

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

April 21<sup>st</sup>, 2016, John Spotts Room MSC 2E37

**Members Present:** Chris Atkins, Jason Baldwin, Nina Barrett, Amber Bentley, Missy Browning, Patty Carman, Tootie Carter, Joe Chambers, Stacy Good, Jennifer Jimison, Leonard Lovely, Becky Lusher, Lisa Maynard, Donna Megquier, Tim Melvin, Larry Morris, Nancy Tresch-Reneau, Tony Waugh, Lisa Williamson, Rachel Williamson, Joe Wortham, Miriah Young

**Members Absent:** Toni Ferguson, Shay McComas, Greg Pickens, Marcos Serrat,

**Members Absent (Excused):** Carol Hurula,

**Guests:** Mary Ellen Heuton, Bruce Felder

The meeting was called to order by Chair Nina L. Barrett. Parliamentarian Joe Wortham confirmed we had a quorum.

### **Miriah Young – BOG**

- The Board will meet the following week with a full agenda, which Miriah sent to Council via email.
  - The Budget that will be presented will only be an estimate as the State does not yet have a budget, and probably won't until after May 10<sup>th</sup>.
  - Rates for fall cannot be set yet either due to the uncertain budget.
    - They will present rate increase estimates of 5%, 8% and 11%.

### **Mary Ellen Heuton – CFO**

- Budget Work Group
  - The latest budget work group meeting took place the week before.
  - The group is thinking ahead to start the budget process going forward instead of reacting to what happens to us as we are in need of a stabilized process.
  - There are no more “easy” cuts left to make.
  - The largest expense is personnel, which is where shared services comes in.
    - Miriah Young is the Implementation Manager for Shared Services.
    - Shared Services has met with all of the colleges except two.
    - They're trying to build a pool of employees who can be used in different places at different times on campus based upon need.
    - Mary Ellen stressed that they're not trying to eliminate people, but rather utilize opportunities when individuals retire or leave their position we can either not fill it, or fill it in a different way than it was before.

*Are we losing all GAs in the Advising Centers?* – Mary Ellen said they are working to try and find the best way to utilize resources. There is a transition plan for the GAs, but in some cases it's been questioned whether a GA should be doing particular jobs, like advising, or if a new permanent position should be created so that a new person doesn't need to be trained every few years.

- Oasis – in September we will switch to bi-weekly pay.
- Miriah added that, as discussed in Budget Work Group, Dr. Gilbert wants a 5-year budget plan. Additionally, they're looking to determine how many students are needed to cover our basic costs of running, and how many over base are needed to meet salary needs.
  - A 4% cut to Marshall's budget from the State = \$1.8 million
  - A 1% tuition increase = approximately \$500,000

*When will we begin Web Time Entry for those using the purple time cards?* – Hopefully over the summer.

### **Bruce – Human Resources**

- Open Enrollment is going on and ends May 15<sup>th</sup>.
- Wednesday, April 27<sup>th</sup> – Benefits Fair from 10-2
- Thursday, April 28<sup>th</sup> – Retirement Session

*Have you considered incentives for early retirement?* – It's been discussed and hasn't gone any further, but it's not off the table.

*What is the current status of salary changes to non-exempt status?* – Currently if you make \$23,660 annually or above you are considered an exempt employee, and below that you're a non-exempt employee and eligible for overtime. There is a pending law in place that will move that salary up to around \$50,000 to \$52,000.

*Regarding Shared Services, will pulling something off of an Administrative Secretary's plate change their PIQ?* – No, but if the position goes vacant then the PIQ will be reviewed. Alternatively, if someone takes on more duties they can always request their PIQ to be reviewed.

*Will Staff members who also instruct lose their ability to teach those courses due to the non-exempt/exempt changes?* – No, but they are working on finding a balanced solution that keeps Marshall in compliance.

### **Committee Reports**

***Election Committee – Becky Lusher*** – No Report

***Legislative Committee – Chris Atkins*** – There was some discussion about current situations in the legislature including a lack of budget with 10 days left in the regular session. They will likely not do anything definitive on the budget until after the WV Primaries on May 10<sup>th</sup>.

#### ***Joint Report:***

***Personnel/Finance Committee – Lisa Williamson***

***Physical Environment Committee – Nancy Tresch-Reneau***

Lisa and Nancy have been working together on issues of campus safety including the MUPD Office being always unlocked, there's no buzzer system for letting people in, no generator in MUPD Office, buildings opening early and sometimes on weekends.

Tootie interjected that the only buildings that should be open on weekends are Smith Hall and maybe Corbly. The new system as of January 2016 is for a report to be sent to Safety and Aetna on Wednesday on what buildings will be used over the weekend.

Nancy said they did a tour of the Safety building with Chief Jim Terry. Discussed cost associated with retrofitting older buildings with key swipe entries.

MUPD is at a significant disadvantage regarding communications between MUPD and HPD or Cabell 911 Dispatch. They still use analog radio while all other local departments are on digital. They've updated their handhelds but are lacking a particular component to make it work with the digital channels.

Lisa and Nancy will work together to create a Recommendation to submit to President Gilbert with recommendations for changes. It was also suggested that the recommendation mention the possibility of grant writing through Homeland Security.

*Regarding the delay in campus alerts going out, what is the process for that?* – MUPD Office Larry Morris said that the shift commander first makes a call to Jim Terry, who calls Layton Cottrill, who calls the President, who calls communications to send out the message. Discussion followed on whether this process is “procedure” or “policy” and it was agreed upon to look further into it.

**Staff Development Committee – Miriah Young** – The committee will take donations for the “Flower Fund” at the Awards Luncheon and will also be doing summer tuition benefits soon.

### **Announcements**

The Staff Recognition Luncheon will take place on May 18<sup>th</sup>.

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

Minutes approved by: \_\_\_\_\_  
Nina L. Barrett, Chair, Staff Council

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