

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

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

**Members Present:** Chris Atkins, Amber Bentley, Jason Baldwin, Nina Barrett, Missy Browning, Patty Carman, Tootie Carter, Joe Chambers, Toni Ferguson, Stacy Good, Carol Hurula, Jennifer Jimison, Leonard Lovely, Becky Lusher, Shay McComas, Tim Melvin, Larry Morris, Marcos Serrat, Nancy Tresch-Reneau, Tony Waugh, Rachel Williamson, Joe Wortham, Miriah Young

**Members Absent:** Donna Megquier, Greg Pickens,

**Members Absent (Excused):** Lisa Maynard, Lisa Williamson

**Guests:** Dr. Jerry Gilbert, Mary Ellen Heuton, Bruce Felder, Brandi Jacobs-Jones

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

### **Dr. Gilbert – University President**

- Nina took a moment to explain to Dr. Gilbert who the Staff Council is and represents.
- Dr. Gilbert is in the process of developing priorities to evolve over the next few months, including growing the size and quality of the University. He plans to put some things in place to set target goals and help grow to those goals.
- Dr. Gilbert said he has looked at the salaries of both Staff and Faculty and wants to put a plan in place to address them and also find the resources to improve them. The quality of the University will be enhanced by having competitive salaries for staff and faculty. He also stated that he will look to people who better understand the salary schedule to help figure out what it will cost to get salaries to where they should be.
- Dr. Gilbert said he will be looking to cultivate donors and hopes to keep them as flexible as possible, although donors often have certain ideas in mind of what they want their funds to go towards. He would like to fund scholarships with donors in order to free up University money currently funding those, so that the University money can be used for salaries.
- Dr. Gilbert would like to develop a shared vision for where we want Marshall to be in the next 5-10 years, and share that vision both internally and externally to generate enthusiasm about Marshall.
- Although this will impact the faculty more than staff, Dr. Gilbert stated he would like to grow the scholarly research at the University, which will bring more research dollars in and we'll have a bigger funding base to operate on. Scholarly is emphasized because we want it out in the public arena to be viewed as an indication of the quality of the educational programs we have at Marshall.

- Dr. Gilbert would like to see Marshall increase the number of doctoral programs offered, which will help grow the image and quality of the University, elevate status of the departments with those programs, and make them more attractive to both students and faculty members.
- Enrollment and salaries are what Dr. Gilbert has been most focused on since he first interviewed.
- Due to budget cuts most universities want to generate additional revenues, and one easy way of doing that is to grow enrollment. This is what Marshall wants to do, although so will every school in the area.
- Dr. Gilbert said he has been visiting different buildings on campus and wants to continue to see all other buildings and other campus locations as well.

*Regarding new doctoral programs, please don't neglect or sacrifice the current doctoral programs we have while trying to grow new ones – Dr. Gilbert said he doesn't want it to be an either/or scenario but wants to grow the whole university in size and strength.*

*Have you made it to the WV Legislature yet? Yes, on Higher Education Day Dr. Gilbert made it there to meet some of the legislators.*

*You mentioned that in Mississippi you had certain pockets of students you focused on for enrollment; is there anything you've identified like that here? – Possibly Northern Virginia due to the proximity and the large density of people as not everyone is accepted to their schools of choice.*

### **Mary Ellen Heuton - CFO**

- The Governor's current budget bill doesn't have us receiving any reductions, and Mary Ellen said she is hoping for the best but planning for the worst.
- Many of the academic areas are already putting forth suggestions on how to cut spending in their areas to try and reduce the current deficit the University has.
- Shared services met earlier and they are getting ready to schedule focus groups to get feedback.
- The Travel positions just closed and they're starting to review applications. A space for them is almost done in OM 308.
- W2's are online and available.
- Budget bill is SB 239
- OASIS update: there's still discussion going on and as soon as they know something they will start having trainings scheduled again.

**Brandi Jacobs Jones**

The grounds crews will be out on campus starting at 5:00 to begin snow clearing, and they're checking to make sure all generators are fueled just in case. Housing and Residence Life will provide inclement weather housing for any employees who need it.

**Bruce Felder – Human Resources**

- If approved by the freeze committee, two more recruiter positions will be posted to increase recruitment activities. Also if approved, a Project Coordinator will be posted and that position will be the manager over a student staffed call center for the recruiting center.
- A Drug Free Workplace communication is going out for employees, which the Department of Education requires to be sent out every year in departmental mail. Bruce is trying to see if it can be an electronic communication going forward.
- There will be a pay increase letter Monday or Tuesday sent to employees which will have individualized information on them.
- There are three new IRS forms that employees may receive for filing their taxes as a requirement of the Affordable Care Act. Those forms are:
  - 1095 A – This form will come from the Health Insurance Marketplace for those insured with them.
  - 1095 B – This form will come from PEIA for those insured with them
  - 1095 C – This form will come from Marshall University for employees who were full time for at least one month out of the year

*This year we are in the second phase of PEIA's Healthy Tomorrow's requirements which have to be completed in order to avoid a \$500 deductible increase. Will you be sending anything out to remind employees to take care of this by the May 31<sup>st</sup> deadline? – Bruce will research this and let us know.*

**Approval of Minutes**

October – Moved and seconded to accept, passed

November – Moved and seconded to accept, passed

**Miriah Young – BOG**

Dr. Gilbert has been spending time in meetings with both staff and faculty trying to take everything in and learn as much as he can.

The next board meeting will be on February 24<sup>th</sup>.

**Carol Hurula - ACCE**

January 14<sup>th</sup> Bridge Valley

President Harris welcomed ACCE to the Advanced Technology Center. She said she had a great classified staff and that they worked together as a team when the merger between Bridgmont and Kanawha Valley merged to form Bridge Valley.

**Work Session:**

- They worked on revising the ACCE website, which is almost ready to go.
- ACCE Chair Amy Pitzer reminded the members of their discussion regarding position papers being posted to the new website. Position papers to be uploaded are:
  - Layoff vs. Furlough
  - Comparison of SB330 & SB439
  - Possibly a response to the upcoming Mercer recommendations regarding the completed market study.

**Update from Bruce Cottrill – HEPC Director of Class & Comp**

- Conference call with Mercer was supposed to occur Wednesday, January 13<sup>th</sup> but due to weather conditions that has been delayed.
- From what he could tell there will be a collapse of several pay grades at both ends totaling 5 or 6 and they will offer wider pay ranges.
- Salaries will not be affected but some may see grade changes.
- Some school's markets are further away in some markets than others, but there was no indication of which schools those were.
- There has been no report on the Mercer study by the HEPC to LOCEA as of that date, but there should be one by end of January per SB 439.
- Mercer will have three pay structure options, all of which will be pay ranges.
- The next step will be to look at the schedule that Mercer presents and review with the higher powers such as the Chancellors, President's Council, JCC, etc. to decide where to slot the new market into the current pay system to get an estimate of what it will cost to bring us up to market salary. This will involve a face to face meeting with the CHRO's to slot jobs in order to see how much the new schedule will cost as that has to be in the report to LOCEA.

- After that takes place they will develop guidelines for a new structure and how to move within the new range system.
- He talked about position titles that need more differentiation such as Program Coordinators. A Program Coordinator in Financial Aid is tied to Financial Aid while a Program Coordinator in Student Affairs is tied to Student Affairs. Another example would be Trade Specialists being broken down further into electricians, carpenters, etc.
- When doing the market study they used CUPA HR, Tower Watson, Mercer and Bureau Labor Statistics.
- Mercer is going to provide guidance on how to determine the minimum range on the pay scale.
- HEPC presented the salary report to LOCEA on Monday, January 11<sup>th</sup>. It was not a great year for salary increases.

### **Campus Concerns:**

Healthy Pathways – Bethany Perry to distribute to ACCE what they have sent to employees at Mountwest.

### **Committee Reports**

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

***Legislative Committee – Chris Atkins*** – Senator Daniel Hall, Republican from Wyoming County, resigned his seat at the beginning of January. There is now a debate as to whether it should be filled by another Republican or if it should be filled by a Democrat, as that was what Senator Hall was originally elected in as.

Chris handed out a schedule of the Legislative session and important links:

**2016 LEGISLATIVE CALENDAR**

**First Day** - January 13, 2016: First day of session. (*WV Const. Art. VI, §18*)

**Twentieth Day** - February 1, 2016: Submission of Legislative Rule-Making Review bills due. (*WV Code §29A-3-12*)

**Forty-first Day** - February 22, 2016: Last day to introduce bills in the Senate. *Senate Rule 14* does not apply to originating or supplementary appropriation bills, and does not apply to Senate or House resolutions or concurrent resolutions.

**Forty-second Day** - February 23, 2016: Last day to introduce bills in the House. *House Rule 91a* does not apply to originating or supplementary appropriation bills, and does not apply to Senate or House resolutions or concurrent resolutions.

**Forty-seventh Day** - February 28, 2016: Bills due out of committees in house of origin to ensure three full days for readings.

**Fiftieth Day** - March 2, 2016: Last day to consider bill on third reading in house of origin. Does not include budget or supplementary appropriation bills. (*Joint Rule 5, paragraph b*)

**Sixtieth Day** - March 12, 2016: Adjournment at Midnight. (*WV Const. Art. VI, §22*)

January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Web Links**

Main Legislative page - <http://www.legis.state.wv.us/index.cfm>

How to track status of bills- [http://www.legis.state.wv.us/Bill\\_Status/bill\\_status.cfm](http://www.legis.state.wv.us/Bill_Status/bill_status.cfm)

House ed committee page - <http://www.legis.state.wv.us/committees/house/HouseCommittee.cfm?Chart=ed>

Senate ed committee page - <http://www.legis.state.wv.us/committees/senate/SenateCommittee.cfm?Chart=ed>

**TWITTER**

- |                |                |                  |
|----------------|----------------|------------------|
| @wvpublicnews  | @wvsenclerk    | @HoppyKercheval  |
| @wvhouse       | @GovTomblin    | @SenatorBillCole |
| @wvsenate      | @MarshalluPres | @ArmsteadWV      |
| @wvlegislature | @WVHEPC        | @GaryWhiteMU     |

**Shows/Webcasts**

Talkline w/ Hoppy Kercheval – Mon-Fri 10-12

The Legislature Today – Weeknights on WVPB 6:30

**Personnel/Finance Committee – Lisa Williamson – No Report**

**Physical Environment Committee – Nancy Tresch-Reneau – No Report**, but as the snow should be coming the next day they will probably have a reason to meet soon.

**Staff Development Committee – Miriah Young –**

The Holiday Project has gone really well this year with lots of donations for both the Veteran's Home and the Christmas Bags for Huntington's homeless and needy.

All tuition benefits have been awarded for everyone requesting eligible courses for the spring semester.

**Announcements**

Tootie Carter – The Employee of the Month award is still being revamped into the President's Award. Bruce has taken into consideration some of the things that the Council Members who met with him last month suggested. It still needs to be presented to Dr. Gilbert for his review and opinions.

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