

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

October 20<sup>th</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, Toni Ferguson, Stacy Good, Carol Hurula, Leonard Lovely, Becky Lusher, Shay McComas, Tim Melvin, Larry Morris, Marcos Serrat, Tony Waugh, Joe Wortham, Miriah Young

**Members Absent:** Jennifer Jimison, Lisa Maynard, Donna Megquier, Rachel Williamson,

**Members Absent (Excused):** Nancy Tresch-Reneau

**Guests:** Jim Terry, Bruce Felder, Brandi Jacobs-Jones, Megan Archer, Karen Fisher, Libby Rayment, Amanda Day-Brown

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

### **Brandi Jacobs-Jones**

- October 26<sup>th</sup> at 12:00pm in BE5 – there will be a 20/20 Campus Update.
- E-Cycling Event October 26<sup>th</sup> from 11am-1pm on Buskirk Field. Individuals who want to recycle their personal electronics can do so at this event sponsored by Environmental Health and Safety, Physical Plant and Goodwill Industries. Questions should be directed toward the Sustainability Department.
- Physical Plant Yard Sale will take place November 14<sup>th</sup> & 15<sup>th</sup>.
- Mid-year budget cuts look to be a good possibility.

*Has there been any discussion at this time of a mid-year budget cut?* – Brandi responded that they cannot say for certain at this time if there will be one, or what it would look like for Higher Education, but those in the legislature anticipate it could be a possibility after the November elections.

*What sort of changes can we expect to see due to the loss of a grant is Forensics?* – Brandi stated that the academic side of the program would not be affected. Bruce Felder added that regarding personnel, 5 individuals were impacted due to the loss of the grant. Some individuals have been reduced to half time status, and some have been eliminated altogether. Those who were eliminated have been encouraged to apply for jobs elsewhere within MURC or Marshall. He added that those employees have also been informed they can apply for unemployment and other types of need based aid. They retained the DNA Analyst position, which is central to the program.

### **Chief Jim Terry – Public Safety**

Chief Terry came to update Council on items from the recent Safety Recommendation that Council submitted to President Gilbert.

- The backup generator has come and is in Dale Osburn's hands.
- Looking into bulletproof glass.
- Regarding controlled access to the building, the core of the building is secure when it is properly secured by personnel. They are still looking into a system for buzzing in the front door.
- Regarding radios, they have always been both analog and digital, but dispatch didn't have both capabilities. Chief Terry said he had an estimate on how much it would cost to update dispatch, and they would be meeting to try and figure out where to come up with the money for it.
- The safety committee was already working toward retrofitting all older buildings with ID card swipes. They're moving forward with that in hopes the budget will allow for doing half a campus a year. They have identified which doors they would like retrofitted, all on the interior of campus, and are taking those choices back to the safety committee to approve. Once retrofitted, the other doors will be unable to be opened with current keys.
- The Emergency Alert System is always under review.
- Marshall gets Homeland Security funding from the State, but it's more difficult to get grants because we are not a municipality, which is often a requirement.

### **Bruce Felder – Human Resources**

- Bruce thanked everyone who attended the Wellness Fair, which was successful.
- Human Resources is working on making a program available to employees for money management such as Dave Ramsey's Financial Peace or The Society of Financial Awareness.
- November 10<sup>th</sup> there will be a workshop on retirement, with an emphasis on the recently announced severance plan.
  - *Why did the severance plan not use age 59 ½ instead of 65?* – it would have cost too much and been ineffective for the purpose to ultimately save money.
  - *Why wait until May/June for the early retirement?* – to finish the academic year, particularly faculty, and not disrupt anything academically.
  - *Will this be offered every year?* – No, the Board of Governors has no intention of doing this again at all.
- Bi-weekly pay has once again been postponed and at this time here has been no new date set.
- Bruce expressed his support of Dr. Gilbert's suggestion last month to participate in a Modern Think campus survey.
- FLSA
  - December 1<sup>st</sup> is the effective date on which any exempt employees who make less than \$47,476 will need to either be converted to non-exempt or have their salary raised.
  - Who is affected by the FLSA change? – Those currently working under \$47,476 not getting paid overtime.

- Each department will have to do an assessment for anyone falling into this category to find out which would be most cost effective: raising salary, giving overtime, or hiring an additional position.
- In addition to the assessment, each position will also have to pass the “duties test” to determine if they should be considered non-exempt regardless of salary.
- One exception to the rule in Higher Education is that those who are in a teaching capacity more than 50% of the time are not required to be raised to \$47,476 or given overtime. This would have to be analyzed case-by-case for both advisors and coaches.
- Bruce added that they are developing a FAQ website for FLSA.
- FLSA classification of a position doesn’t have to be permanent after December 1<sup>st</sup> and if individuals feel a position needs reviewed after that point they can still do so.
- There are currently approximately 250 employees exempt and making under \$47,476.
- Currently all Non-Classified Staff members are exempt, but there will now be Non-Classified non-exempt and hourly for the first time.
- The Banner consultants were on campus and Marshall is still going forward with online time keeping regardless of bi-weekly pay; they’re just not sure when.

*Will comp time still be able to be used when we go to Web Time Entry?* – Yes, and overtime will also be paid in the same check as regular pay.

*Do you still intend to use People Admin for hiring GA’s?* – Chris Atkins – Yes, the system is up and running but they haven’t provided training on it yet. Bruce said he would post Chris’s department’s job first to test the system.

### **Megan Archer – University Communications – United Way**

- Ms. Archer handed out a United Way infographic (p. 6) highlighting the impact that Marshall University has had over the past 3 years.
- The improvements made in the community by United Way of the River Cities has helped make the surrounding area safer, which is also beneficial to Marshall. Due to an only 1% overhead, 99% of the monies raised are funneled back into the community.
- Last year 57 people in the entire Marshall community contributed to Marshall’s United Way campaign.
  - Dr. Gilbert recently participated in a panel discussion where he ambitiously stated he would like to see almost a 500% increase in participation, meaning participation from 1000 people this year.
- Tuesday, October 25<sup>th</sup> from 5:30-7:00pm Dr. Gilbert will host a reception regarding the United Way campaign.
- The campaign runs until November 18<sup>th</sup>.
- [www.marshall.edu/unitedway](http://www.marshall.edu/unitedway) is the webpage, and donations can be made there in addition to the paper forms.

- Megan encouraged anyone who is interested to join them with planning for the United Way campaign next year.

### **Approval of Minutes**

September 15<sup>th</sup>, 2016 Minutes approved without changes.

### **Carol Hurula – ACCE**

- ACCE met at West Liberty on September 21<sup>st</sup>.
- West Liberty's newly appointed President Dr. Greiner spoke to the importance of staff being a backbone in higher education, as well as his opinion that West Virginia Higher Education, both the universities as well as the HEPC, needs to attack the legislative session on a united front.
- Two ad hoc committees on ACCE:
  - Layoffs and furloughs – half of the schools already have a plan for this or are working on it, and the other half do not. They maintain that these two terms should be better separated as they don't mean the same thing.
  - Elimination of HEPC/CCTCE – ecs.org has information regarding impact on universities.
    - Trish Clay, Vice Chancellor of HR, and Bruce Cottrell, Director of Classification and Compensation, asked ACCE for their opinion on eliminating these bodies.
    - This committee is also going out and looking at other states to see if they are structured differently.
- Spoke about news article that ponders whether we should only have Marshall and WVU, with the other institutions being satellites of these two larger schools.
- Market Study
  - Bruce Cottrell indicated there is another road block because Mercer is not recommending a point factor methodology.
  - Mercer is recommending a purely market driven system.
  - Goal is to get new implementation in the FY 2017 Legislative Session.
- FLSA
  - Changes take place December 1<sup>st</sup>.
  - ACCE asked if HEPC has met with the universities, and Trish indicated they would be meeting in November.
  - After an informal poll, HEPC determined that the CHROs of the institution are still working on how to implement FLSA changes.
  - It is possible to have the same paygrade and job title in two different departments, with one being exempt and one being non-exempt due to the duties test.
  - Individuals who are non-exempt are not permitted to read or answer emails after hours.
  - AEI is not included in the salary to reach the \$47,476.

- Best Practices Manual is still being worked on. ACCE said once it's finished they would like for it to be on their website.

### **Committee Reports**

***Election Committee – Becky Lusher*** – An election took place from October 17<sup>th</sup>-19<sup>th</sup> for one position each from EEO 10 and EEO 60/70. The results of that election are as follows:

EEO 10 – Amad Mirzakhani, MUGC IT

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

***Legislative Committee – Chris Atkins*** – There's little to report at this point, especially before the election in November. More PEIA cuts can be expected.

***Personnel/Finance Committee – Joe Chambers*** - Joe said that he would be leaving the University prior to the end of the month, which leaves the chair position needing to be filled.

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

***Staff Development Committee – Miriah Young*** – With the Holiday Project coming up, Miriah proposed to Staff Council that we do the same project as last year: several items on a list of needs for Christmas Bags for the homeless and needy of Huntington, in addition to taking up items for the Veterans Home. Also, separate from the Holiday Project, Miriah proposed taking up coats and peanut butter for the Herd for the Homeless event as advertised in the We Are Marshall Newsletter. The motion to approve all projects passed unanimously.

***Ad Hoc Scholarship Fundraising Committee – Tim Melvin*** – Tim reported that he spoke to the University Functions committee on Monday and they voted within themselves to approve what was written. He then took the copies of the form from University Foundation to Faculty Senate to be signed by the vice chair. However, because the vice chair wanted it to also go for a floor vote of Faculty Senate it now awaits that meeting. Also, it was discovered that Staff Council has two existing Foundation accounts with balances, which we will look into whether the balances can be transferred to the new scholarship fund.

### **Announcements**

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

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

Minutes read by:

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Dr. Jerry Gilbert, University President

# Working Together to Make a Difference



## MARSHALL'S IMPACT

2047



Community Members Helped  
(over the last 3 years)

*With your contribution to United Way, you have done wonderful things for your community!*

30,000 lives changed

You are helping UW reach its goal:

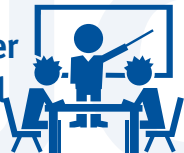


Here's How!

Because of you and your fellow employees:

200

Children were better prepared for school



12

Students were helped to graduate



4

Adult learners gained the skill of reading



52

Individuals are better equipped to secure employment



327

Families are more financially stable



86

Adults received quality healthcare



11

Children gained healthful lifestyle habits



818

Meals were served



409

Individuals received clothing

## OUTCOMES

In 2015, United Way invested in 25 programs committed to long-term solutions.

All funds raised advanced the common good in the areas of education, income, health, and basic needs.

All the money raised here, stayed here.

[www.unitedwayrivercities.org](http://www.unitedwayrivercities.org)