

Marshall University

**Marshall Digital Scholar**

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Staff Council Minutes

Staff Council

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3-15-2018

## **The Minutes of the Marshall University Staff Council Meeting, March 2018**

Marshall University Staff Council

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## Marshall University Classified Staff Council Minutes

March 15<sup>th</sup>, 2018, MSC 2E37 John Spotts Room

**Members Present:** Chris Atkins, Nina Barrett, Lacie Bittinger, Patty Carman, Tootie Carter, David Childers, Katherine Hetzer, Leonard Lovely, Lisa Maynard, Amad Mirzakhani, Missy Morrison, Marcos Serrat, Crystal Stewart, Jonathan Sutton, Justin Tyler, Tony Waugh

**Members Absent:** Toni Ferguson, Jami Smith

**Members Absent (Excused):** Carol Hurula, Teresa Meddings, Tim Melvin

**Guests:** Brandi Jacobs-Jones, Mark Robinson, Bruce Felder, Becky Lusher, Mary Chapman, Cedric Gathings

Chair Chris Atkins called the meeting to order and parliamentarian Becky Lusher verified there was a quorum.

### Brandi Jacobs-Jones – Sr. VP of Operations

- Brandi announced that the soft deadline for the provost search was the following day. The search committee will take a look at what they have, conduct interviews, and campus interviews for the campus community will hopefully be held around April 23<sup>rd</sup>.
- Buffy Hammers from Marshall Health and the School of Medicine has been selected to serve on the PEIA task force. The hope is that the campus community can come up with 4 or 5 priorities that Marshall is passionate about. The task force will be in place until at least December of this year, and there will be meetings in each of the counties.

### Mark Robinson – CFO

- Mark announced that the 2% across the board raise will first be seen on the March 30<sup>th</sup> check. He added that they will analyze what the State gave us, but President Gilbert would *like* to give more of a raise. The results of their analysis will go before the BOG at the June meeting and will go into effect July 1<sup>st</sup>.

*When will we be able to see the year to date totals on our pay stubs?* – David Childers – Mark said that they are still working on that.

*Why is there a small differential in pay for hours worked over 37.5 but under 40? For example, I'm being paid \$0.09 more per hour for those hours.* – David Childers – Mark explained that the AEI that we get for our regular hours that is received in July has to be computed into the pay for anything over someone's regular hours.

### Bruce Felder – Human Resources

- Benefits Open Enrollment is April 1<sup>st</sup> – May 15<sup>th</sup>.
- A letter was sent out about Healthy Tomorrows telling what employees need to do in order to avoid the additional \$500 deductible.

- HR hopes that by the beginning of April or May they can begin sending emails after each pay period to each individual with their accruals and leave usage. This will be for any employee who is benefits eligible and accruing leave. They will turn this reporting feature on a few departments at a time.
- Leave is currently being accrued monthly but will be changed to weekly accruals. The leave accrual for March will be on March 30<sup>th</sup>.
- For questions pertaining to the Compensation Model:
  - FAQs are up on the website.
  - The timeline is under construction because it wasn't detailed enough for individuals.
  - For clarification, the salary guidelines on the website are only guidelines established by the HEPC and Mercer. However, Marshall has the flexibility to make changes to it.
- The pay scales that are being developed will not be stationary pay scales, but rather moveable pay scales based upon the market.

*How are you grading positions?* – Bruce stated that they are finding other similar positions in the market looking at what they're being paid.

*What if someone's job can't be found elsewhere?* – Bruce said if this happens they may look at what that person does the most of.

*What is the status of the comp time module?* – They have tried finalizing the module on TCP but they're still having one problem disabling a button that can be pushed to convert all hours to overtime.

#### **Cedric Gathings – VP of Student Affairs**

- 2018 Student Government Election Results
  - Hunter Barclay, President
  - Hannah Petracca, Vice President
- We are an early voting precinct so we will have early voting on the following dates/times in the Memorial Student Center Room 2W37:
  - April 25<sup>th</sup>-27<sup>th</sup> and April 30<sup>th</sup>-May 4<sup>th</sup> from 8:30-4:30
  - April 28<sup>th</sup> and May 5<sup>th</sup> from 9-5

#### **Minutes**

The February 15<sup>th</sup>, 2018 minutes were approved as written. Justin Tyler moved that they be approved, seconded by David Childers, and motion passed unanimously.

#### **Carol Hurula – BOG**

Carol sent her report via email after the meeting, which is attached on pages 5-18.

### **Committee Reports**

***Election Committee – Nina Barrett*** – We will hold a special election beginning the following day. The positions and nominees are as follows:

#### **EEO Group 40 – Technical and Paraprofessional**

Amy Saxton – Office of Experiential Learning

Johnny Bradley – Library

Karena Burriss – Purchase Card

#### **EEO Group 50 – Clerical**

Write in options only

#### **EEO Group 60/70 – Service and Maintenance**

Larry Morris – Public Safety

Timothy Cline – Physical Plant

Elections will be held electronically March 16<sup>th</sup> – 19<sup>th</sup>. The election committee will meet on March 20<sup>th</sup> to verify the results.

***Legislative Committee – Tim Melvin*** –

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

***Physical Environment Committee – Crystal Stewart*** -

***Service/Staff Development Committee – Missy Morrison*** – Missy proposed that our next service project be to take donations of new or gently worn shoes to be distributed at the City Mission in May.

***Ad Hoc Scholarship Fundraising Committee – Tim Melvin*** –

### **Announcements**

Chris announced that the campus carry bill died in committee so our motion to send a letter of opposition to the legislature wasn't necessary.

With regards to the PEIA task force, there are ways of following along to stay up to date with what's going on and Chris said he would send a follow-up email with that information.

There has been some discussion of having AEI included in our base pay, but State Code keeps it separate.

Chris has been added to the Budget Workgroup committee as an additional representative of Classified Staff.

Crystal Stewart announced that Banner is going to undergo an upgrade and there will be several opportunities to take a training to learn about the new features.

The Staff Development Luncheon/Service Awards will take place on Wednesday, May 23<sup>rd</sup>.

Minutes taken and prepared by: Katie M. Counts  
Katie M. Counts, Program Assistant, Staff Council

Minutes approved by: Chris Atkins  
Chris Atkins, Chair, Staff Council

Minutes read by: Dr. Jerry Gilbert  
Dr. Jerry Gilbert, University President

## **BOG Representative – Carol Hurula**

*\*Disclaimer: This is my interpretation of each meeting and presentation and are not verbatim conversations. Any questions or clarification, please notify me.*

**BOG Meeting** on February 28, 2018.

### **Approvals:**

- Approved minutes from December meeting.
- Approved UG – Bachelor of Science in Biomedical Engineering.
- Approved Intent to Plan – Bachelor of Science in Computer & Info Security.
- Approved Investment earnings statement.
- Approved Tuition & Fees for fiscal year 2018-19.
- Approved General Salary Increase for certain University Employees.

Mary Beth Reynolds gave a presentation on Assessment & Quality Initiatives.

### **President's report:**

- Thanked MU Family for condolences on passing of his mother.
- 32 high school visits to date by President Gilbert & staff.
- Thanks to Evan Jenkins and Shelly Moore Capito for their assistance in bringing Director for NIH to Marshall to discuss and review the measures being taken in Huntington on the Opioid issues.
- We have managed our budget very well this year and will be providing additional funds for Student Activities and increasing funds for needs based scholarships.
- Tuition increase will be used to provide additional funding for campus safety, increase in police force, and 10 new cruisers in Huntington 1 new cruiser in S. Charleston. Increasing force from 21 to 31 in Huntington. New equipment, adding 3 additional dispatchers. Reviewing lighting around campus. Currently have 30 blue lights and 496 cameras installed.
- Our police force operates a 24/7 shift.
- Proposed salary increases for staff prior to Governor Justice's proposal. If additional funds are provided, we will review again in June.

### **Operations Committee report:**

Ahead of schedule on Jenkins Hall renovation.

April phase 3 will be out to bid by April.

LED light installation during spring break in the stadium parking lot. Return on investment will be realized by 2020.

Follett Bookstore update and improvement on target for summer 2018.

Feasibility study for renovation of Prichard Hall.

Improvements and renovations for Twin Towers East to modernize first floor.

## **Academic and Student Affairs Committee**

- See attached handouts from meeting.

The next Board of Governor's meeting will be April 25, 2018.



### Athletics Update

### Board of Governor's Meeting February 28, 2018

#### Athletics

- School-record 56 percent of student-athletes (215 of 386) earned a grade-point average of 3.0 or higher during the Fall 2017 semester.
- Overall, 46 student-athletes finished with a 4.0 GPA during the Fall 2017 semester.
- A total of 166 student-athletes made the Dean's List in the Fall 2017 semester.
- Marshall University hosted the 8th annual Elkview Middle School Archery Tournament on Feb. 2 and Feb. 3, bringing more than 1,400 archers in elementary, middle school and high school to Huntington.
- Hosted the Sweetheart Clinic on Jan. 29; 340 girls aged 4 to 12 registered.
- Hosted three track meets: Marshall Women's Classic (Jan. 12-13), Thundering Herd Invitational (Jan. 26-27) and Chipotle Marshall Invitational (Feb. 9-10), bringing dozens of teams from across the country to Huntington.
- Marshall also hosted the 2018 Marshall University High School Indoor Meet, which was open to grades 9-12. This brought 500 track athletes from 7 different states to Huntington.

#### Football

- Marshall was the only college football program with a Pro Football Hall of Fame selection (Randy Moss) and Super Bowl champion (Vinny Curry) in 2018.
- Announced the hires of offensive coordinator Tim Cramsey and defensive assistant Byron Thweatt, and promotions to defensive coordinator Adam Fuller, and to defensive assistant Mike Treier.
- Quarterback Chase Litton received an invitation to attend the NFL Scouting Combine in Indianapolis in March, one of 336 draft-eligible players who will attend.

#### 2018 Football Schedule - Dates and times are subject to change

September 1 @ Miami (Ohio)  
September 8 Eastern Kentucky  
September 15 @ South Carolina  
September 22 North Carolina State  
September 29 @ Western Kentucky  
October 6 Middle Tennessee  
October 13 @ Old Dominion  
October 20 Florida Atlantic  
November 3 @ Southern Miss  
November 10 Charlotte  
November 17 UTSA  
November 24 @ FIU

#### Men's basketball

- Marshall has now won 20 or more games in consecutive seasons.
- Junior guard C.J. Burks has been twice named the Conference USA Player of the Week (Jan. 22 and Feb. 19).

- Burks and fellow junior guard Jon Elmore are the first Herd tandem to ever win multiple C-USA Player of the Week honors in the same season, and the first duo in C-USA to pull off the feat since 2015-16.
- Marshall has won five C-USA Player of the Week honors this season, more than any other league team.
- Burks became the 53rd player in Marshall history to eclipse 1,000 career points.

#### Women's basketball

- Senior Talequia Hamilton became the 22nd player in Marshall history to eclipse 1,000 career points. Hamilton is the second player this season to reach the milestone (Shayna Gore, Dec. 6).

#### Women's Swimming

- Named to the College Swimming Coaches Association of America Scholar All-American Team (Team GPA of 3.0 or higher).
- Team GPA of 3.60 for Fall 2017 is the highest mark in Conference USA for the fifth consecutive year; ranked No. 12 nationally.
- Emma Lockyer named Conference USA Swimmer of the Week (Feb. 7), the second time she has been honored this season.

#### Women's Track

- Sophomore Safiyyah Mitchell set the school record in the 60-meter hurdles, the fastest time in Conference USA in 2017-18.
- Freshman Lauren Zaglifa broke the school record for the indoor pole vault in her second meet competing for Marshall.
- Junior Hasana Clark set a school record in the weight throw at the C-USA Indoor Track and Field Championships.
- The 4-x400-meter relay team broke the school record at the C-USA Championships.
- Mitchell placed second at the C-USA Championships in the 60-meter hurdles, becoming the first Herd athlete to make the All-Conference USA Indoor Team in consecutive seasons since 2011-12.

#### BULLETS FOR COMMITTEE REPORTS

- Marshall University hosted the 8th annual Elkview Middle School Archery Tournament on Feb. 2 and Feb. 3, bringing more than 1,400 archers in elementary, middle school and high school to Huntington. Athletic facilities hosted over 2,500 high school age and under participants in February including Archery (1,400), Regional Swim Meet (260), High School Track (500 from 7 states), and Marshall Sweetheart Clinic (340).
- Marshall was the only college football program with a Pro Football Hall of Fame selection (Randy Moss) and Super Bowl champion (Vinny Curry) in 2018
- Women's Swimming named to the College Swimming Coaches Association of America Scholar All-American Team (Team GPA of 3.0 or higher).  
Team GPA of 3.60 for Fall 2017 is the highest mark in Conference USA for the fifth consecutive year; ranked No. 12 nationally. Finished 3<sup>rd</sup> in the C-USA Championships this past weekend tying for our highest finish at the Conference Championships.
- School-record 56 percent of student-athletes (215 of 386) earned a grade-point average of 3.0 or higher during the Fall 2017 semester.  
Overall, 46 student-athletes finished with a 4.0 GPA during the Fall 2017 semester.  
A total of 166 student-athletes made the Dean's List in the Fall 2017 semester.



## **STUDENT AFFAIRS UPDATES**

February 2018

### **Community Outreach & Volunteer Services:**

- Inaugural MLK Day of Service on January 19<sup>th</sup> engaged 200 students, faculty, and staff in service projects on campus and in the Huntington community.
  - Several agencies partnered with us to create opportunities: Goodwill, Facing Hunger Foodbank, Harmony House, and Ronald McDonald House.

### **Counseling Center:**

- Last semester, 4.5 counselors managed 3162 therapy appointments, 71 crisis interventions, and 200 Walk-in sessions (most provided by a Social Work intern).
- One of our mental health specialists is working with a group of students who transferred to the main campus from other Marshall sites. This semester is their first in Huntington.
  - The goal of the group, called the Welcome Brigade, is to assist in the transition to the Huntington campus and to prepare participants to mentor transitioning students in the future.
- Another mental health specialist co-facilitated with our Social Work intern, a pilot group designed to help sexual abuse victims recognize and appropriately address triggers that affect their functioning.
- The center continues to operate without a permanent administrative assistant/receptionist, and is moving forward to hire a permanent director and additional mental health specialist.

### **Disability Services:**

- March is Disability Awareness Month:
  - Movie Nights – 3/8 & 3/29 FYRH South Theatre “Wonder”
  - Allies For Autism Spectrum Disorder Training – 3/12 BE5 MSC, 2:00pm–3:00pm
  - Wheelchair Basketball – 3/15 Rec Center
- Draft of Faculty Handbook for Students with Disabilities is complete and has been forwarded to general counsel for review.

### **Fraternity & Sorority Life:**

- Nick Wright, Director of Fraternity & Sorority Life, assumed his responsibilities in January.
- Three weeks ago, we hosted several chapter advisors and leaders with the North-American Interfraternity Conference facilitating 60 students in the Impact Leadership Retreat. This experience focused on leadership development skills for our new members.
- Two weekends ago, the FSL office took our newly installed PHC officers to the Annual Association of Fraternal Leadership & Values conference in Indianapolis.
- Last weekend, the FSL office took our newly installed IFC officers to the Southeastern Interfraternity conference in Atlanta, GA.
- The FSL office is currently conducting taskforces to address social event registration/risk management/harm reduction/hazing reporting policies within the Greek community, as well as open forums on the state of our Fraternity & Sorority Life community.
  - FSL office staff is also partnering with the Office of Student Conduct to ensure consistent due process protocol are being following with Greek incidents.

## **STUDENT AFFAIRS UPDATES**

February 2018

### **Military and Veterans Affairs:**

- On January 25<sup>th</sup>, we became a "Purple Heart University."
- Art Phillips, Student Veterans Association President, attended the Student Veterans of America National Conference last month.
- Director Jonathan McCormick is serving as the keynote lunch speaker at the Lions Club leadership retreat this week at Stonewall Resort – representing Marshall to state leaders.

### **MU Wellness:**

- Partnering with Rec Center to plan the Spring Wellness Fair on April 9<sup>th</sup>, 4:00pm–7:00pm.
- Working on a campus suicide prevention grant with various groups on campus.
- Submitted a grant to SAMHSA for the Garrett Lee Smith Campus Suicide Prevention Grant. If funded the grant would provide \$102,000 each year for 3 years, totaling \$308,000. The funding will be used for training on evidence-based suicide prevention programs and suicide prevention activities.
- Launched the National College Health Assessment in February. This is a national survey that allows us to assess our students health behaviors, well-being, and risky behaviors.
- Our Tobacco Cessation program will be held on February 21<sup>st</sup> at 2:00pm.
- Mental Health First Aid will be held on March 9<sup>th</sup> from 8:00am–5:00pm in Drinko Library.
- The recovery support group for students will begin March 13<sup>th</sup> and run through April 24<sup>th</sup>

### **Student Activities:**

- Welcome Back: During the first week of classes, Student Activities put on a week full of events to welcome the students back to campus. We kicked off the week with free hot chocolate and donuts, and the return of "Taste of Huntington" featuring community vendors offering discounts and coupons to our returning students.
- Marshall After Hours: Our first installment of this series, in partnership with Housing & Residence Life, started back with a spin off to the uncork and create businesses. Students were invited to paint their own Marshall-themed sign with free mocktails and dinner. Last Friday, the second MAH was Marvel hero-themed with movies, crafts, a Marvel photo booth, and Marvel prizes. This series is designed to help us enhance efforts to retain students with added evening and weekend programming.
- WKU Fan Bus: For our second fan bus trip of the year, we traveled to Bowling Green, KY to watch the men's basketball team play WKU. The fans who attended were provided with a ride, ticket, snacks, and Marshall swag.
- Black History Month: We partnered up with the Center for African American Students, Black United Students, and the Office of Intercultural Affairs to host an array of events to celebrate black history, including panel discussions, documentaries, and the Ebony Ball.
- FIU Tailgate: We partnered with Athletics to host a student tailgate before the FIU basketball game a few weeks ago. Students were invited to come to the tailgate to enjoy free drinks, food, and be entered to win free text books for a semester.
- Marshall at the Movies: Our spring movie series is starting back up with the showing of Black Panther. Students are invited to grab a free movie ticket with their MUID.

## **STUDENT AFFAIRS UPDATES**

February 2018

- DIY Series: At our first installment of this popular series in the Spring, 70+ students created floor pillows. Our next event, macramé is coming up in March and we will be making our own woven wall hangings.
- CAB on the Plaza: With our first taste of warm weather, we headed onto the MSC plaza with games, music, chalk, and the opportunity to promote upcoming events.
- Paint & Sip: Our first Paint & Sip event in the fall was a huge hit with 75 students coming to paint the fountain on the eve of the anniversary of the plane crash. This semester, we are inviting students to paint a customized WV landscape.
- TOTS: Thunder on the Stage is a talent show created by Housing & Residence Life and has since turned into a collaborative effort between our offices. It is in its 5<sup>th</sup> year and we are eager to see what the students come up with this year. In years past we have seen full bands, baton twirlers, solo musical acts, poets, and gymnasts. Student Body President Matt Jarvis & Assistant Dean of Student Matt James will serve as co-hosts this year.
- Ace Adventure Resort: We're taking another off-campus excursion. Students are invited to come to the resort with us with their choice of zip lining or white-water rafting.
- Branch Out Ball Out: Campus Activities Board is teaming up with Gamma Beta Phi, the largest service organization on campus, to host a benefit basketball tournament. Teams are asked to pay a \$50 registration fee to play in a double elimination tournament to benefit the Branches Domestic Violence Shelter. The event will be held at the Rec and the winners will be awarded a trophy, shirts, and bragging rights.
- Smooch-a-Pooch: We will be borrowing animals on National Pet Day (April 11<sup>th</sup>) to benefit the Cabell-Wayne Animal Shelter. Students and staff will be invited to play with adoptable animals on the MSC plaza for a small fee. Funds raised will specifically assist with food, daily care, and medical treatment for the animals.

### **Student Advocacy & Parent/Family Services:**

- Partnered with MU Wellness and the Women's Center to host an advocacy event for students on January 30<sup>th</sup>.
- Hosted Student Resource Fair January 9<sup>th</sup> to promote campus services to new students.
- Hosted two open houses for new students on January 9<sup>th</sup> & 12<sup>th</sup>.
- Continuing to make calls and emails to students who have paid their enrollment deposits for Fall 2018; and, sending follow-up emails to help convert applications to deposits.

### **Student Conduct:**

- Student Sudden Death Protocol completed and distributed to all academic and student services offices on campus.
- Student conduct hearing justice training will be held March 13<sup>th</sup> from 12:00pm-2:00pm & March 30<sup>th</sup> from 10:00am-12:00pm.
- Sanctioning Guidelines have been drafted for further review -- these will help ensure consistency when students violate the Student Code of Rights & Responsibilities.

## **STUDENT AFFAIRS UPDATES**

February 2018

### **Student Government Association:**

- 20+ SGA leaders volunteered at the AD Lewis Center for the MLK Day of Service.
- Group is participating in weekly tutoring for the AD Lewis Center.
  - This partnership began last semester and has created positive relationships with the youth and staff at the center.
- Student Body President/VP elections are scheduled for March 13<sup>th</sup>-14<sup>th</sup>.
  - Inauguration of winners will be held on April 22<sup>nd</sup>.
- Group partnered with the Office of Student Activities to propose a student activity fee increase to enhance large events and attractive programming for the student body.
  - Proposal will be on the ballot for students to ratify in March.

### **Student Involvement & Leadership:**

- Herd Link student involvement software now has 186 of 200 organizations registered.
- SGA elections will be held on Herd Link to provide more efficiency and accuracy of results. This will also increase student registrations in the new system.
- Students will also have access to co-curricular transcripts on Herd Link upon graduation.
  - These will provide students with an overview of their campus life experiences and community service hours to enhance employment opportunities.

### **Women's Center:**

- Hired Claire Snyder as Program Coordinator for the Women's Center.
- Partnered with MU Wellness Center and Housing & Residence Life to distribute 450 packets promoting consent and positive sexual health behaviors for Valentine's Day.
- Worked with the Masters in Social Work (MSW) program students and Marshall Athletics to host the "It's On Us – Take the Pledge" event during the February 22<sup>nd</sup> Men's Basketball game. "It's On Us" is a national media campaign to end sexual violence that incorporates students on over 500 campuses.
- Hosting Eating Disorder Awareness Week with the Rec Center this week.
- Partnered with President's Commission on Diversity, Equality, & Inclusion, SGA, and the Women's Studies department to develop a comprehensive calendar of events for Women's History Month in March.
  - We hope you can attend the kick-off celebration on March 1<sup>st</sup> from 5:00pm–7:00pm in the Drinko Atrium.
- Currently planning programs for April: Sexual Assault Awareness Month. Partnering with many campus departments and community agencies.
- Director continues to work with the Student Experience Survey Committee to develop a climate survey to assess student experiences/perceptions regarding sexual misconduct and relationship violence.

## STUDENT AFFAIRS UPDATES

February 2018

### *Synopsis for Committee Chair*

- We've recently relocated our Office of Student Involvement & Leadership, Office of Community Engagement, Office of Student Activities, and Office of Fraternity Life to the lower level of the Memorial Student Center.
  - The office renovation should be completed within a few months and we've titled this new space the **L.E.A.D. Center**, representing Leadership, Engagement, Activities, & Development.
  - We're excited for the potential of this new student involvement hub. Consolidating these offices provides for less silos and a more integrated student experience.
- Inaugural MLK Day of Service on January 19<sup>th</sup> engaged 200 students, faculty, and staff in service projects on campus and in the Huntington community.
  - Several agencies partnered with us to create opportunities: Goodwill, Facing Hunger Foodbank, Harmony House, and Ronald McDonald House.
- On January 25<sup>th</sup>, we became a "Purple Heart University," a distinction earned through the work of the Office of Military & Veterans Affairs.
- The Office of Fraternity & Sorority Life is conducting taskforces to address social event registration/risk management/harm reduction/hazing reporting policies within the Greek community, as well as open forums on the state of our Fraternity & Sorority community.
  - FSL office staff is also partnering with the Office of Student Conduct to ensure consistent due process protocol are being following with Greek incidents.
- Student Body President/VP elections are scheduled for March 13<sup>th</sup>-14<sup>th</sup> – voting will be held on our new student involvement software, HerdLink, this year.
  - Inauguration of winners will be held on April 22<sup>nd</sup>.
- The Women's Center partnered with President's Commission on Diversity, Equality, & Inclusion, SGA, and the Women's Studies department to develop a comprehensive calendar of events for Women's History Month in March.
  - We hope you can attend the kick-off celebration on March 1<sup>st</sup> from 5:00pm–7:00pm in the Drinko Atrium.

# MU Internal Audit BOG Informational Report February 28, 2018

## 1 ACTIVITIES SINCE LAST MEETING

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- A. Athletic Ticket Office – NCAA Football Paid Attendance Certification.
- B. Audit Projects – One suspended due to Business Manager illness.
- C. Consulting – Process modification due to Tax Law changes.

## 2 ACTIVITIES PLANNED BEFORE NEXT MEETING

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- A. Adhere to planned activities in the approved FY2018 Audit Plan.
- B. Continued Monitoring of Institutional Activities.
- C. Other Audit and Consulting projects as requested.

## 3 PROFESSIONAL DEVELOPMENT ACTIVITIES

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- A. CLA – Revenue Recognition Changes for Higher Education webinar.
- B. CLA – Tax Reform for Higher Education webinar.

### Full Board Highlights

- 1. Since last meeting: continued work on projects in accordance with FY2018 Internal Audit Plan.
- 2. Upcoming items: Planning for upcoming audit and continued monitoring of Institutional Activities.
- 3. Professional Development: Participation in 2 webinars provided by MU's external auditors.

Marshall University  
Joan C. Edwards School of Medicine  
Board of Governors Report  
February 28, 2018

1. Marshall University Joan C. Edwards School of Medicine **celebrates its 40<sup>th</sup> year anniversary**. This special year was kicked-off with a proclamation from Huntington Mayor Steve Williams declaring January 29 “Marshall University Joan C. Edwards School of Medicine Day.” The SOM has several planned activities and features stories in the works for this year including a special recognition at the 2018 Investiture.
2. Congratulations to the SOM’s Dr. Uma Sundaram, principal investigator and vice dean for research; Dr. Gary Rankin and Dr. Zijian Xie who have been awarded a **five-year, \$10.78 million grant from the National Institutes of Health** to investigate obesity and obesity-related conditions. It has been 15 years since the SOM has received a prestigious **Centers of Biomedical Research Excellence (COBRE) grant** and is the largest programmatic award in the school’s history. The federal funding is designed to help strengthen an institution’s biomedical research infrastructure.
3. The SOM is happy to announce that both the **child and adolescent psychiatry fellowship and geriatric psychiatry fellowship** received accreditation from the **Accreditation Council for Graduate Medical Education (ACGME)**. The child and adolescent psychiatry fellowship is two years with an approved complement of 4 positions while the geriatric fellowship is one year with one approved position.
4. **The Marshall Community Health Consortium announces accreditation of its first residency program**. The Holzer osteopathic family medicine residency program received initial accreditation from the Accreditation Council for Graduate Medical Education (ACGME) as part of the move toward a single graduate medical education (GME) accreditation system. Led by Dr. Christopher Marazon, program director, the Family Medicine program will expand its residency to 12 positions at its Gallipolis, Ohio site starting July 1, 2018. The Marshall Community Health Consortium was created to support primary care residency programs in small communities. The Consortium is comprised of the SOM, Marshall Health, Cabell Huntington Hospital, and Valley Health Systems.
5. The **30th Annual Marshall Research Day** is scheduled for **Friday, March 30** at the Marshall University Medical Center. This year’s Richard J. Stevens Memorial Invited Lecturer is one of our own, Dr. Zijian Xie, Director of the Marshall Institute for Interdisciplinary Research. Dozens of research finds from investigators with the School of Medicine and Pharmacy, and the College of Health Professions will be showcased through oral and poster presentations.

6. On February 20, the SOM hosted **Dr. Walter J. Koroshetz, Director of the National Institute of Neurological Disorders and Stroke**, who wanted to learn more about what we are doing with addiction, pain intervention and other neuro-related initiatives at Marshall. They toured the School of Medicine, Cabell Huntington Hospital and Lily's Place.
7. The SOM has received a positive report from the **Independent Student Analysis**, a required survey by the school's accrediting body, Liaison Committee on Medical Education (LCME). Most of the students seem pleased with the education and support services they are receiving throughout their education. Study space continues to be a concern, especially in the clinical settings. We will be working on this concern as we go forward and prepare for a site visit by the LCME in spring of 2019.
8. On February 1, a group from the SOM and Marshall Health accompanied representatives from Cabell Huntington Hospital to the State Capitol for **Hospital Day at the Legislature**. The goal was to update legislators on different SOM/MH initiatives, i.e., opioid epidemic response, and to raise some legislative considerations, i.e., prior authorizations, mandatory immunizations, training permits for residents and fellows.
9. The annual "**Standing Out in Our Field**" scholarship fundraiser is on the books for **Saturday, June 2**, at the farm of the SOM's Vice Dean for Medical Education, Dr. Bobby Miller. Mark your calendar now for this fun event which will feature a Western Roundup. Dr. Pete and Mrs. Clare Chirico are co-chairing the event committee.
10. On February 21, SOM, MH and Cabell Huntington Hospital will kick-off a joint project to migrate all practice management systems into a **single, unified Cerner platform**. The benefits of this unified system include an improved patient experience, better care coordination, improved user experience, achieving organizational efficiencies and preparing for future care and reimbursement models. The go-live date is anticipated for June 2019.
11. Two **SOM longtime faculty members** have retired recently: **Dr. Gerard J. Oakley**, a gynecologic oncologist and professor in the department of obstetrics and gynecology, as well as, the medical director for the Edwards Comprehensive Cancer Center, and **Dr. Linda Brown**, a pathologist and chair of the department of pathology. In honor of their service and dedication to the SOM, Cabell Huntington Hospital and Marshall Health jointly established scholarships in both of their names.

*Suggested Reports:*

Academic & Student Affairs Committee:

- #1 SOM Celebrating 40 years
- #3 SOM Fellowships Approved

- #4 Marshall Community Health Consortium
- #5 30<sup>th</sup> Annual Research Day, Friday, March 30
- #7 Independent Student Analysis

Finance, Audit & Facilities Planning Committee:

- #2 COBRE: Five year, \$10.78 million grant from NIH
- #9 Standing Out in Our Field
- #10 Single, Unified Cerner Platform

# **Operations and Facilities Planning Update**

February 28, 2018

## **Jenkins Hall:**

- Phase 1 Renovation – contract awarded to EP Leach and Sons, work being conducted on the lower level. Work is one month ahead of schedule

## **Stadium Renovation:**

- Phase 3 Renovation – will be placed out for bid by April 2018. The project will include the east side of the stadium structural painting, with an alternate to finish painting in the south end zone.

## **Stadium Parking LED Upgrades**

- The LED light installation will occur during Spring Break, annual savings will be \$10,000 per year. Return on investment will be realized by 2020.

## **Follett Book Store:**

- In design with Ed Tucker Architects to update and improve the bookstore located in the Memorial Student Center. Follett will be responsible for all project expenses. Target project completion summer 2018.

## **Prichard Hall:**

- Bastian and Harris' services have been retained to conduct a feasibility study for the renovation of the entire building.

## **Twin Towers East:**

- In design with Bastian and Harris for improvements and renovations to modernize the first floor.

## **OTHER UPDATES:**

- Campus Recreation is providing daily drop-in care for 4 – 12-year-olds during the teacher work stoppage.
- Memorial Student Center hosted second annual Bridal Showcase that had 350 attendees, netting five additional space rental with catering events for 2018.
- Pouring Rights RFP – combined solicitation that will include pouring rights for vending, dining and concessions will be released by Summer 2018.

## **NOTES TO SHARE WITH ENTIRE MUBOG:**

- In design with various architects for recommendations and/or improvements to Follett Book Store, Prichard Hall, and Twin Towers East