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Staff Council Minutes

Staff Council

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9-20-2012

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

Marshall University Staff Council

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

September 20<sup>th</sup>, 2012, MSC 2E37 – John Spotts Room

**Members Present:** Chris Atkins, Nina Barrett, Tootie Carter, Amanda Dailey, Barry Dickerson, Toni Ferguson, Carol Hurula, William Lewis, Leonard Lovely, Lisa Maynard, Dwayne McCallister, Terrence Olson, Jan Parker, Kelly Preston, Lu Ann South, Nancy Tresch-Reneau, Lisa Williamson, Joe Wortham, Miriah Young

**Members Absent:** Darlene Colegrove, Jack Ferrell, Jennifer Jimison, Donna Megquier

**Members Absent (Excused):** Bernice Davidson, Tanya Ramsey

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

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

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

- Michelle reported that the People Admin individuals came in and implementation will begin in October.
- Connections Training - Michelle is working on the 3<sup>rd</sup> group list right now, and training will probably carry over into November. After the initial Connections Training has been completed there will be onboarding training for new employees, and online refreshers for existing employees who have already had it.
- Michelle stated they are looking for more nominations for employee of the month.

Michelle opened the floor to questions:

*Can the People Admin list be sent to the Staff Council Office?* – Leonard Lovely – Michelle said she would do that.

*How are we progressing on a new salary schedule?* – Terrence Olson – HEPC is in the process of hiring a consulting firm to do the study. Carol Hurula added that they had to do a revised RFP because the one they had previously chosen didn't encompass enough job titles.

*Is there an update on what classified staff will do in December regarding final grades and the limited time on the academic calendar?* – Michelle stated she had met with the Provost and understood that they would send communications to the Deans. She will follow up with the Provost to see when that communication will be distributed.

*Why are our offices open until 5:00pm when we are not required by the state to do so?* – Nina Barrett – Michelle stated we have the ability to set our hours due to the institutional needs and those needs determine we should be open from 8am-5pm.

**Dr. Kopp – University President**

- Dr. Kopp reported that Marshall is beginning to move into a 10 year master planning process. They have met with four different firms that have come in and presented. There will likely be an emergency Board meeting at the end of the following week to present the recommendation to the Board based on the scoring system for the RFP. If they cannot agree on financial arrangements with the number one firm, then they will move to the second firm. Dr. Kopp reported that they are very pleased with the top two firms. That process will commence almost immediately. He stated we have a statutory obligation to complete this process and have an approved Master Plan by the end of December 2013. One of the biggest questions when looking ahead is how we are going to educate students in the next decade and beyond.
- Dr. Kopp stated they are continuing to work hard with INTO partners for international student recruitment. There are still a number of issues to work through.
- Dr. Touma, chairman of the BOG, has requested that they organize a Board retreat and they are currently looking at dates in early December. The central focus of the one day retreat will be two parts. One will be dealing with financial analytics and metrics thereby bringing the board up to speed in terms of state of the art financial planning and metrics which help identify trends in the University. They will be bringing in a consultant for that purpose. The second part would be focused on University governance and governance issues.
- Enrollment is pretty flat this year compared to last year and the decline is almost entirely non-resident students as more students are staying in-state and closer to home for college. The University is going to approach recruiting efforts a little differently next year, and academic affairs is going to be rolling out some approaches they think will be beneficial.
- Retention numbers are up significantly from last year for 1<sup>st</sup> to 2<sup>nd</sup> year retention. The last numbers indicated a 1.7-1.8% increase from Freshman to Sophomore year. There were also increases in sophomore to junior year and so on. Our retention efforts appear to be effective. Marshall will introduce a whole series of other initiatives this fall to improve our advising and academic counseling issues. Dr. Kopp stated they feel all these things are going to be beneficial to recruiting and graduation efforts. He stated their initiative is to start focusing on the things that are effective.
- Dr. Kopp reported that Marshall has implemented a peer mentoring program under student government. Upperclassmen are serving as peer mentors to freshmen and everything he has heard is very positive, and far more upperclassmen were willing to serve than what there was room for. Dr. Kopp stated he wants to see how effective it is overall after this year. He also stated we will get some indication in the spring semester when we see what percentage of our freshman class returns for the second semester.
- The Higher Learning Commission will be coming in the following week for a standard focus visit for the School of Pharmacy.
- Dr. Kopp reported on the degree qualifications profile Open Pathways project, which is a comprehensive look at what a degree at Marshall University translates to and

signifies by our graduates. He stated that we have been selected to serve as the exemplary institution of the Cohort 3 as part of a national study based on the progress we've made, and the work that's been completed by our Faculty and administration. Next week at the State of the University Address this will be a high point and the faculty and everyone involved with this initiative deserves high praise for the progress and success we've achieved so far.

Dr. Kopp opened the floor to questions:

*Lu Ann South pointed out that the inconsistencies between the websites for our different colleges is very frustrating and makes finding information difficult, which is likely to be a problem for incoming and prospective students as well.* – Dr. Kopp acknowledged that this is a problem they are trying to address, and added that there should be more information about the professors on their websites as well. He also suggested we should create a virtual suggestion box for reporting problems and making suggestions.

*Regarding issues of standardization, there are multiple alarm companies that operate on campus because different department heads decided they would get their own alarm company.* – Terry Olson – Dr. Kopp asked Terry to get him more information on this issue.

*With our enrollment being a little closer to home, are we looking at the Metro students any differently? For example, how is our metro rate comparable to that of OU in-state tuition?* – Carol Hurula – Dr. Kopp responded that one of the things they have been doing the past few years is taking the Metro rate up some, with the goal of having it closer to the nonresident rate so we can offer the Horizon Scholarship to Metro students, which would be a larger discount than the current Metro rate.

*Is it true there will be a consolidation of schools across the United States as a result of the cutbacks that look to be coming down the road?* – Leonard Lovely – Dr. Kopp acknowledged there will probably be a decline in the number of institutions in the next 10 years.

*If we end up with budgets being drastically cut what will happen with changes in curriculum; will we have to look at what we can offer and eliminate electives for students?* – Lu Ann South – Dr. Kopp conceded that would be one option and way of looking at it. There will have to be more scrutiny done regarding those courses and the costs associated with them.

### **Approval of Minutes**

August 16<sup>th</sup> minutes were approved as written.

### **Recommendations/Resolutions**

- CSR-12-13-01 SDSC

A movement was made and seconded to approve CSR-12-13-01 SDSC and then the floor was opened to discussions. The Recommendation was approved as written. The final finished Recommendation can be found on pages 6-9.

- CSR-12-13-02 SDSC

A movement was made and seconded to approve CSR-12-13-02 SDSC and then the floor was opened to discussions. The Recommendation was approved as written. The final finished Recommendation can be found on page 10.

### **ACCE – Carol Hurula**

- Carol reported that the ACCE Chair, Amy Pitzer, is on some committees with the HEPC has been working closely with the HEPC and going to their meetings as well.
- It was announced that Shenita Brokenburr of the HEPC had resigned as of August 31<sup>st</sup> and the position is being advertised on their website as the Vice Chancellor of Human Resources. In Shenita's absence, ACCE has been working with Laura Nauman, who had been hired to work with Shenita on the projects and committees created to work on the obligations set forth in Senate Bill 330.
- The HEPC sent a letter to Governor Tomblin requesting that Higher Education be exempt from the 7.5% budget reduction next year.
- The Chancellor stated in his report that all HEPC institutions have been sent a letter certifying that they are fully funded per the SB 330 requirement. Since there's no regulation on how to move beyond that requirement, individual institutions are handling raises how they choose.
- ACCE is working on a draft of an Emergency Rule that would give guidance to institutions on how to proceed with the salary schedule among other things.
- ACCE Chair Amy Pitzer met with the HEPC and pointed out that there were multiple deadlines from SB 330 that haven't been met and were not approved for an extension. They have since been forming committees to proceed with those items, and have posted the job advertisement for Vice Chancellor of Human Resources.

### **BOG – Miriah Young**

- The next BOG meeting will be October 30<sup>th</sup>. They pushed back that meeting so they could have financials in October instead of December this year.
- Miriah reported that she and the Faculty BOG Representative, Marty Amerikaner, have been working with Mary Ellen Heuton to understand how the allocated budgets work.
- They will be looking at the INTO agreement as soon as it is completed.
- The board will get to meet with a financial consultant that is coming in November. A different financial consultant and a governance consultant will be at the BOG Retreat also.

### **Committee Reports**

***Election Committee – Joe Wortham*** – there was an election on September 7<sup>th</sup>-10<sup>th</sup> and 5 people were elected to finish the term which ends on June 30<sup>th</sup> of 2013. They are as follows:

EEO 10 – Tanya Ramsey, Finance  
EEO 40 – Amanda Dailey, Controller's Office  
EEO 50 – Nancy Tresch-Reneau, Psychology  
BOG Rep – Miriah Young, Housing  
ACCE Rep – Carol Hurula, Academic Affairs

**Legislative Committee** – No report.

**Personnel/Finance Committee – Leonard Lovely** – No report.

**Physical Environment Committee – Bill Lewis** – No report.

**Staff Development Committee – Miriah Young** – See Recommendations/Resolutions section.

**Calendar Committee – Lisa Williamson**

The committee met and they are putting together a proposed alternative schedule for Fall 2013 and Fall 2014. The alternative calendar was to take out the extra 2 days of Thanksgiving break and not have a full week off. They are checking to see how many instructional days must be on the calendar for each semester per the HEPC. They are talking about moving up the deadline so the University has more time with regards to when grades are due at the end of the semester. With that plan they would have exam week be Monday-Friday with Wednesday being a study day instead of splitting it up. This would also help amend the fact that Fall 2013 Commencement is scheduled before the end of exams. For Fall 2014 they are discussing trying to move WOW up a week, having move-in be on Monday, WOW be on Tuesday and Wednesday, and classes for all students start Thursday. They will be checking with Housing to see if move-out from summer school and move-in for fall semester could be coordinated on such a short timeframe. The committee will have a follow-up meeting soon.

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

## **STAFF DEVELOPMENT/SERVICE COMMITTEE RECOMMENDATION**

### **CSR-12-13-01 SDSC**

The Staff Development and Service Committee recommends changes to the Human Resources Policy #46 for Classified Emeritus Status and the BOG Policy No. AA-31 – Emeritus Status of Retired Professionals. Original documents are attached with additions showing in red text and deletions showing in red text and indicated with strikethrough.

### **RATIONALE:**

The Staff Development and Service Committee wishes to bring the criteria to obtain Classified Emeritus Status in line with the criteria to obtain Emeritus Status as Faculty and Non-Classified staff members in both the HR and BOG policies.

### **STAFF COUNCIL CHAIR:**

APPROVED

BY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVED

BY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

### **UNIVERSITY PRESIDENT:**

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

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## Human Resource Services **POLICY RESOURCES**

207 Old Main, One John Marshall Drive, Huntington, West Virginia 25755, Phone 304.696.6455  
FAX 304.696.6844, E-mail [human-resources@marshall.edu](mailto:human-resources@marshall.edu), Web <http://www.marshall.edu/human-resources/>

Applies to:	<b>Marshall University</b>
Title:	<b>Classified Emeritus Status</b>
Number:	<b>46</b>
Effective Date:	<b>09/01/09</b>
Last Revision Date:	

Provision is made to confer Classified Emeritus status on classified employees (a) who retired from Marshall University after a minimum of **205** years of service; (b) who are coded in the human resources system as retired; (c) who are recommended for emeritus status by the appropriate Director or Vice-President; and (d) who are approved by emeritus status by the President or his/her designee.

A form, Request for Emeritus Status, may be completed and submitted to make a nomination for emeritus status. The form is available on the Human Resource Services website forms page at:

<http://www.marshall.edu/human-resources/forms/>.

Scroll down to the Employment section and click Request for Emeritus Status.

Those holding Classified Emeritus status will be entitled to the following privileges: (a) title of Classified Emeritus; (b) use of the University libraries; (c) use of the Memorial Student Center; (d) reduced rates for student-produced cultural activities; (e) a **free** parking permit (**all areas**); and (f) a Classified Emeritus identification card (I.D. Card). Additionally, a person designated as Classified Emeritus may join the Marshall Recreation Center through payment from personal funds of the appropriate fee(s).

Human Resource Services is responsible for the maintenance of records indicating length of service and official retired status and will respond to requests for information on a particular retiree or group of retirees from the President, the appropriate Director or Vice-President, and/or the Chair of the Classified Staff Council. The Director, Human Resource Services, shall when requested prepare and submit to eligible requester(s) list(s) of former classified employees who had at least **205** years of service prior to retirement and who are coded in the human resources system as retired.

The person holding Classified Emeritus status must independently obtain a parking permit and/or a Classified Emeritus identification card. A copy of the completed form conferring Classified Emeritus status may be presented as documentation for the issuance of a parking permit and/or a Classified Emeritus identification card.

Classified Emeritus status may be conferred on a deceased classified employee who met the above service requirement, who was recommended by the appropriate Director or Vice-President, and who was approved by the President. It shall not be necessary for such person to have entered retired status if at the time of their death he/she had completed the required length of service. Communication relative to such status shall be conveyed by Human Resource Services to the deceased employee's family or estate.

The original basis for this policy is a recommendation from the Classified Staff Council dated February 17, 2005, and approved by the President on February 21, 2005.

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MU-HR-46



# MARSHALL UNIVERSITY BOARD OF GOVERNORS

## Policy No. AA-31

### EMERITUS STATUS OF RETIRED PROFESSIONALS

#### 1 General Information.

- 1.1 Scope: Academic policy regarding the award of emeritus status of retired professionals to faculty, adjunct faculty and staff.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: March 8, 2006
- 1.4 Effective Date: Upon passage
- 1.5 Controlling over: Marshall University
- 1.6 History: Effective May 1, 1985; approved by the President, June 3, 1985. Revised SR-03-04-31 UF, March 9, 2004.

#### **2 Policy**

- 2.1 Emeritus status shall be conferred upon any faculty member regardless of rank and any professional or classified staff who have served Marshall University for a minimum of five years and who has demonstrated meritorious service to the institution.
- 2.2 Emeritus status shall be conferred upon any faculty member who qualifies under one of the three following categories:
  - 2.2.1 Regular full-time faculty who will hold the title of Faculty Emeritus
  - 2.2.2 Clinical faculty who will hold the title of Clinical Faculty Emeritus
  - 2.2.3 Adjunct faculty who will hold the title of Adjunct Faculty Emeritus
  - 2.2.4 The Emeritus title shall be conferred upon the faculty member by the President at the recommendation of the appropriate chairperson, dean and vice president.
- 2.3 Emeritus status shall be conferred upon any staff member whose title and responsibility meet the requirements as designated by the institution.
  - 2.3.1 Such staff members shall hold the title of Professional Staff Emeritus
  - 2.3.2 Those entitled to consideration for the rank of Professional Staff Emeritus will include members of the executive

staff, deans, directors, coordinators, or the equivalents as well as officers subordinate to any of these administrators with such titles as associate dean, assistant dean, librarian and other such titles if their principal activity is administrative.

2.3.3 The Emeritus title shall be conferred upon staff members by the President at the recommendation of the appropriate director and vice-president. Members of the executive staff shall be granted the title upon the recommendation of the President.

2.4 Emeritus status shall be conferred upon any Classified Staff member whose title and responsibility meet the requirements as designated by the institution.

2.4.1 Such classified staff members shall hold the title of Classified Emeritus.

2.4.2 Provision is made to confer Classified Emeritus status on classified employees who are coded in the human resources system as retired, who are recommended for emeritus status by the appropriate Director or Vice President, and who are approved for emeritus status by the President or his/her designee

2.45 Those holding Emeritus rank will be entitled to such privileges as:

2.45.1 Use of the library

2.45.2 Use of the Student Center and reduced rates for University administered functions including athletic events and cultural activities.

2.45.3 Special Mailings

2.45.4 Recreational Facilities

2.45.5 A free parking permit (all areas)

2.45.6 An emeritus identification card.

## **STAFF DEVELOPMENT/SERVICE COMMITTEE RECOMMENDATION**

### **CSR-12-13-02 SDSC**

The Staff Development and Service Committee recommends having special recognition for Classified and Non-Classified staff members who complete their degrees. The Staff Council Office shall obtain and furnish a copy of staff graduates to the University President prior to commencement so the President may recognize each staff graduate at the graduation ceremonies. The staff graduates will also be recognized at the annual Service Awards Luncheon.

### **RATIONALE:**

To promote furthering the education of the workforce at Marshall University and for staff members who complete their degree to be recognized for their hard work by their peers and the University President.

### **STAFF COUNCIL CHAIR:**

APPROVED

BY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVED

BY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

### **UNIVERSITY PRESIDENT:**

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

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