

Marshall University Classified Staff Council Minutes

January 19th, 2017, John Spotts Room MSC 2E37

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

Members Absent: Toni Ferguson, Shay McComas, Donna Megquier, Rachel Williamson,

Members Absent (Excused): Nina Barrett, David Childers, Marcos Serrat

Guests: Brandi Jacobs-Jones, Mark Robinson, Bruce Felder,

The meeting was called to order by Vice Chair Chris Atkins.

Brandi Jacobs-Jones

Brandi announced that the following week would be the campus wide active shooter training on three different days. It will also be available to view online.

The updated and revised Quick Response Flip Charts will soon be available.

Marshall is in the process of awarding a Continuity of Operations Plan, and once awarded there will be other tabletop exercises and trainings for safety.

Brandi stated that in response to a request for more information on various contracts, she would be presenting information on the painting, snow removal and housekeeping contracts:

- **Painting**
 - Marshall has 4 individuals employed as Trade Specialists with Physical Plant who are painters. These individuals are kept busy with painting tasks on campus and always maintain a queue of more projects.
 - Marshall has always contracted out some of the painting that is done, but in previous years it was contracted project-by-project.
 - This year Marshall decided to accept bids for a painting contract for an entire year, plus the option to renew annually for 4 years. This arrangement allows for a more cost beneficial and timely solution for painting projects that need contracted.
 - Conley Painting and Special Coatings LLC was awarded the bid beginning July 1st, 2016. Conley charges \$55/hour and \$75/hour for overtime. Those fees cover the expense of the manpower, equipment, travel and any other costs associated except for the paint itself, which is provided by the University.
 - The responsibilities of the in-house paint shop with Physical Plant are more aligned with maintenance of classrooms, offices and small scale projects.
 - The projects the University utilizes Conley for are jobs that may require heavy equipment and lifts, or jobs that have a safety issue involved such as removal of

lead. Conley is also utilized for projects that are time sensitive as Marshall has so few painters. Projects Conley has been used for this year include:

- Science Building on the North side including exterior painting of window frames and gutters as well as use of a sky lift.
 - Corbly Hall hallways were painted over holiday break while the University was closed.
 - Exterior cleaning of Student Center in which a large sky lift was also used in preparation for Presidential Investiture.
 - Additional Student Center projects over the past year.
 - President's residence on the East side was painted due to the sap of the trees in preparation for events held there over the holiday season.
 - The Fine Arts and Jomie Jazz plaza was cleaned and painted on the North side of the building. This was another project in which a large lift was needed.
 - Painting and cleaning of statue area in preparation for Presidential Investiture.
- Snow Removal
 - Buildings
 - In Aetna contracted buildings, those Aetna employees remove snow at the entrances and on the steps.
 - In University managed facilities regarding Physical Plant Campus Service Workers, those employees of Marshall are responsible for snow removal at entrances and steps.
 - Marshall grounds department employees (Physical plant and Housing) remove all snow from campus sidewalks and roadways. Overtime is offered if needed to complete these tasks.
 - Parking Lots
 - Parking lots are under the oversight of MUPD.
 - Snow removal was put out for bid and the lowest bidder chosen, Cement Finishing Inc.
 - Cement Finishing must respond within 2 hours of notification from campus police or administration.
 - The rate for the machines needed to accomplish clearing the lots is \$85/hour per machine, which Marshall does not have the capability to do on its own and there isn't a cost benefit to the University to invest in the equipment.
 - Bruce Felder added that from an HR perspective we've only had large snows over the last 3 years with many years before that being mild. For that reason, it wouldn't be wise to invest in the equipment and manpower to deal with the large snows when we may once again go several years without significant snowfall.
 - Housekeeping
 - There has been a hybrid model for housekeeping for several years, using both Aetna and Marshall Campus Service Workers.

- During the 20/20 process, one of the recommendations for review was to consider outsourcing all custodial services. The administration's decision was to continue with the hybrid model at this time. It was their determination that the buildings that did research and handled large amounts of sensitive information should remain being handled by Marshall's housekeeping staff. Housing was also kept as Marshall employees due to the large interaction with students.
- Cost Benefit Analysis
 - The University has not done a formal cost benefit analysis to determine the actual cost savings associated with contracting out these services versus doing them in-house.
 - Anecdotally speaking, the University recently looked into converting the Memorial Student Center housekeeping staff from being contracted back to being Marshall employees. Their determination was that the University couldn't provide the services required at a competitive rate. Aetna is able to beat Marshall's costs by not providing their employees with benefits.

Were all the painting projects mentioned completed after July 1st? – Yes

Was there already a queue of projects awaiting for this contract to begin on July 1st? – Yes.

Some issues with snow removal that were pointed out included:

- *shoveled snow getting backed up on the sidewalks and preventing a path to walk on;*
- *shoveled snow being piled behind cars;*
- *shoveled snow blocking access to using parking meters;*
- *Brandi added that an area of concern last year was the Career Services lot*

Leonard Lovely stated that many years ago the University used to do its own snow removal. – Dale Osburn responded by saying that he was tasked several years ago by a former member of the administration to look into doing Marshall's parking lots once more. He found that the equipment would have cost \$100,000 in addition to needing more employees. If they took on the responsibilities of the parking lots he also considered himself to be responsible for maintaining the lots at other times as well. All of those factors made the change too expensive to undertake. However, Dale added that staff are welcome to contact him at any time to alert him to a walkway that isn't clear, is unsafe, or when snow is obstructing access to a building.

Should the sidewalks along 3rd and 5th Ave be shoveled toward the buildings instead of toward the roads, in order to allow a better walking path across the road? – Dale said it was something they could discuss with MUPD Chief Terry about changing.

Does Marshall still have plows? – Dale responded that yes, there are two plows at this time, but not a large salt spreader. They maintain the road coming in behind Old Main and the ADA parking lot between Harris Hall and the Science Building. Miriah Young added that Housing also has a plow on one of their trucks to maintain their areas, and would help elsewhere if needed.

What are the current plans for Laidley? – It's been mothballed and is secure, but nothing else is planned for it at this time.

Mark Robinson, Interim CFO

- No update on the budget at this time. Former Governor Tomblin left a proposed budget before leaving office, but there is no indication of what Governor Justice plans to do with it yet.
- The Budget Office has purchased software that will help with the budget and reporting.
- The day before there was a presentation done by the WV Center on Budget and Policy.
 - There was a grassroots movement introduced called Protect West Virginia that Mark stated would be a great group to get involved with for helping to educate ourselves out of the State's current situation.
 - Mark added that the presenter told them that one of the reasons Higher Education gets cut is because it's not in State Code that it has to get that money.
 - There was a Marshall Graduate student named Tara Martinez at the presentation who helps put together these presentations that help educate West Virginians.
 - Mark encouraged Council to contact the State legislators and urge them not to continue cutting Higher Education because we need to educate ourselves out of the State's current situation. West Virginia is currently the next to last state regarding the number of educated citizens.
 - Mark gave a quick summary of the presentation, which will also be sent to Council via email
 - Around 10 years ago the State put into place some tax cuts for businesses. The revenue lost from those tax breaks over the years is almost the same amount as our current budget hole, approximately \$600 million.

Bruce Felder – Human Resources

- The Severance Plan deadline is January 30th. There are currently 25 employees who have elected to take advantage of the plan; 10 faculty members and 15 staff members.
- The form 1095-C was previously stated from the IRS to be required to file taxes. However, Bruce stated that he's since been told it isn't required after all. It's also no longer required to be sent by the employer to the employee by January 31st, although Marshall is still on track to have them sent by that date.
- Dr. Gilbert had previously mentioned doing a Modern Think survey on campus. That survey will start March 17th and will last for 4 weeks. A random selection of about 30% of all employees will be sent the survey. The results will be compiled and sent back to Marshall at the beginning of August. Once those results are reviewed the University will decide whether to survey again in March 2018, or if we should wait a year to work on any issues identified from the feedback.
- The current goal for going live with biweekly pay is August 2017.

Are you going to send a reminder out for the remaining Severance Plan Trainings? – yes, but they're only being sent to those who were eligible.

When will employees with purple time sheets be changed to using Web Time Entry? – Bruce said they are working toward changing those individuals to using web time entry and eliminating the paper timecards, but there have been concerns over the employees who don't work at a computer needing a way to clock in and out. He added that they had met with Kronos, which is the premier provider of time clocks for businesses. They had a demonstration with a portable time clock and showed Bruce three different ways of clocking in, including a proximity badge, a thumbprint reader and a cell phone. The State of West Virginia already has a contract with Kronos through Oasis, which Marshall could utilize. Kronos is already working with other universities and can interface with Banner. They are trying to decide now if they will be going with Kronos, and whether they will only have the employees who don't work at a computer use the time clocks or everyone. The interface with Banner would allow individuals to request leave through their mobile app or the time clock, as well as keep track of annual and sick leave. Supervisors would also be able to check and see which employees of theirs are all clocked in at any given time.

Is there a way coming for employees to see their leave balances on their timecards? – Yes, whether we use Kronos or not, the new in-house payroll system will have this once it goes live in August. Also, anyone already using Web Time Entry has an option to check their leave balances there as well.

Is a staff member's probationary period of 6 months only at the beginning of their employment with Marshall, and not every time they transfer positions within the University? –

- Yes, the probationary period is the first 6 months of employment in which an employee can be let go from the University if they are not fulfilling the duties and expectations of the job. Before that point, at the 3 month mark the supervisor must do an evaluation to identify any problems with the employee not meeting those duties and expectations. This is so that the employee has the opportunity to improve by the 6-month evaluation to determine if they will remain employed or be let go for specific cause.
- When an employee transfers positions within the University, the supervisor is encouraged (but not required) to still do a 3 and 6-month evaluation to help ensure the employee is performing their duties as expected. However, they cannot be let go from the University.

When interviewing for a position that is Classified Non-Exempt, is a search committee required to prove that an internal candidate is not qualified for the position before they can view external candidates? – Yes, that is correct.

Do you have the numbers of classified to non-classified staff? – Bruce said he would have to get back to Council with that number, although it is close to the required 25%.

How are we handling the ½ day holiday the Governor gave State employees on the Friday before Christmas since we already had that day off? – Bruce stated that Marshall was observing

President's Day on that Friday, and in order to remain in compliance they wound up designating 3.5 hours of that day "President's Day" and 4 hours were the Governor's early release. Those remaining 4 hours of President's Day will be observed on Friday, March 24th.

How will employees who are less than full time/37.5 hours compute how many hours to take off on that day? – Bruce said he would have to check and get back to Council with an official HR answer.

Approval of Minutes

December 15th, 2016 minutes approved as written.

Committee Reports

Staff Development Committee – Miriah Young – Miriah stated that there have been many Spring tuition benefits awarded, but not a final number at that time due to several late applicants.

Election Committee – Becky Lusher – No report.

Legislative Committee – Chris Atkins – Chris stated that new Governor Justice has been inaugurated. Also, the State is looking at a \$500+ million deficit. Former Governor Tomblin left a suggested budget, but there's no indication from Governor Justice what he plans to do with it yet. Chris pointed out that in the previous years the legislature hasn't actually cut Higher Education, but rather it's been the Governor with line item veto. Republicans hold control of both House and Senate. Mitch Carmichael is the new president of the Senate, and Tim Armstead is the Speaker of the House again.

Personnel/Finance Committee – No report.

Physical Environment Committee – Nancy Tresch-Reneau – No report.

Ad Hoc Scholarship Fundraising Committee – Tim Melvin – Tim reported that the silent auction and 50/50 raffle at the President's Holiday Party was very successful with \$1,004 raised. About \$860 went into the scholarship fund, and the rest went into the expendables account to invest in future fundraising events. There has also been an anonymous gift donated in the amount of \$2500. Tim added that they already have a Bingo event planned for March 24th in the Don Morris Room, in addition to a Thirty-One Gifts fundraiser that is ongoing until February 26th. The next fundraiser will be Scentsy. Missy Browning will speak to Qdoba about holding a fundraiser as well as look into having a cookout fundraiser with Woodmen of the World.

Minutes taken and prepared by: _____
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Minutes approved by: _____
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Minutes read by: _____
Dr. Jerry Gilbert, University President