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Staff Council Minutes

Staff Council

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6-19-2014

## **The Minutes of the Marshall University Staff Council Meeting, June 2014**

Marshall University Staff Council

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

June 19<sup>th</sup>, 2014, Drinko Library 138

**Members Present:** Jason Baldwin, Nina Barrett, Tootie Carter, Elizabeth Coffey, Noah Lamb, Leonard Lovely, Becky Lusher, Lisa Maynard, Dwayne McCallister, Lisa Poteete, Tanya Ramsey, Marcos Serrat, Tony Waugh, Joe Wortham, Miriah Young

**Members Absent:** Chris Atkins, Amber Bentley, Toni Ferguson, Carol Hurula, Amy Lorenz, Donna Megquier, Jan Parker, Nicole Perkins, Gail Rice, Nancy Tresch-Reneau, Lisa Williamson

### **Members Absent (Excused):**

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

### **Minutes**

May 15<sup>th</sup>, 2014 minutes approved as written.

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

- The Board of Governors will meet the following Tuesday and Wednesday. On the 24<sup>th</sup> they will tour the School of Physical Therapy at St. Mary's and on the 25<sup>th</sup> they will tour the Visual Arts building downtown.
- The Board is looking at the Assistance Animal Policy on campus to bring it into line with Federal Policies. This would include both service animals for support and emotional animals.
- The Engineering and Athletic Complexes are both running on schedule.
- The Board's Ad Hoc Athletic Committee will be giving reports to the rest of the Board at the meeting the following week.
- The \$504 across-the-board raises will go into effect in July. They will be base building raises and thus given spread out on all paychecks throughout the year. Raises are based upon FTE so individuals who work less than 37.5 hours will have a raise prorated based upon their FTE. For example an employee working 30 hours is considered 0.8 FTE and will be given a raise of 80% of \$504, or \$403.20.
- Funds have been approved for the October raises as well but the Board will have to approve in the August meeting how they will be distributed. Classified Staff funding will go into fully funding the 2001 Mercer Pay Schedule for employees as of July 1<sup>st</sup>, 2014.
- There will be no RFI (request for information) to go out for the Salary Market Study and they will move forward with the RFP (Request for Proposal). They have spoken with Mercer, who is on contract for consulting, about what to have in the RFP.

- *Has the State talked about creating a new pay scale with at least cost of living increases since the market study has been set back again?* – No, the State at this time is taking a very firm stance to make no changes until the market study is completed.

## **Committee Reports**

### ***Election Committee – Joe Wortham –.***

The Classified Staff Council held an election on May 16<sup>th</sup>-19<sup>th</sup> to fill current vacancies. The staff members elected to these positions will finish the remainder of the current term which will end on June 30<sup>th</sup>, 2015. Employees elected are as follows:

- EEO 40 – Technical and Paraprofessional
  - Gail Rice - School of Pharmacy
  - Elizabeth Coffey - Autism Training Center
- EEO 50 – Clerical
  - Lisa Poteete - Autism Training Center
- EEO 60/70 - Service and Maintenance
  - Tony Waugh - Plant Operations
  - Dwayne McCallister - Housing

***Legislative Committee – Chris Atkins*** – No report.

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

***Physical Environment Committee – Lisa Williamson*** – No report.

***Staff Development Committee – Miriah Young*** – Tuition waivers are awarded for summer.

The committee will be taking donations for the Flower Fund at the Annual Service Awards Luncheon. One reminder has already been sent out that donations will be accepted at the Luncheon and another will be sent out closer to the event. Donations are taken at any time throughout the year through the Staff Council Office, and not just during the luncheon.

***Service Awards Luncheon – Joe Wortham*** – The 30th Annual Service Awards Luncheon will be held in the Don Morris Room in the Memorial Student Center on Thursday, June 26<sup>th</sup>. The menu will be the River and Rail Buffet consisting of: Chicken Marsala, Steamed Vegetable Medley, Oven Roasted Potatoes, House Salad, Penne, Meat or Alfredo Sauce, Dinner Rolls, & Assorted Deserts.

The luncheon will begin at 12:00 Noon and there will be 93 honorees for years of service ranging from 10 to 40 years, and 31 retirees. We will also be recognizing for the first time Marshall employees who have obtained a degree through Marshall in 2013 or 2014.

## **Announcements**

- The 20/20 RRT committees have been meeting to look for various ways to save money and improve the health of the University and be prepared for State budget cuts.

- *How is the teacher's retirement being changed?* – Miriah replied that she is going to have Carol pose the question to ACCE because we don't know at this time.
- The new Cabell Huntington Pharmacy is up and running. It has been experiencing some issues with wait times but they are working to resolve them.
- Marshall has a new shredding department in the basement of Old Main with the purpose of reducing costs by performing the task in-house and eliminating the need to use Shred-it. Employees can take work-related or personal documents, discs, thumb drives, etc. to the department themselves, schedule a pickup, or purchase a departmental locked bin to place items in for regular pickups. The only cost associated with the services is if a department or employee chooses to purchase a bin, which is a one-time fee and then the bin is their property. However, employees wishing to use the service are not required to purchase one. Employees can also schedule an appointment to have their property shredded in front of them.
- Marshall has hired a new Human Resources Director who will begin on July 1<sup>st</sup>.
- All Council Members are encouraged to ask for clarification on topics of discussion that they don't understand.
- July Staff Council meeting will consist of nominating the Vice Chair and 2<sup>nd</sup> Vice Chair for the new year, and year-end committee reports.

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