

Marshall University Classified Staff Council Minutes

November 17th, 2016, John Spotts Room MSC 2E37

Members Present: Chris Atkins, Jason Baldwin, Nina Barrett, Amber Bentley, Missy Browning, Patty Carman, Tootie Carter, David Childers, Leonard Lovely, Becky Lusher, Lisa Maynard, Tim Melvin, Amad Mirzakhani, Larry Morris, Marcos Serrat, Tony Waugh, Joe Wortham, Miriah Young

Members Absent: Toni Ferguson, Carol Hurula, Jennifer Jimison, Shay McComas, Donna Megquier, Rachel Williamson,

Members Absent (Excused): Nancy Tresch-Reneau

Guests: Jerry Gilbert, Brandi Jacobs-Jones, Carl Mummert, Cam Brammer

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

The meeting began with introductions and welcome with the newly elected Council Members:

EEO 10 – Amad Mirzakhani, MUGC IT

EEO 60/70 – David Childers, Biotechnology Center O&M

Dr. Gilbert – University President

- All State Agencies, including Higher Education, have been given a 2% mid-year budget cut by the Governor's Office.
 - Dr. Gilbert and the Vice Presidents met that morning to discuss ways of addressing the 2% cut. Ways discussed included potentially pulling money back from units that could afford it, and looking at vacant positions.
- Dr. Gilbert stated that the previous week he had been involved with an incident on social media where a student used Twitter to make a reprehensible and vulgar Tweet. Dr. Gilbert responded using Twitter, and then later University Communications, to condemn the message the student had written. Dr. Gilbert stated that Marshall would not be censoring students, but when a student makes a comment that violates Student Code of Conduct action will be taken, such as the case with this individual. Dr. Gilbert added that it's important to condemn inappropriate language, but to condemn is not to prohibit or to silence.
- Campus Conversations – going on that night sponsored by Academic Affairs to talk about civil discourse. Students, Faculty and Staff are invited to come talk about appropriate language and how to interact appropriately. Alex Heffner from PBS "The Open Mind" will be the guest speaker.
- Dr. Gilbert stated that they are looking at ways to more effectively recruit students to Marshall including using strategies advised by Noel Levitz. They're looking at areas they could potentially attract new students, including buying more student names at an earlier point in high school to begin sending recruitment materials from Sophomore year and up. In order to manage the University Budget we will need additional students to assist

with revenue, which is why President Gilbert has set lofty goals for increasing attendance.

Carl Mummert and Cam Brammer – University Strategic Planning Committee

- Mr. Mummert started out by saying that the President's Office has convened a long-term strategic planning committee. Mr. Mummert and Ms. Brammer are co-chairs and the entire membership is currently 21 members including 3 staff representatives.
- The committee is charged with creating a long-term strategic plan for the University, with hopes of having a product in Spring 2018.
- The beginning of the process will be to have input sessions from faculty, staff and students. Sessions are currently set up between now and the end of the semester on both the main campus and the Charleston campus.
 - **Classified and Non-classified Staff (Huntington):** Monday, November 28, 12-1pm, MSC BE5
 - **Students (Huntington campus):** Tuesday, November 29, 5-6pm, Student Resource Center Conference Room, MSC
 - **Faculty (Huntington):** Wednesday, November 30, 12-1pm, BE5
 - **Faculty, Staff, and Students (South Charleston):** Wednesday, December 7, 3-4pm, location TBD at South Charleston Campus
- There are 5 pillars of the committee that will break into different groups to meet. Those include:
 - Recruitment & Retention
 - Academic & Research Programming
 - Faculty & Staff Development
 - Financial Stewardship and Infrastructure Management
 - Community Engagement and Leadership

Nina encouraged as many people as possible to attend the session for staff.

Why are there only 3 Staff Members on the committee? – There was no particular reason for that number except that was what they started with, but they could maybe add more. The members from the committee present, Carol Hurula and Tim Melvin, assured that staff is represented on each committee.

Are there students on the committee? – No, because students are so fluid and change they have spoken with the SGA about having open communication for their input but not designated members.

Miriah Young – Proxy for Mark Robinson, Interim CFO

- Miriah reported that the 2% cut is equal to \$1.2 million and includes the Medical School. They will be working with the other SVPs to find ways to cut that amount.
- Bi-weekly conversion is going to be put off again, possibly until August 2017.

Conversation followed on several topics without definitive answers regarding: when we will convert from using purple timesheets to web time entry; how many classified staff members

there are compared to past years; speculating the number of people who will take advantage of the early retirement package; and the various types of contracts that Marshall has with outside parties, questioning why we pay more for those services instead of utilizing our own workforce. There was also discussion about having someone come in and speak to the reasoning behind the outside contracts.

Approval of Minutes

October 20th, 2016 Minutes approved with a change in the heading: month changed from August to October.

Miriah Young – BOG

The Board of Governor's had their recent meeting at the Charleston campus.

- Dr. Gilbert spoke about writing a piece for the State Journal regarding Marshall being a catalyst for the community.
- 70 students are now enrolled in the Masters of Social Work.
- There were activities with MUPD and HPD interacting with campus groups for policing week.
- Approvals:
 - Approved Intent to Plan for Masters in Pharmaceutical Science, which will be the first in West Virginia.
 - GA-1 Policy and SA-1 Policy changes are out for comment right now.
 - Approved investment earnings update
 - Still on hold with the audited financials while waiting for the State of WV to turn in their portion.
 - Approved a study to be done on the new school of Pharmacy, housing and parking garage project, which will show if there's a need for it.
- Campus space assessment is still ongoing.
- The swipe card pilot project in Harris Hall has proven to reduce and eliminate vandalism so they're looking to move forward with that on other buildings.
- Working with Follet on construction of the Spirit Store at the Joan C. Edwards Stadium which is supposed to be open for the 2017 home opening game.
- Travis Bailey was hired as associate director of Physical Plant.
- Moved the student food pantry from MSC to Trinity Episcopal Church.
- Stephanie Ballou is the new Disability Coordinator.
- November 14th was the Memorial Fountain Ceremony.
- They've been working with Fraternity Houses to make them less of an "eyesore." Since the houses don't belong to Marshall, they have been taking Health and Safety around to meet and speak to the house owners and sometimes the Fraternity chapters. They've also been doing training regarding alcohol and how to be leaders for the community.
- They're having Student Affairs "sit downs" asking students what they want and how to move forward.
- October 14th and 15th was Parents and Family Weekend.

- There was a “Drug Takeback” with the Student Health Education Program and collected 43 pounds of unused prescription drugs from campus and surrounding community.
- We’ve been awarded a continuation of our Substance Abuse and Mental Health Services Administration Grant of \$315,000.

Committee Reports

Election Committee – Becky Lusher – No report.

Legislative Committee – Chris Atkins – Regarding the recent elections:

The WV Senate went from 18 Republicans/16 Democrat to 22 Republicans/12 Democrats.

The WV House picked up a single seat for the Democrats, making them now 63/37 Republican.

Despite both being Republican led, there doesn’t look to be a consensus on who will lead each.

Personnel/Finance Committee – No report.

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

Staff Development Committee – Miriah Young – There are currently 19 tuition benefit applications submitted, and they’re due Monday, December 5th.

The Holiday Project is still ongoing and taking donations.

Ad Hoc Scholarship Fundraising Committee – Tim Melvin – Tim reported that the Endowed Scholarship is established. They have a meeting scheduled with the Fundraising Committee, which has 3 faculty members as well as Tim, Carol Hurula, Brean Stewart, and Megan Archer from Communications. Now fundraising will begin to raise the \$15,000 needed to begin the fund. The current Foundation funds that Staff Council holds are ineligible to be rolled into this new account.

Announcements

Nina asked if Amad could begin reporting on what is going on with the Charleston Campus.

Katie Counts gave the following report from Bruce Felder who sent his report via email:

1. There are concerns that if you have the same position title in 2 departments is it possible for one department to deem them necessary to bump up to the \$47,476 and not the other?

[Felder] This is a valid concern. Job title doesn’t dictate FLSA exemption status. Exemption status is determined by the “duties test” and the “salary test”. This means that employees have to perform “white collar” duties of an Administrative, Professional, or Executive role. I’m using the “freeze committee members” to help make these FLSA determinations. These determinations are not being made at the departmental level.

2. Is it too late to set up a subcommittee on employee Q &A, concerns, and assistance with implementation?

[Felder] FLSA is going to be around forever and I welcome the opportunity to have classified staff leadership involvement on how this affects Marshall University. We have created an FLSA website and we will be releasing a Q&A in the next few days. I still need your help to understand the full impact and how best to move forward.

Also, I will be out of the office tomorrow for a training session in Flatwoods on compensation. I want staff to know that we are providing the following training sessions and we encourage their attendance.

- FLSA – Exempt employees being converted to Hourly Staff.
- GA Positions being posted in PeopleAdmin.
- The Retirement severance plan.

Lastly, Hourly employees will not be allowed to work as Adjuncts for the Spring semester. We are working on a few payroll & budgetary related items that might allow this in the future. Again, I extend an opportunity to have a couple people be involved in these projects.

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