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Staff Council Minutes

Staff Council

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2-16-2012

## **The Minutes of the Marshall University Staff Council Meeting, February 2012**

Marshall University Staff Council

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## **Marshall University Classified Staff Council Minutes**

February 16<sup>th</sup>, 2012, MSC 2E37 – John Spotts Room

**Members Present:** Chris Atkins, Nina Barrett, Bernice Bullock, Tootie Carter, Darlene Colegrove, Mike Dunn, Carol Hurula, Jennifer Jimison, Leonard Lovely, Lisa Maynard, Dwayne McCallister, Donna Megquier, Terrence Olson, Jan Parker, Kelly Preston, Lu Ann South, Lisa Williamson, Joe Wortham,

**Members Absent:** Virgil Crockett, Barry Dickerson, Jack Ferrell, Kris Standifur

**Members Absent (Excused):** Toni Ferguson, William Lewis, Miriah Young

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

The meeting was called to order by Chair Nina L. Barrett. Joe Wortham verified a quorum was present.

### **Dr. Stephen Kopp – University President**

- Dr. Kopp said they are tracking bills in the Legislature. One in particular is HB 4078, and they're still trying to figure out if they're going to pull the WVNET Amendment, which would give a "backdoor" to our databases.
- He reported that they are very happy with the OPEB bill, which has passed through both houses and to the Governor. They're still in the process of assessing what the financial implications of that bill are for the University, although they know it will at least be favorable.
- It's highly unlikely that the legislature will pass pay raises this year. Dr. Kopp said they are looking at this particular bill mentioned previously from the standpoint that if the base year for funding the salary schedule is moved up a year it will mean another \$250,000 - \$275,000 base increase in our expenditures to fully fund the Classified Staff salary schedule. If that happens what they will likely do is fund the salary schedule but there will be no other raises on top of that.
- Dr. Kopp reported they have built into the long range budget plan for this year up to a 5% tuition and fee increase for students. They will more than likely present that proposed fee to the Board of Governors next week.
- He reported that from the information they are receiving it looks as though Fiscal Year 14 is going to be a very difficult budget year for the state. Dr. Kopp's concern is that if we don't start with a small tuition and fee increase this year it will result in a larger increase next year, and he would rather do them in smaller increments. So far two community colleges have announced increases of 9.8% and 10%, so it's something we are seeing all over the state.
- Dr. Kopp stated that their plan for the Budget for FY 14 is to anticipate an up to 10% appropriation deduction from the State.
- At the upcoming Board meeting Dr. Kopp reported they will be presenting a request to approve the Architect/Engineer design firm for the Stone & Thomas Building renovations downtown.
- They have signed a Memorandum of Understanding with INTO Partnerships to continue work towards establishing a letter of agreement in order to enter into a formal partnership with them for the recruitment of international students at the undergraduate level. That process should culminate in signing the letter of agreement over the summer.
- They've been working very hard with Conference USA about the potential creation of a new conference that would combine members from Conference USA and Mountain West into a mega conference.

- An outside consultant was brought in to review the residence halls from the point of view of operations and things that can be improved, in addition to capacity. They also looked at the dining services which will be shared in a report with the Board.
- They are progressing with the search for a Dean for the School of Medicine. The first candidate was on campus this week and the following 3 weeks there will be more candidates coming, for a total of 4 candidates.
- There has been progress in Pharmacy and Physical Therapy with both programs progressing towards the entry level status necessary for moving toward full accreditation. The first level of consideration for accreditation in Physical Therapy is to earn candidate status. We will be reviewed for candidate status in May. A site reviewer has visited already and gave us very strong marks for the development of the program. Pharmacy accreditation is slightly different; they have 3 Stages: pre-candidate, candidate and full accreditation. We have been approved for a pre-candidate accreditation site visit scheduled for May 1-3, and students are starting to be interviewed for both programs for the inaugural class.
- Construction Projects:
  - We will be offering and delivering the Physical Therapy program at the Education Center at St. Mary's on 5<sup>th</sup> Avenue. They're renovating 28,000 square feet of the building for the PT program's needs and are scheduled to be finished in advance of the start of classes in May.
  - The MEB building renovations are ahead of schedule and are expected to be done in July, and the program will admit its first class in August.
- Also at the Board Meeting an updated financial report will be given based on December data, in addition to a deferred maintenance and capital improvement updated report.

At that time Dr. Kopp opened the floor to questions.

*When is the Field House scheduled to be torn down? – Mike Dunn –* Dr. Kopp stated an exact date hasn't been scheduled yet as the ownership transfer is still taking place.

*What all will be housed in the Stone & Thomas building and how will it work with the International students? – Carol Hurula –* It will primarily be fine arts and visual arts. They will have studios and classes, and presumably all of the faculty from art and graphic design will move down there. There will also be retail space on the first floor which we will lease out to a tenant involved in some sort of visual arts, such as a graphic design firm. Some programs such as sculpture and ceramics may stay in the Art Warehouse due to some of the equipment needed. *Will the department move there as well? –* That is the plan at this time.

*The academic calendar for the Fall Semester has been pushed back a week, resulting in the deadline to submit final grades falling on our last work day before Christmas break. How will this work when academic offices will still be expected to get out suspension letters, probation letters and verify graduation, which we normally have 5 work days to complete? – Lisa Williamson –* Dr. Kopp responded that the calendar did not come to his attention until approximately two weeks ago, and they went through discussions of moving it up a week and starting a week earlier. However, they discovered letters had already gone out to admitted students with the calendar stated. Compensation for employees working half of their Holiday to achieve the academic office and subsequent mail room requirements will be reviewed and Michelle Douglas, HR Director, stated she would follow up with Lisa about it.

*Terry Olson stated that he has proposed Cops Grants that are available and that he would, given the direction and go-ahead to do so, be willing to start the process and assist in whatever way possible to*

*apply for them. One of those grants is to get new digital radios for free to replace the current analog radios MUPD has. The analog radios are not conducive to staying in communication with the local law enforcement agencies that have all already gone digital which can be hazardous. The other grant would be for funding up to the first three years of costs associated with hiring new employees to the department.*

*Terry Olson also stated that many of the lights on campus are out and he gave a list of the external lights that are out to Dr. Kopp. – Dr. Kopp stated he would give a copy to Dr. Karen Kirtley at a later meeting.*

*There used to be a list on the President's Office website that stated the cost efficiency of each building that doesn't seem to be located there anymore. Is it still up somewhere online? – Lu Ann South – Dr. Kopp stated they have that data and track it, but the website is being redone right now and if it's not up right now it should be back.*

*To clarify an earlier statement made by Dr. Kopp, Carol Hurula asked if he said that once the salary schedule is fully funded there are not provisions to further any more raises. – Dr. Kopp responded by saying that just this year in particular there will probably not be provisions to do anything beyond fully funding the salary schedule.*

### **Ms. Michelle Douglas – Human Resources**

Michelle stated they are going through a transitional period in updating their website. Some things may be missing currently, including the Classified Staff Handbook, but they will be updating regularly. If anyone has questions or comments they may email Erica Thomas.

Human Resources debuted their new training facility on the 3<sup>rd</sup> floor of Old Main and it is live and running. An email was sent out recently with some of the new training that is being offered. They're working with the Rec Center with some health oriented training and Heather Smith recently gave one about diabetes. Katherine from business is going to be doing one on couponing.

Michelle stated they are working with the Rec Center, trying to lower rates for employees. They have put together a draft document to submit to PEIA to subsidize membership. They will have to submit it to the President to be sure he approves so they may then propose it to PEIA to see if they will take it.

The individuals from People Admin will be returning the following week to do an executive presentation of their product. They have basically gotten a commitment that they will be using People Admin for hiring, position management and possibly performance assessment. They will be presenting to the Sr. Vice Presidents along with people from MURC and the Medical School. Michelle's goal is to be talking about money and purchasing by July 1<sup>st</sup>, and possibly going live by Spring 2013 due to the implementation period.

Michelle opened the floor to questions.

*Regarding the Rec Center, have you also asked them to offer classes at a more conducive time for our schedules? – Lisa Maynard – Michelle said she has mentioned that, among other things. She still needs to ask about a self-defense class.*

*Lu Ann South mentioned that many of the facilities in the area that offered water therapy have stopped offering those services and she was wondering what happened to the pool in Gullickson, thinking maybe an agreement could be reached to utilize it for that purpose in conjunction with the area hospitals. – The*

Gullickson pool has been closed and filled in, but after some discussion Michelle agreed she could look into the status of the Henderson pool for that purpose.

### **Approval of Minutes**

The January 19<sup>th</sup>, 2012 minutes were approved with one change.

### **ACCE – Mike Dunn**

- Mike said he will be speaking the following day on the HEPC agenda about SB 330. There will be some changes with who is running the bill.
- According to SB 330 the salary schedule only had to be funded for years of service up to 2010. Since there have been some other deadlines within SB 330 extended ACCE believes that the years of service to be funded should be extended an additional year as well, which is what *House Bill 4078* would require if it passes. This is also the bill that would allow WVNET to have the “backdoor” Dr. Kopp mentioned.
- HB 4078 does extend timelines and Mike stated they will be very involved in the new timelines and getting things accomplished.

*How does the “backdoor” work regarding HB 4078?* It would allow WVNET to have access to any report the legislature wants without having it filtered or needing to go through the President of that institution to obtain it.

### **Committee Reports**

***Election Committee – Joe Wortham*** – Did not meet.

***Legislative Committee – Mike Dunn*** – Did not meet.

***Personnel/Finance Committee – Leonard Lovely*** – Did not meet.

***Physical Environment Committee*** – The committee met and plans to bring two recommendations through the Executive Committee and Council the next month.

***Staff Development Committee*** – The committee has sent out a funeral arrangement and various cards within the last month.

### **Faculty Senate Committees:**

***Budget and Academic Policy – Carol Hurula*** – The committee is working on rewriting the academic appeals process.

### **Announcements:**

Nina stated that we’re still keeping an eye out for what will happen with the Occupation Tax but there have been no changes at this time.

There being no more business, the meeting was adjourned.

Minutes taken and prepared by: \_\_\_\_\_  
Katie M. Counts, Program Assistant, Staff Council

Minutes approved by: \_\_\_\_\_  
Nina L. Barrett, Chair, Staff Council

Minutes read by: \_\_\_\_\_  
Stephen J. Kopp, University President