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Staff Council Minutes

Staff Council

3-15-2012

The Minutes of the Marshall University Staff Council Meeting, March 2012

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Marshall University Classified Staff Council Minutes

March 15th, 2012, MSC 2E37 – John Spotts Room

Members Present: Chris Atkins, Nina Barrett, Bernice Bullock, Tootie Carter, Barry Dickerson, Mike Dunn, Toni Ferguson, William Lewis, Leonard Lovely, Lisa Maynard, Dwayne McCallister, Donna Megquier, Jan Parker, Kelly Preston, Lu Ann South, Lisa Williamson, Joe Wortham, Miriah Young

Members Absent: Darlene Colegrove, Jack Ferrell, Carol Hurula, Jennifer Jimison, Terrence Olson

Members Absent (Excused):

Guests: Dr. Kopp, Michelle Douglas, Debra Hart

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 reported that they have had some outstanding candidates for the Medical School Dean position, which should help move the Medical School forward.
- Dr. Kopp reported that they were able to work with Senator Plymale and the House to secure additional funding for the Medical School.
- The Dean search for the College of Information Technology and Engineering is progressing. Three candidates came to campus and the Provost will choose who to hire.
- There is ongoing work being done with the international student recruitment initiative and our partnership with INTO.
- The capital projects are moving along according to schedule. There is work going on across 5th Avenue on the new parking facility and should be finished by early to mid-August. Around October 1st we will break ground on the new Biotechnology Incubator and Applied Engineering Complex on 3rd Avenue.
- Dr. Kopp said they are meeting the following day with the firm that has been hired to be the Architect/Engineer firm for all of the athletic projects and facility projects.
- The following Monday there will be a public comment hearing on the Field House project. After that takes place we should be able to move beyond any issues related to it being a historic building and begin to schedule it's demolition as well as the construction of the new soccer stadium. In the planning of the new soccer stadium Dr. Kopp said they will also be looking into whether or not it can be constructed to also accommodate lacrosse and rugby.
- Edward Tucker Architects, Inc. was selected at the last Board of Governor's meeting as the Architect and Engineering firm for the downtown Arts Incubator Facility and they will begin work shortly.
- Dr. Kopp reported they are working on budget planning and stated they would have the budget proposal for FY13 presented at the April Board of Governor's meeting.
- The Supreme Court Appeals of West Virginia will be on campus for Constitution Week this year, which is something they've done a few years back.
- They are planning many special events associated with the 175th Anniversary Celebration of the founding of the University.
- This year for commencement there will be two ceremonies: the first for undergraduates and the second for graduates.

Dr. Kopp opened the floor to questions:

What will the date be that fully funding the salary schedule will take place? – Leonard Lovely – Dr. Kopp replied that they are looking at June 1st for that to be implemented, but the decision will rest with the Board of Governors.

Since HB 4078 did not pass, will it be looking at years of service as of July 2010 for the funding of the salary schedule? – Mike Dunn – That's how it is written in State Code but Dr. Kopp said they are looking at it both ways: July 2010 versus July 2011, and the cost difference. Ultimately this will also be a Board of Governor's decision.

Was the "Fresh Eyes" Report done by Capstone? – Mike Dunn – It was done by Capstone Management which is an independent group. The individuals who did the Fresh Eyes Report came in 5 years ago and again this past year to do a consultation. They made recommendations on their first visit and came back 5 years later to review what has been done, analyze what effect they had, and make additional recommendations to improve the residence life and services program in addition to the dining services. Dr. Kopp stated they are sifting through all of the recommendations to see what would make sense and what else to implement. Some of the recommendations made include: professionalizing the Resident Director positions instead of having GA positions; having more RA's for the Freshmen population and less RA's per the number of students as you go up in class rank; and establishing some sort of mandatory study hall for at risk students living in the residence halls.

With MCTC getting ready to move off campus, are there any plans for the Community and Technical College Building, along with Laidley, Hodges and any other older buildings? – Chris Atkins –

- Yes, the MCTC building will begin renovations on July 1st, and we're looking at using the building to house the INTO/Marshall partnership program for international students.
- They're looking at the feasibility and timeframe for demoing Hodges, but before they can demo it they will have to take care of the asbestos issue as well as the IT issue from the fiber nexus located underneath the building. That project could take 6-8 weeks, which would put us right up on the start of fall semester when we don't want to be starting a demolition project. They're trying to figure out when to do each phase of the project or save it all for next summer.
- Laidley is the current site for the new Academic Building in the event that we actually build it, which would mean it would come down. Consultants have reviewed both buildings and determined they are not worth investing any more money into.

Are people wanting space in Corbly? – Mike Dunn – There's a lot of space that is going to be vacated that we need to take a look at reassigning. For the classroom space, we need to look at what kind of upgrades need to be made. Also, we have some programs that are relatively new that are making requests for space. There are over 500 veterans enrolled here on campus and there is a push being made to have a "space" identified for them to get together. Overall, they're trying to evaluate all of the needs and find out what would be the best use of space. When Fine Arts relocates some of their staff and faculty to the downtown area there will be additional space freed up at that time as well.

When referencing the Academic Building, you're talking about having only classrooms? – Lu Ann South – It would probably have offices too, but would be largely classrooms. *Will every classroom we build be a "smart/tech" room?* Yes. The funding for the building will come from a combination of bonds and privately raised money.

Has the University looked at moving classes during summer school into just one building instead of having all kinds of buildings open? – Lu Ann South – Dr. Kopp said they're trying to get to that point. The problem is getting the Colleges and Deans to get on board with that.

What are we going to do with the old church on 5th Avenue? – Nina Barrett – In the long run it will probably get torn down but in the short run we're holding onto it for potential swing space.

Do we plan to move MURC up here? – Lu Ann South – Yes. MURC is being planned into the top floor of the Biotech Incubator and Engineering Complex.

The programming for the Biotech Incubator and Engineering Complex is just about completed. We're moving from design drawings into schematics of the structure. Dr. Kopp said one thing they're looking at is a bridge between the Biotech building and this new building, although it probably isn't within the budget to do right away.

Ms. Michelle Douglas – Human Resources

- Michelle reported that they are working on a big customer service project for the entire institution. She compared it to an updated version of a previously attempted project called "connections." She has an implementation team looking at the product and how we will do the training. Faculty will be trained as well as Staff, and it will also be extended to MURC.
- Training opportunities coming up: a resume writing workshop, public speaking workshop, PIQ workshop aimed at both supervisors and staff with regard to the PIQ process, Pinterest training and other sorts of personal training offered during lunch hour.
- Open enrollment begins April 1st.
- They're working with TIAA-CREF to get more retirement consultations scheduled.

Michelle then opened the floor to questions.

Regarding retirement, can we have someone explain to us how the teacher's retirement and OPEB thing affects us? – Mike Dunn – Michelle said she would explore it, speak with some other people, and get back to us.

Lu Ann South wanted to point out that if anyone has Diabetes and participates in the PEIA Wellness Program called "Face to Face" they can get their medications paid for. She suggested we make sure people know this part of their program is easy and available. Michelle said she would do some research and put together an email to send out. Anyone who doesn't have access to apply for the program online may use the Human Resources self-serve computers.

Michelle mentioned that she recently attended a meeting regarding making Marshall University a smoke-free campus as a whole. She said the group working on that initiative will probably be reaching out to Council for classified staff members to be a part of those discussions.

Have you found anything out about the staff that will be required to work over Christmas break due to the academic calendar being a week later in the fall? – Lisa Williamson – Michelle said she has, and thinks they should get together along with other people from Academic Affairs, the mail room, and others who will be affected to start some preliminary discussions on how to handle it.

ACCE – Mike Dunn

- Shenita Brokenburr has been reassigned, and Laura Nauman is the coordinator for SB 330 right now. She is working with Rob Anderson from HEPC along with ACCE and the CHROs (Chief Human Resource Officers) to try and get some committees working and things accomplished

from SB 330. ACCE is unsure of what kind of timeline things can get done on and they're asking that the consulting group that did work on 603, 480 and 330 be brought back in and lead the way to coordinate work on 330 in order to get back on track by December.

- The RFP (request for proposal) is supposed to go out on the new market compensation study this week, which would include classified and non-classified staff. The RFP will also have a Human Resources Review, a Human Resources Report Card, and an Employee Satisfaction/Climate/Culture Survey.
- The Classified Staff Council Constitution and Bylaw Committee worked to put a paper together of what the must haves are so they can put it on their website for the Classified Staff Councils across the state to have something to go by.
- Regarding Bills: 4078 died, 661 died, Marshall got 1.2 Million for the Medical School,
- Mike said he is on the search committee for the next Higher Education Chancellor and they plan on naming someone by mid-May. They will start looking for a Vice Chancellor for Human Resources sometime after that point.
- Mike reported he had visited WV Tech the previous week to speak to their Classified Staff Council because things aren't going well there currently. Today is their first "Tech Revitalization" committee meeting and David Hendrickson from the HEPC is attending.

BOG – Mike Dunn

- The Board of Governors met and everything was approved.
- As Dr. Kopp stated, the 2001 Salary Schedule will be funded on June 1st, with BOG approval, but they're not sure if it will be funded based on years of service as of July 1st, 2010, which is all that was required according to SB 330, or if it will be as of July 1st 2011.

Committee Reports

Election Committee – Joe Wortham – Did not meet.

Legislative Committee – Mike Dunn – Did not meet.

Personnel/Finance Committee – Leonard Lovely – The committee had a meeting but will not have anything to report until they have a follow up meeting with Michelle Douglas.

Physical Environment Committee – Bill Lewis – Bill reported that the lights out on campus are being addressed.

Staff Development Committee – Miriah Young – Did not meet. The committee sent one funeral arrangement. Once the new Staff Council website goes live there will be a form to submit requests for funeral arrangements.

Announcements:

Service Awards Committee – Joe Wortham – The 28th Annual Service Awards Luncheon will be on Thursday, May 31st.

The absence form is being utilized and is serving its purpose for Council members. The form is online and members who miss a meeting are encouraged to submit it within 5 business days after the missed meeting.

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