all of us to read the report but to review pages 13, 15, 16, 17. He will call for a meeting next week for anyone who wishes to discuss the report and give their input. He will notify Council members by e-mail of the time/day/place of the meeting.

**President Kopp**

President Kopp announced the Governor has placed a freeze on raising tuition as well as an executive order to reduce state funding by 3.4% for the remainder of the year. President Kopp said the University is working hard to find 1.7 million to cover this mid-year reduction. The Governor has pledged a backfill of stimulus money by April to hopefully offset the mid-year cut. The University has been successful in decreasing our utility costs and will continue to search for more ways to decrease these costs. We will be reviewing all aspects of the campus to determine further savings/cuts. Review of programs will be done on a case by case basis. President Kopp said he does not want to see an across the board cut and is open to conversations regarding budget cuts and/or reductions.

The following questions were raised by council members:

Regarding the recent legislative studies, it is indicated there are too many universities/colleges in West Virginia. Dr. Kopp said this was based on the population of the state per four year institutions. The concern is what legislature is going to do with this information. Dr. Kopp says all programs will be reviewed statewide.

Did Marshall University cut scholarships due to the economic impact? Dr. Kopp said Marshall University did not cut back on the scholarships. He will not have a final report from the Foundation until March regarding the current budget for such scholarships.

Will the freeze on raising tuition costs be for this year or through 2013? Dr. Kopp said he had talked with the Governor last night and his perception was it would be for only this year.

Will there be a halt to new programs? Dr. Kopp it is important to add new programs which can help us grow and make a net profit.

What about the consolidation of smaller departments? Dr. Kopp said this would fall under reorganization. He is reviewing the fact some colleges have only departments while others have divisions and departments.

**Staff Council Committees**

**Election/Communication Committee** - Joe Wortham - reminder that nominations for current council openings are due to Monday, January 25<sup>th</sup>, 4:30 p.m. A special election will be held February 9<sup>th</sup> for paper ballot voting and February 11-14 electronic voting.

**Legislative Committee** - Carol Hurula had no report.

**Physical Environment Committee** - Bill Lewis had no report. Next meeting is February 9<sup>th</sup>.

**Staff Development/Service Committee** - Betty Cook (Interim) - no report

**Personnel/Finance Committee** - Lu Ann South - Lu Ann announced a change in the meeting room for future Personnel/Finance Committee meetings. It will be moved from Smith Hall 252 to SH 263.

**Announcements**

Nina Barrett announced two retirees, Charlene Hawkins and Darrell Kendrick. She presented each with a gift of gratitude from the Classified Staff Council and wished them our best.

Johnny Bradley circulated a handout based on the current Marshall University Board of Governors Employee Education Program. Johnny strongly feels all employees should receive free education and asks the council to review the handout and make determination to go forward with a request for such action.

There being no more business, the meeting was adjourned at 3:20 p.m.

Minutes taken & prepared by:

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Lu Ann South, Vice-Chair of Classified Staff Council

Minutes approved by:

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Nina Barrett, Chair, Staff Council

Minutes read by:

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Stephen J. Kopp, University President