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Staff Council Minutes

Staff Council

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10-17-2013

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

Marshall University Staff Council

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

October 17<sup>th</sup>, 2013, MSC 2E37 – John Spotts Room

**Members Present:** Chris Atkins, Jason Baldwin, Nina Barrett, Amber Bentley, Tootie Carter, Amanda Dailey, Stacy Good, Carol Hurula, Noah Lamb, Amy Lorenz, Leonard Lovely, Becky Lusher, Lisa Maynard, Jan Parker, Nicole Perkins, Tanya Ramsey, Marcos Serrat, Nancy Tresch-Reneau, Lisa Williamson, Joe Wortham, Miriah Young

**Members Absent:** Toni Ferguson, Donna Megquier

**Members Absent (Excused):** Valerie Smith

**Guests:** Dr. Kopp, Matt Turner, Mary-Ellen Heuton, Sherri Noble

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

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

#### **Marshall 20/20**

Dr. Kopp reported they had a retreat the previous Friday for long range strategic planning for the University along the lines of risk management in the event that public funding continues to decrease dramatically. An outside consultant named Rick Staisloff facilitated the discussions. The goal of the retreat was to create an action plan, which was done and consists of 8 steps. A website ([marshall.edu/2020](http://marshall.edu/2020)) is being set up where all of the materials can be accessed in an effort to try and get as much of the campus engaged in the process. The 8 steps include:

- Develop a comprehensive communication plan
  - Lead contact: Matt Turner, senior VP for Communications
  - Deadline: Draft Plan due October 18
- Formulate a shared future vision statement
  - Lead contact: President Kopp
  - Deadline: Draft statement due January 10, 2014
- Define the responsibilities of various campus groups for our long-range goals
  - Groups include faculty, staff, Board of Governors, chairs, deans and administrators
  - Lead contact: President Kopp
  - Deadline: Draft statement due January 10, 2014
- Establish a timetable and model for the budget process
  - Lead contact: Mary Ellen Heuton, Chief Financial Officer
  - Deadline: Draft process development starts November 1, 2013
  - Draft plan due March 1, 2014
- Pro Forma modeling of revenues and costs (what we charge versus what it costs us to deliver those services)
  - Lead contact: Michael McGuffey, director of institutional research
  - Deadline: Draft plan due March 1, 2014

- Review our academic portfolio (examine our courses, current performance indicators and how well we align with them)
  - Lead contact: Gayle Ormiston, Provost
  - Deadline: Draft process plan due January 10, 2014
- Develop new key performance indicators
  - Lead contact(s): Gayle Ormiston, Mary Ellen Heuton and Michael McGuffey
  - Deadline: March 31, 2014 (follows completion of shared vision statement)

Dr. Kopp stated they are very intent on getting this process completed by the end of the current academic year and the plan we wind up with will be a living document as opposed to a static document, meaning we will continue to modify and improve it as we go along.

There will be a Board retreat on November 15-16 and they will bring in the same facilitator, Rick Staisloff.

There will be 35 recruiters from INTO coming in around Halloween for another familiarization trip. The last numbers Dr. Kopp saw for currently enrolled international students were 171, and those numbers don't show up in the institutional reporting numbers until individuals are taking courses that will go towards a degree. Dr. Kopp stated the goal in several years is to have up to 2,500 international students.

Dr. Kopp reported that there was a special Board meeting at the end of September in which the Board approved a proposal by the Medical School and School of Pharmacy to establish a provider based health care system with Cabell Huntington Hospital. In doing this we are leasing all of our clinical practice sites with a certain distance of Cabell Huntington, and they become a part of Cabell Huntington Hospital through the lease. Dr. Kopp stated that with this we will be able to significantly increase the Medicaid reimbursement for services provided. Marshall Health is in the process of establishing a 340B Pharmacy for the patients seen at the Medical Center, and by doing so patients will be able to get prescriptions at greatly reduced rates.

Will the agreement with the pharmacy at Cabell be a retail location within Cabell? – Carol Hurula – yes, once it's running you can get your prescriptions filled right there and receive the discount there.

Dr. Kopp stated that every two years or so they go through and have a bond rating review. This year Fitch contacted them and notified Marshall we were up for review. Marshall provided them with information, had an oral interview and Fitch reaffirmed the rating upgrade we got last time.

Upcoming is the finalization of the 10 Year Master Plan and Dr. Kopp said they will go to the Board in December for approval of the plan and then to the HEPC in February. The Plan is heavily based upon renovations of existing facilities and very little new building is planned.

*When will our raises go into effect?* – Nina Barrett – Mary-ellen Heuton replied that comments will be accepted until October 30<sup>th</sup> and if there aren't any then it will go into effect November 1<sup>st</sup>. If there are comments that need to be taken to the Board then it should go into effect November 16<sup>th</sup>.

Mary-Ellen stated that some people could be affected by a raise in PEIA insurance rates when the raise goes into effect. Previously PEIA only updated those rates once a year but they're now updating them monthly.

### **Minutes**

The September 19<sup>th</sup>, 2013 minutes were approved as written.

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

One additional motion that was passed at the special Board meeting that Dr. Kopp didn't already mention was the re-approval in investing with managers from Foundation.

Also passed was the Recommendation Staff Council submitted for Classified Staff raises.

*Will the Pharmacy that is going in Cabell Huntington Hospital also take insurance? – Carol Hurula – Yes.*

*Has PEIA been involved in discussion of the Cabell Pharmacy? – Leonard Lovely – Yes.*

*Where will revenue generated from the Cabell Huntington Hospital Managed Care System go?*  
– Miriah responded that Dr. Shapiro has expressed a desire to use it only for research, clinical uses and to put funds back to save and use to support the Med School when cuts are made in State appropriations.

There is an upcoming Board retreat on November 15<sup>th</sup> and 16<sup>th</sup>.

### **ACCE – Carol Hurula**

Carol announced that ACCE will be on the Marshall campus the following week on Thursday October 24<sup>th</sup> from 9-4 in Shawkey. She encouraged Council members to attend part or all of the meeting if possible.

ACCE last had a meeting at Eastern Community and Technical College.

Carol stated that ACCE is still waiting for Fox Lawson to provide the relative market study, which there has been much discussion about. Once the study comes back each class of employee (faculty, classified and non-classified) must be within 5% of each other with regards to what percentage of their market they are funded at. State Code states that schools will have 3 years to get their employee classes within 5% of each other, but it doesn't state what the consequences will be of not doing so.

Mercer has been hired to validate the work of Fox Lawson.

### **Committee Reports**

***Election Committee – Joe Wortham*** – Joe reported that a special election was held on the 17-20 of September and the results are as follows:

EEO 10 – Tanya Ramsey, Finance  
EEO 40 – Becky Lusher, Facilities Planning  
EEO 50 – Jason Baldwin, Accounting  
EEO 50 – Nicole Perkins, Admissions  
EEO 60/70 – Donna Megquier, Physical Plant

**Legislative Committee – Chris Atkins** – Chris announced that Senator Plymale would be joining Staff Council for our December meeting. Senator Plymale is the chair of the Senate Education Committee and will be able to answer many questions related to Higher Education. He has been asked to come and speak on the issues that could come up in the upcoming legislative session.

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

**Physical Environment Committee – Lisa Williamson** – Lisa reported that the committee met and discussed what the goals of the committee will be. She stated that they discussed the possibility of meeting with Safety and MUPD and discussing any issues we may have. Lisa encouraged anyone to let her know about issues on campus that should be brought to the committee's attention.

**Staff Development Committee – Miriah Young** – Miriah reported that the committee has met and would like to propose the 2013 Holiday Project. The committee would like to take donations for the Barboursville Veterans Home and as a second and new project they would like to assist with a local Homeless/Needy project of putting together Christmas bags for 300 of Huntington's homeless/needy individuals. The bags will be filled with basic needs items such as toiletries, hats/gloves, and fruits. The committee would like to sponsor for the bags toothpaste, toothbrushes, candy canes, snack cakes and bars of soap.

A motion was made and seconded to approve the proposed Holiday Project. Motion passed.

### **Announcements**

*Nancy Tresch-Reneau asked Council if anyone else has had issues with travel forms having problems and being sent back to the department dean rather than the secretary. She stated that it doesn't seem to be the timeliest way of handling it.* – After some discussion it was determined that the policy stems from the fact that the dean would have been the last person to sign the forms and therefore is responsible for its accuracy.

Noah Lamb announced that he is the Staff Council representative on the ITC Committee and Jan Fox is always looking to answer any questions we may have. Noah offered to pass any questions along to Jan in their meetings.

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