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Staff Council Minutes

Staff Council

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8-15-2013

## **The Minutes of the Marshall University Staff Council Meeting, August 2013**

Marshall University Staff Council

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

August 15<sup>th</sup>, 2013, MSC 2E37 – John Spotts Room

**Members Present:** Chris Atkins, Nina Barrett, Amber Bentley, Amanda Dailey, Toni Ferguson, Carol Hurula, Noah Lamb, Amy Lorenz, Leonard Lovely, Lisa Maynard, Jan Parker, Marcos Serrat, Valerie Smith, Lisa Williamson, Joe Wortham, Miriah Young

**Members Absent:** Stacy Good

**Members Absent (Excused):** Tootie Carter, Nancy Tresch-Reneau, Teresa Wellman

**Guests:** Matt Turner

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

### **Approval of Minutes**

June 20<sup>th</sup>, 2013 minutes were approved as written.

July 18<sup>th</sup>, 2013 minutes were approved as written.

### **Matt Turner**

- Matt announced he was attending on behalf of Dr. Kopp as he was out of town, and could take any concerns back to him that Council wished to voice.
- Matt reported that they saw a budget presentation that wasn't good. The State Budget Director has said there will most likely be another 7.5% cut in State appropriations and the Marshall budget office has been asked to prepare a budget with another 7.5% cut. Matt said that they plan to fight it and are talking to other universities to see what they can come up with in a unified voice.

*Is it still just Higher Ed getting budget cuts? – Carol Hurula – Matt stated Higher Ed is probably the largest because so many of the other groups are untouchable like K-12.*

*Miriah Young added that if the HEPC leaves all Financial Aid intact the cut will once more be 8.9% as opposed to 7.5%.*

*Miriah reported that at the BOG Summit there was a session on Performance Funding. In the past legislative session it never got through House Budget but they plan to bring it back in the next legislative session. However, this time they plan to communicate with the universities about how the formula will be done. They're looking at cutting another 2-5% of funding with this if universities are not where the State wants them to be. The criteria they will be looking at for Higher Ed will be student progression, degree completion, on-time degree completion, and transfer students from the 2-year sectors. Criteria that can gain a university "points" include the number of nontraditional and low income students a university has.*

**ACCE – Carol Hurula**

- Carol reported that ACCE isn't sure where the Fox Lawson study stands right now, especially as several groups are opposed to and questioning the study. Most people against it are questioning the rule that all employee groups (non-classified, classified and faculty) must be within 5% of each other on how closely they are to being funded.
- Carol stated that ACCE went into greater detail about the grievance process and the different levels involved. ACCE representatives are not required to be a representative for every person who wants to file a grievance, but they're there to help them with the system. If an ACCE member feels comfortable enough with the process and feels they're sure an individual has grounds to file a grievance they can represent them if they wish.
- ACCE looked at their committee assignments, one of which is looking at the bylaws.
- Peggy Carmichael, CHRO, gave an update on the WV Oasis. She reported we will be going to 26 pay periods but not until January 2015. Starting in October the State will utilize a pay card instead of giving paper payroll checks. There will be an employee self-serve where an employee can go in and make proposed changes like deductions and exemptions and see what sort of change it will make on your paycheck before making it permanent. Employees will be able to change their address and there will be an announcement tab, a broadcast tab, and an alert tab. PEIA was supposed to be part of the system where you could change beneficiaries or dependents but instead there will be a link to go and change those things.
- People Admin is still on target to begin in October for Marshall. The rest of the schools in the State will be requesting People Admin and it is going to be interfaced with WV Oasis.
  - Previously Higher Ed hasn't been part of the State's system for HR but now they're being pulled back so they can pull reports and such. Marshall and WVU will be exempt from some of the functions and will be able to send reports in as opposed to having reports pulled on them.
  - Kronos timekeeping will be used through this system when it becomes live.
  - There will be an AGI as part of the system that will do performance evaluations.
  - Once we're all a part of the larger State system there is supposed to be a training module to access for it.
- ACCE also talked about Relative Market Equity and has still been continuing the conversation in emails.
- ACCE will meet again September 26<sup>th</sup> at Eastern.
- ACCE has proposed to Senator Plymale and Vice Chancellor Mark Toor to hire a consultant similar to Mercer and familiar with classification and compensation to consult with Fox Lawson for answers on what they're doing.
- Carol encouraged anyone who has been required to assume additional duties due to loss of staff members to do a PIQ. Also, if someone takes on interim duties of another position's entire job that last no less than 4 weeks and no more than 12 months it should

be an interim upgrade. If a position is split between more than one individual and made permanent then a PIQ should be done if an individual takes on additional new duties.

### **Board of Governors – Miriah Young**

- The next Board meeting will be at the end of August, but there was HEPC Board training for all institutions.
- HEPC had to do a master plan just like the University did. Their new master plan was presented and should be distributed soon as an electronic copy.
- Budget
  - The budget presentation that was done looked the same as last year's. What appears to be the State's best hope is the Shale gas the State is looking to switch to from coal since the coal mining industry is going down and plants are being closed. However, at this point the Shale isn't being taxed like the coal industry is.
  - Across the Country 8.4% of the coal plants are being closed down, which is what we supply coal to.
  - A normal year of revenue growth for the State is approximately 4%. However, last year was 0.4% and this year is expected to be the same.
  - The budget gap for the State by FY15 is \$300million.
  - FY13 for the State was balanced with one-time money. There was a savings account created sometime in the 1980s that would have allowed for everyone in the State to file their taxes early and get their tax returns. However, that savings account was used to balance the State's budget last year.
  - Since this year has started out slower than anticipated the State is already looking at whether they should use savings money to fill the hole in the next budget year also.
  - Medicaid is still being funded at 35% of the poverty level and Obamacare is going to be required to be funded at 135% of the poverty level. That will mean that 1 in 4 West Virginians will be eligible.
  - The State has started looking at the cities they know will have pension problems and see if there's anything they can do.
  - The DHHR is increasing substantially each year.
  - Some other State agencies that are not classified the same way we are have been looked at for layoffs and furloughs next year.
- Per the HEPC master plan each institution has to set target dates by November 1<sup>st</sup> 2013 for when they plan to get HEPC their numbers such as the number of enrollees they hope to increase by, or the number of retention students they hope to increase by. However, these number goals will not be factored into the Performance Funding.
- There was a presentation on compliance of the universities, and finances of universities generally speaking.

*Was there any talk of cutting unemployment like other states are doing? – Amber Bentley –*  
Miriah responded that there wasn't any mention of it at that meeting so she wasn't sure.

*Was anything discussed regarding students being unable to go over 29 hours of work or be given health benefits? – Leonard Lovely –* Miriah said it was brought up but no one really has any suggestions of how to address it yet. Carol Hurula added that some institutions had some plans for how to address it and she will send that information out.

### **Committee Reports**

***Election Committee – Joe Wortham*** – The election committee met and made plans to have an election to fill 6 vacancies on Staff Council: 1 vacancy on EEO 10, 1 vacancy on EEO 40, 1 vacancy on EEO 50, and 3 vacancies on EEO 60/70.

The newsletter will announce that we are accepting nominations on August 28<sup>th</sup> along with a paper mailing that day. Nominations will close on Thursday, September 12<sup>th</sup> at 4:30pm. A list of candidates and additional election notice will go out in the September 18<sup>th</sup> along with a paper mailing that day. The election will be by electronic voting only on Friday, September 27<sup>th</sup> at 6am through Monday September 30<sup>th</sup> at midnight.

Ballots will be counted and those elected will be seated for the October meeting.

***Legislative Committee – Chris Atkins*** – The committee hasn't met but Chris reported that he's working on getting the legislators to attend a Staff Council meeting. For the September we may possibly have Delegates Carol Miller and Kelli Sobonya attend, and hopefully we'll have Senator Plymale in either November or December.

***Personnel/Finance Committee – Leonard Lovely*** – Leonard reported that they had not met but would possibly be communicating via email soon to address some issues.

***Physical Environment Committee – Lisa Williamson*** – Lisa reported that they have not met but plan to in the next month. She stated that she would like to see this committee do more and welcomed suggestions for issues they can take on. One thing Lisa would like to see is a larger advance notice of construction and parking lot restrictions.

*Leonard Lovely suggested they look into having College Avenue behind Drinko directed back onto campus as opposed to one way toward Hal Greer.*

***Staff Development Committee – Miriah Young*** – The committee met and awarded tuition benefits. 75 hours of on-campus hours were awarded and \$4,000 of e-course funds were awarded.

### **Announcements**

Nina announced that Chris Atkins is the editor of our new Staff Council Newsletter that had its first edition that week. Chris welcomed any recommendations for future editions.

Nina announced that she has been invited to speak again at the New Faculty Orientation next week. There was discussion that it was ironic that she has been asked to address the new faculty for the last 3 years but never the new classified staff employees. Leonard Lovely made a motion to recommend that Dr. Kopp direct Human Resources to include Staff Council Chair in

the training of new employees. Lisa Williamson made a motion to table Leonard's motion until the next meeting. Leonard agreed to rescind his motion until that 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