

Marshall University Classified Staff Council Minutes

February 23rd, 2017, Drinko Library Room 138

Members Present: Nina Barrett, Chris Atkins, Amber Bentley, Missy Browning, Patty Carman, Tootie Carter, David Childers, Carol Hurula, Jennifer Jimison, Leonard Lovely, Becky Lusher, Lisa Maynard, Tim Melvin, Amad Mirzakhani, Nancy Tresch-Reneau, Tony Waugh, Joe Wortham, Miriah Young,

Members Absent: Jason Baldwin, Toni Ferguson, Donna Megquier, Larry Morris, Rachel Williamson

Members Absent (Excused): Shay McComas, Marcos Serrat

Guests: Dr. Gilbert, Brandi Jacobs-Jones, Bruce Felder, Bill Burdette

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

Dr. Gilbert – University President

Budget

- Dr. Gilbert stated he believes it isn't right that there were two universities (Marshall and WVU) singled out to have their budget cut. He added that he could understand the other smaller schools getting a much lesser cut, but not a \$0 cut. However, since the budget has not been finalized it could change and Marshall could wind up with a larger cut or a smaller cut.
- Dr. Gilbert said that he has asked the Budget Workgroup to identify more ways of cost savings in the event that Marshall gets a larger cut, or to be used for enhancing Staff and Faculty salaries if there isn't a larger cut. Dr. Gilbert added that he is considering a compression adjustment of salaries in the fall to bring employees closer to their peer groups and bring Classified Staff closer to where they should be on the salary schedule.
- There are currently bills in the State Legislature (HB2542 and SB274) that could potentially pull Marshall and WVU out from under the current State Code that establishes our salary structure. Dr. Gilbert is in support of having the flexibility to design a better system than what is currently in code. However, if Marshall cannot develop a better system Dr. Gilbert would suggest staying with our current salary schedule as he would rather not see it changed unless it's to a better system for everyone. Dr. Gilbert added that if given the opportunity he would like to find a system that the staff and administration could agree upon to appropriately reward our staff.

Have you ever seen the 2009 Salary Schedule that was turned down? – Leonard Lovely – Dr. Gilbert replied that he has not seen it. Leonard said that he would furnish him with a copy, and elaborated to say that it had a difference of about \$10,000 across the board compared to the 2001 Salary Schedule.

Do you think if we get the autonomy from the legislature that we should stay on our current 2001 pay scale system until we can design something better? – Leonard Lovely – Dr. Gilbert said absolutely.

Do you think that ALL PIQs should be updated and job descriptions reviewed before moving forward with a new pay schedule? – Leonard Lovely – Dr. Gilbert stated that we should look into doing all of that because to prematurely move systems would be a disservice.

Aren't all PIQs supposed to be updated at least every 5 years, but Marshall hasn't kept up with that? – Leonard Lovely – Human Resources Director Bruce Felder stepped in to answer that while that was correct, they are working every day towards doing more PIQs. Also, any time a position is vacant it must have the PIQ reviewed before posting the position if its PIQ is more than 3 years old. Bruce encouraged anyone to come to HR and have their PIQ reviewed if necessary.

Leonard added that the "job families" have also not been reviewed as they're supposed to be either. – Bruce replied that reviewing job families isn't the institution's job, but rather the State's job. He added that recently all PIQs from every Higher Education institution was sent to Mercer to aid in their market study. Mercer has now matched every individual PIQ with a job in the market and what that job should be paid. Bruce added that Marshall just doesn't have that data yet.

The concern with the State laws that are being changed now are loss of job security (which was hard fought to get put in State Code years ago) and benefits, which is why State employees endure through lower wages. – Leonard Lovely – Bruce stated that he was just as committed to keeping good, quality employees. Dr. Gilbert added that when the State keeps cutting the budget there are only a few ways to improve our situation: growing the number of students and increasing tuition. He also stated that he's currently struggling with deciding whether to raise tuition in order to give Staff/Faculty raises since doing so would be on the backs of the students. Dr. Gilbert would like to know what the staff's opinion is on raising tuition extra for raises.

The State of WV funnels a larger amount of money into WVU than any other school in the State, and WVU is using that to educate more out-of-state students than West Virginia students. Is this something Marshall could use to lobby for more funds since Marshall educates more in-state students? – Leonard Lovely – Dr. Gilbert stated that educating out-of-state students is two-fold, since they bring more revenue into the university at a higher tuition cost. Also, Marshall and WVU have been said to educate almost the same number of West Virginians; it's just that the percentage of in-state students to out-of-state students is larger at Marshall.

If classified staff lose their protections in State Code, have personnel cuts or furloughs been mentioned in discussions? – Chris Atkins – Dr. Gilbert said no, not at Marshall in the discussions he's been a part of.

The term "in consultation with Staff Council" is used several times in the bill. What is your interpretation of that phrase? – Chris Atkins – Dr. Gilbert stated that each institution could

interpret it differently, but in his opinion it would mean in cooperation and agreement with Staff Council and not simply informing them of what they're doing.

Why can't we take our ideas to the legislature and be proactive instead of reactive to legislation? – Johnny Bradley (guest) – Bill Burdette, Assistant to the President for External Liaison, responded that if the bill passes Marshall wouldn't have to go to the legislature and could have flexibility to do things on our own anyways. Dr. Gilbert added that when taking things to the legislature on behalf of Marshall it's also on behalf of higher education and it's difficult to get the other higher education institutions to all be in agreement. Carol Hurula also added that changing State Code in 18B affects all of higher education, not just Marshall.

Bruce Felder – Human Resources

- Bruce reported first on follow-ups from the previous Staff Council meeting:
 - On the Friday before Christmas when the WV Governor announced an early release Marshall already had the day off in belated observance of President's Day. Therefore, the day was amended to observe 3.5 hours of President's Day and 4 hours of the Governor's early release. The remaining 4 hours of President's Day will be observed Friday, March 24th. Part time employees will identify the number of hours to take off on that day by multiplying their FTE number by 4 and round to the nearest quarter hour.
 - Bruce stated that the actual business hours that day have not been announced and managers can determine for their unit what time employees should come in and leave, but most units will be closing at noon.
 - The phrase "probationary period" is ambiguous with regards to transfers and promotions in the Classified Staff Handbook. Bruce would like to work with the Classified Staff Council to clean up that wording as well as in other areas.

Has there been any preparations in terms of training supervisors with regards to evaluations of their employees? (Since if we go to a new compensation system that includes merit, those evaluations would impact their employee's salary) – Chris Atkins – Bruce stated that generally speaking they would like to improve the training that supervisors/leads/managers receive including but not limited to: the evaluation process altogether, dealing with difficult conversations with employees, learning how to be a supervisor, policy and procedures, etc.

Training

- Bruce stated that they're moving toward changing their model for providing training: rather than having one person provide all trainings (because one person cannot be the subject matter expert on everything) they would like to have one person to identify all training needs around campus and coordinate bringing in the subject matter experts for the necessary training.

Bill Burdette – Assistant to the President for External Liaison

Do you have any insight on what the house bill means with regard to “differential treatment of employees” – Carol Hurula – Bill responded that the only discussion regarding that at the Capitol has been WVU’s specialized employees that no one else has, such as farm employees.

- Bill stated that the house bill just had a committee substitute in which they made amendments for classified staff and longevity/seniority is not excluded.
- If the bill passes it will be up to the institution to determine how much weight to give to seniority, performance, etc. and that is also why it’s important to strengthen the evaluations process.
- The bill doesn’t *require* that Marshall change anything, but it gives the option to make changes.

Council Discussion about House Bill 2542

If given the flexibility of the bill, will there still be checks and balances within Marshall between the President, Classified Staff and the Board of Governors? – Tim Melvin – Yes, particularly since Dr. Gilbert has said that his interpretation of “in consultation with Staff Council” would mean to be in cooperation and agreement with. Also, any new or amended policies would have to go to the Board of Governors and also go out for 30 day comment period.

If the bill passes then it will be important to put rules into place to protect staff while we have a president who wants to work with Staff Council.

Is it possible to take the State Code protections that are possibly being removed, and adopt them as Board of Governor’s policies instead? – Joe Wortham – Yes, it’s possible so long as it doesn’t contradict anything else in State Code.

Approval of Minutes

January 19th, 2017 minutes approved as written.

Amad Mirzakhani – Charleston Campus Update

- Amad reported that the concerns of the Charleston campus are basically the same as the main campus: salary.
- The Fall 2016 semester was the beginning of having undergraduate courses on the Charleston campus, which has changed the dynamic of campus while also giving it more life.
- There is a campus and facilities at the location, but a concern at this time is the need for more amenities for the students.
 - Miriah added that Dr. Gilbert has brought those concerns to the Board, and they will soon begin an ad campaign targeting the students in South Charleston.

Miriah Young – Board of Governors

Academics

- The colleges are giving presentations on an overview of their college, first to the committee and then to the full board at the following meeting.

Marketing & Branding

- An update to the marketing strategy has begun, which includes pushing web advertisements to potential student's web pages they visit based upon interests they've shown. There have been 87 applications submitted just from those advertisements. The most clicked on ads have been reported from the Washington D.C. area.
- There are two new billboards near the West Virginia Capitol during the legislative session.

Approvals

- GA-1 and SA-1 Board of Governors policies were amended to where they now match.
- Approved degree addition – Masters of Science and Electrical and Computer Engineering.
- Approved investment earnings. Also, we're now in the positive by 1.07% and the money hasn't all been moved to Perella Weinberg yet.
- Approved the quarter ending budget report through 12/31/16.
- Revenues are at 51.7%
- Expenditures are at 44.2%, but that amount will probably increase more over the summer when projects can be better completed with less students on campus.

President's Report

- President's three goals:
 - Expand undergraduate research
 - Expand student activities
 - Promote economic development, which Dr. Gilbert sees as both in the community and improving staff salaries.
- Announced new Dean of College of Business, Dr. Avinandan "Avi" Mukherjee, effective July 1st.
- There is a 4.1% increase in enrollment with paid deposits.
- For Fall 2018, Marshall will begin being included on the common application, which allows a student to submit an application for Higher Education and select the schools they would like it to be sent to.
- The final results of those who accepted the severance package were 13 faculty and 23 staff members totaling \$1.64 million in salaries over a year's time. Some of the jobs will be filled, some will be relocated, and some won't be filled.
- Dr. Gilbert is considering a greater than 5% tuition increase.

- Dr. Gilbert is in discussions with someone to be the commencement speaker, but he didn't say who.
- Bridge Valley approached Marshall about partnering on 2+ programs, or doing seamless transfers.

Is there any discussion about adding more activities to keep students on campus? – Amber Bentley – Yes, including two more late nights with dining services.

Carol Hurula - ACCE

Carol sent her report via email to Council, which is attached on pages 7-10.

Should we as a group go to Charleston to meet with legislators? – Time Melvin – Carol said that we could do that. After some discussion, some members of Council may go to the Marshall Day at the Capitol together.

Committee Reports

Election Committee – Becky Lusher – The committee is currently working on a general election schedule which will be brought to the March meeting.

Physical Environment Committee – Nancy Tresch-Reneau – The committee has a meeting scheduled in March.

Staff Development Committee – Miriah Young – Four flower arrangements were sent in the past week alone. Miriah announced that we will be looking into a backup florist for the weekend when our primary flower shop is unable to be reached.

Legislative Committee – Chris Atkins – Nothing additional to the discussions already had.

Personnel/Finance Committee – No report.

Ad Hoc Scholarship Fundraising Committee – Tim Melvin – There is currently \$3,705.83 in the scholarship account, and \$109 in the expendables account. There are about 6 people who are now doing payroll deductions. The committee is working on the following fundraisers: a bingo night, Qdoba Spirit Sunday, and a cookout with Woodmen of the World.

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