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The Minutes of the Marshall University Board of Governors Meeting, February 24, 2016

Marshall University Board of Governors

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Marshall University Board of Governors
February 24, 2016
Shawkey Dining Room

Present: Michael G. Sellards, Chairman; Phyllis Arnold; James Bailes, Oshel Craigo, Phil Cline; Tim Dagostine; David E. Haden; Edward Howard; Christie Kinsey; Dale C. Lowther; Joseph McDonie; Wyatt Scaggs; Joseph B. Touma, MD; Miriah Young, Dr. Cam Brammer; Duncan Waugaman

Call to Order

Upon determining a quorum was present, Mr. Sellards called the meeting to order.

I. Minutes Approval

Upon a motion by Dr. Touma, seconded by Mr. McDonie, the Board unanimously approved the minutes of December 9, 2015.

II. Presentation on the College of Arts and Media, Dean Don Van Horn

Dean Don Van Horn gave a presentation regarding the College of Arts and Media. He is proud of the College of Arts and Media and its graduates. He showed a short video of Jordan Graffis, a news anchor, now entrepreneur of Landmark 12 Consulting. These types of videos are being sent online, flooding the college's target audience for prospective students.

The College of Arts and Media has been staying busy and involved in the community. Some examples are: Wellness in the Arts, which teams up our actors with a certified trainer so that fight scenes keep actors in shape during difficult scenes; WMUL Friday Night High School Basketball shows; banners designed by six of our students and recognition from the city by Mayor Williams; Marshall Artists Series events; Marching Thunder; Empty Bowls which benefits the Huntington Foodbank; Global Horizons, which is a program that enables students to travel abroad; Fife and Drum Ensemble and let the Board know that they are traveling to Spain during Spring Break, during May intercession, 16 students and 2 faculty members will travel to Florence, Italy; a Flute Festival in Paris, and the band is invited to the 2017 New Year's Day Parade in Rome Italy.

III. Committee Meeting Reports

Academic and Student Affairs Committee

Mr. Howard, Chair of the Academic and Student Affairs Committee gave an overview of the Committee Meeting. He discussed three action items.

A) Final Approval of the Electronic Records Management Policy

Upon a motion by Mrs. Arnold, seconded by Mr. Waugaman, the following resolution was read and unanimously approved:

Resolved, that the Marshall University Board of Governors approves Policy IT-6, Electronic Records Management Policy

It was noted there are no anticipated new costs to the institution for the implementation of this policy. The comment period for this proposed policy closed on January 18, 2016, without any comments having been received. The policy is being presented for final approval without modification.

B) Intent to Plan: Master of Arts in Education

This intent to plan will combine three existing degrees into one degree. These are: Master of Arts in Early Childhood Education, Master of Arts in Elementary Education and Master of Arts in Secondary Education. Upon a motion by Mr. Dagostine, seconded by Dr. Brammer, the following resolution was read and unanimously approved:

Resolved, that the Marshall University Board of Governors approve the Intent to Plan for the Master of Arts in Education.

It was noted that because the MA in Education combined three existing Degree Programs into one, there are no additional instructional, administrative, or facilities costs associated with this Intent to Plan.

C) Additions made to Code of Student Conduct to include the new federal regulations/mandates that were passed by President Obama in March 2015. Upon a motion by Dr. Touma, seconded by Mr. McDonie, and with the exception of Mr. Cline who felt this addition was unconstitutional to civil rights, the Board approved the following resolution:

Resolved, that the code of conduct must include definitions and sanction recommendations in the agenda item.

This agenda item is included in these minutes as Appendix A.

Mr. Howard asked Tammy Johnson to give an update on admissions and Beth Wolfe to give a list of recruitment events taking place in the next few weeks. He also commended Michael McGuffey for a well-received "Dashboard" that was distributed.

Mr. Howard asked Dr. Ormiston to give an update. Dr. Ormiston discussed the new undergraduate classes being offered at South Charleston. He also discussed the a few programs are being looked at closely for low enrollment and discontinuance, however, the decision to do so is not final yet.

Mr. Howard discussed the active food pantry and the Veterans Affairs Center in Gullickson Hall. He noted that Spring Parent's Weekend is April 22-23, 2016. He noted also that flu shots for students were available. Regarding the School of Medicine, he noted that on March 24, 2016, Dr. Shapiro will deliver the State of the School of Medicine address.

Finance, Audit and Facilities Planning Committee

Mr. Lowther, Chair of the Finance, Audit and Facilities Planning Committee gave an overview of the Committee Meeting. He noted there are six action items.

A) Six Months Ending December 31, 2015, Financial/Budget Report

Upon a motion by Mr. Bailes, seconded by Mr. McDonie, the following resolution was read and unanimously approved:

Resolved, that the Board of Governors receives the Financial/Budget Report for the six months ending December 31, 2015.

B) Investment Earnings Update

Upon a motion by Mr. Craig, seconded by Mr. Bailes, the following resolution was read and unanimously approved:

Resolved, that the Marshall University Board of Governors receives the Investment Earnings Report for the 6 months ending December 31, 2015.

C) Change in Approach to Management of Investments

Upon a motion by Mr. Howard, seconded by Mr. Bailes, the following resolution was read with an addition made, and then was unanimously approved:

Resolved, that the Marshall University Board of Governors does hereby authorize the Chief Financial Officer to utilize the Marshall University Foundation, Inc. ("MUF") and their Outsourced Chief Investment Officer ("OCIO") to implement the changed Approach to the Management of the University's Investments.

Additionally, a University Investment Committee was established to provide guidance, review and coordination of the investment activities of the University, consisting of the

Chair of the Board or designee, the Chair of the Finance Committee or designee, an additional member from the Board, the CFO of the University or designee, the Executive Director of the School of Medicine or designee, and the CFO of the Foundation or designee.

D) Approval of Marshall University Budget Reforecast for Fiscal Year 2015-2016

Upon a motion by Dr. Touma, seconded by Mr. McDonie, the following resolution was read and unanimously approved:

Resolved, the Marshall University Board of Governors approves the Reforecast Budget for Fiscal Year 2015-2016.

E) Proposed School of Pharmacy Tuition and Fees, per Semester, for Fiscal Year 2016-2017 and addition of a Trimester Billing for Academic Year 2015-2016

Upon a motion by Mr. McDonie, seconded by Dr. Touma, the following resolution was read and unanimously approved:

Resolved, that the Marshall University Board of Governors approves the proposed Marshall University School of Pharmacy Tuition and Fees, per Semester, for Academic Year 2016-2017 and the addition of a Trimester Billing for Academic Year 2015-2016 effective for Summer 2016.

Mary Ellen Heuton (CFO) discussed the change noting that the fourth year for Pharmacy students is a 12 month program, divided over three semesters.

Mr. Lowther noted that the Athletic Department reported during the Committee Meeting that 18 seniors graduated and played in the bowl game. He then asked Brandi Jacobs-Jones (SVP Operations) to give highlights to the Board that she shared in the committee. She discussed the "Green Building", the Twin Towers Generator, Harless Rooftop Chillers, the remodeling in the Don Morris Room and winter storms. She thanked the various constituents (Physical Plant, the Rec, Library Study Center, Student Center and Sodexo) for making everything run smoothly during the snow storms and bad weather we have experienced.

IV. President's Report

Mr. Sellards welcomed Dr. Gilbert to the podium, noting at 5 weeks, he was well into the job. Dr. Gilbert thanked Mr. Sellards and spoke to the Board and attendees about priorities for Marshall University

1) Enrollment

Enrollment is everyone's responsibility. He noted a growing university is a healthy university. He has set a 15,000 goal for enrollment; would like to make every student succeeds. He is looking closely at Graduation Rates and Retention Rates.

- 2) Marketing
Honing the MU image and story, and raise the stature of MU.
- 3) Salaries – Faculty and Staff
Focus on a 5-10 year plan to attract and keep the best faculty and staff.
- 4) Transient Budgetary Challenges
Gary White is working with 2020 finding ways to cut our costs and generate revenue.
- 5) Fundraising
- 6) Research
Raise research funding at MU. Knowledge created = discovery. Have more faculty engagement.
- 7) Examine doctoral program offers

Dr. Gilbert said the first five weeks was very busy. During this time he has:

- Met with Faculty Senate, Council of Chairs, and Staff Counsel.
- A welcome was given by the MOVC and South Charleston campuses, and during this reception, several Community members, faculty and staff of those campuses attended.
- Traveled to DC and met with each member the Delegation for about 30 minutes.
- The SVPs met for a team building session given by AGB/Dr. Terrence MacTaggart.
- Attended Conference USA board meeting and met with donors while there.
- Traveled to Space Coast and met John McBride, and the new Alumni Club in that area. They are excited to be engaging with the University.

He noted that on Saturday he moves into the President's House and said it was very nice living in downtown Huntington, the restaurants are all very good and there is a lot of activity and fun things to do in Huntington, however, he is looking forward to living in the President's House.

Other goals

Dr. Gilbert expanded on some of the priorities he discussed and his plans to accomplish same. He has created a University Enrollment Management Committee. Two board members participated at the first meeting and he invited any board members that would like to participate to let him know and that the group would meet monthly. He noted that in

concentrating on recruitment and telling the wonderful story of Marshall, more resources will be needed. He has invited a consultant, Dr. David McMillen, from Pathfinders to discuss freshman attendance and his proven way to keep them on track and make freshman feel a sense of belonging at the University by being engaged in all it has to offer. His goal for retention is to get to the upper 80% from about 74% now. His goal for graduation rates is 60%, which the percentage is now at about 47%. Data shows that just 7 absences as a freshman, drops their chance of graduating to 18%. Freshman attendance is very important in student success.

A research consultant (Dr. Marty Fuller) is working with Charlotte Weber and Dr. John Maher regarding helping us interface grant funding and opportunities in Washington, DC. We are at about \$23 million currently and hope to reach \$50 million in four to five years.

His commitment to the Board is also transparency, and build stronger faculty relationships to raise the University to new heights.

V. Chairman's Report

Mr. Sellards thanked President Gary White for continuing to help Marshall University as a consultant, both in the legislature and with the 2020 project.

VI. Executive Session under the authority of WV Code §6-9A-4

Upon a motion by Mr. McDonie, seconded by Mr. Howard, the Board entered Executive Session to discuss Naming Opportunities.

After a brief period of time, the Board returned to open session, upon a motion by Mr. Lowther, seconded by Mr. Scaggs.

Upon a motion by Mr. McDonie, seconded by Mrs. Arnold and unanimously approved, the Board voted to accept the naming opportunity for the Marshall University Visual Arts Center – College of Arts and Media, to be announced at a later date.

VII. Adjournment

There being no other business to be brought before the Board of Governors, upon a motion by Dr. Touma, seconded by Mr. McDonie, the meeting was adjourned.

Wyatt Scaggs, Secretary

Exhibit A

Marshall University Board of Governors Meeting of December 9, 2015

ITEM:	Approval for the preparation for general salary increases for certain University employees.
COMMITTEE:	Finance, Audit, and Facilities Planning
RECOMMENDED RESOLUTION:	Resolved, That the Marshall University Board of Governors approves the distribution of general salary increases from pools based on 2% of regular base salaries within each employee category as specified below.
STAFF MEMBER:	Michael McGuffey, Senior Vice President for Institutional Research and Planning

BACKGROUND:

The FY2016 budget included a \$1.8 million salary increase pool (3% of core budget salaries). After a reduction in current-year appropriations by the state and a budget reforecast of revenue and expenditures, staff recommend authorizing a general salary increase using pools of 2% of regular base salaries within each of the employee categories under the following parameters.

For classified employees:

Classified employees will receive salary increases in two parts.

- Each classified employee salary will be increased by \$250, adjusted by the employee's FTE percentage. Approximately 625 employees will receive this increase at a cost of approximately \$156,000 (excluding benefits).
- After the aforementioned amounts have been applied, each classified employee salary will be increased to the appropriate salary on the statutory Classified Employees Salary Schedule based on the employee's pay grade and step.

The total cost of this increase is expected to be 2% of the current classified employee regular base salaries (excluding benefits) from all sources or approximately \$420,000. After the first part of these salary increases, some classified employees will already be at or above the salary schedule salary, and will not participate in the second part of the increases. Classified employees at the School of Medicine and other professional schools are included in this salary increase.

For faculty:

The salaries of University faculty, exclusive of the professional schools, will be increased based on the faculty classification: Tenured and Tenure-track faculty, Librarian and Clinical faculty, and Term faculty.

Tenured and Tenure-track faculty will receive salary increases in accordance with *MUBOG Policy No AA-7, Salaries Increases for Tenured and Tenure-track Faculty (eff. July 1, 2014)* Salary funds will be distributed to each college in proportion to the total of the salaries of Tenured and Tenure-track faculty, excluding new faculty. Those funds are to be distributed to faculty based on a plan devised by each college, voted on by the college's faculty, and approved by the Provost. The cost of these increases is expected to be 2% of the total of the current regular base salaries (excluding benefits) for these faculty, from all sources

Librarian and Clinical faculty will receive salary increases in accordance with *MUBOG Policy No AA-45, Salaries Increases for Library and Clinical Faculty (eff. July 1, 2014)* Salary funds will be distributed to each college/unit in proportion to the total of the salaries of librarian and clinical faculty, excluding new faculty. Those funds are to be distributed to faculty based on a plan devised by each college/unit, voted on by the college/unit's faculty, and approved by the Provost. The cost of these increases is expected to be 2% of the total of the current regular base salaries (excluding benefits) for these faculty, from all sources.

Term Faculty will receive an increase in accordance with the following procedures: A set of funds will be distributed to colleges in proportion to the total of the regular base salaries of term faculty in the college. Salary increases to individual faculty will be based on recommendation of chairs and deans. The cost of these increases is expected to be 2% of the total of the current regular base salaries (excluding benefits) for these faculty, from all sources.

Newly-hired faculty for the Fall 2015 semester are not eligible for these salary increases, and their salaries shall not be included in the creation of these salary increase pools.

Faculty in the professional schools of medicine, pharmacy, and physical therapy are excluded from these salary increase procedures. The schools are authorized to prepare an appropriate salary increase for their respective faculty.

For nonclassified/other employees:

Salaries for nonclassified employees and other, non-instructional faculty (faculty administrators, faculty coaches, faculty-equivalent-autism, etc.) will be increased based on recommendation of the top-level administrator for each employee and approved by the president after a review by a compensation review team. Recommendations will be reviewed based on the factors of external equity, internal equity, experience and performance. The cost of these increases is expected to be 2% of the total of the current regular base salaries (excluding benefits), from all sources.

Notes:

Salary increases as a result of this resolution will be effective with the beginning of the first pay period in January, 2016, or the first pay period after completed salary adjustment worksheets are submitted after approval by deans and the provost (in the case of faculty) and vice presidents and the president (in the case of non-classified/other), whichever is later.

Increases are not effective with the beginning of the fiscal year, hence only a portion of the annual increase amount will be distributed to employees this year.

