

Marshall University Classified Staff Council Minutes

February 21st, 2019, MSC 2E37 John Spotts Room

Members Present: Chris Atkins, Nina Barrett, Lacie Bittinger, Karena Burriss, Patty Carman, David Childers, Timothy Cline, Katherine Hetzer, Carol Hurula, Leonard Lovely, Lisa Maynard, Teresa Meddings, Tim Melvin, Missy Morrison, Marcos Serrat, Crystal Stewart, Justin Tyler, Tony Waugh

Members Absent: Amad Mirzakhani, Jonathan Sutton

Members Absent (Excused): Toni Ferguson,

Guests: Dr. Gilbert, Brandi Jacobs-Jones, Bruce Felder, Mark Robinson, Dr. Smith

Chair Chris Atkins called the meeting to order. Parliamentarian Becky Lusher verified there was a quorum.

Dr. Smith – representing Jaime Taylor, Provost

How many people came to Green and White Day this week? – Crystal Stewart – There were 272 students, which was up 90 students from last year's Green and White Day at the same time of year. Every Green and White Day this year has been larger than the Green and White Day associated with the same date in previous years. The next one is projected to be very large, both historically and also due to the fact that Cabell County Schools are sending all seniors to it on busses.

We're currently sitting at about a 14.5% increase in admits and a 14.5% increase in students with deposits.

Dr. Gilbert – University President

- Dr. Gilbert stated that he has spent a lot of time with the Legislature, including lobbying against the Campus Carry bill. He added that he has nothing against gun owners but that guns just don't have a place in Higher Education the same as they don't have a place in some other places like airports and the State Capitol.
- Looking at pay raises to try and raise salaries of Marshall Employees over time.
- Discussed with the BOG the renaming of Jenkin's Hall. The committee that had been appointed came up with three recommendations:
 - Leave Jenkins Hall name as it is.
 - Rename it the Marshall Lab School Building.
 - Rename it The Lab School at Jenkins Hall.
 - A 4th recommendation presented by Dr. Gilbert was to rename it after a former president and calling it something like "John Doe Hall, formerly Jenkins Hall".
- The Board of Governor's decided to leave the name "Jenkins Hall" and put up a plaque saying that we are against all of the things associated with slavery. It came down to a 9-7 vote in the general session.
- Dr. Gilbert then presented the John Marshall Service Award (formerly the Employee of the Month Award) to Johnny Bradley.

Mark Robinson – CFO

- The WV Legislature killed the bill that would give a 5% raise, but quickly put a different one in with a 5% raise provision. However, we do not yet know how they will fund anyone outside of the State Police and K-12.
- We are down for the Spring about \$4.6 million in our operating budget. However, Mark is still confident we can break even. Most of where we are down is in our investments.

Is there a target date for when Tuition and Fees will be released? – Chris Atkins – The plan had been to do so at the February meeting but due to the uncertainty at the State level it will now be at the April meeting. Unless something changes the proposal for financial aid is 2-2.5%. However, if the legislature gives a 5% raise and doesn't fund it all it's really like a \$2 million cut to Marshall.

Bruce Felder – Human Resources

- Open Enrollment will be April 1st-May 15th. Any changes should be reported, including divorces. Recently, divorce audits have taken place and individuals have had to pay back significant amounts of money to PEIA for not reporting that a divorce had taken place.
- Healthy Tomorrow's isn't requiring the same bloodwork and checkup as before, but individuals should still take advantage of an annual physical that is covered simply for health reasons.
- The Compensation Philosophy has been finalized, but there is still some review taking place to make sure everyone is on the same page. Bruce stated he will be able to share it with Staff Council soon.
- The plan design for how class & comp will work will be about a 12-15 page document that will come out soon also and include such things as internal promotions, demotions, salary scale, appeals process, etc.

You mentioned demotions; will people be moved down in position? – Leonard Lovely – Not as a result of the slotting process, no. That would be in the case of someone applying for someone applying for a different job in a lower salary scale.

Some companies allow an employee to change their W-4 Withholdings online. Will Marshall be able to do that at any point? – David Childers – Mark stated that yes, they are working with IT at making a lot of things available online that are normally done on paper.

Leonard pointed out that some job descriptions don't actually match all of a job's duties. – Bruce stated that when jobs are posted it summarizes what the job is and also adds a line stating "must be able to do all jobs listed in official job description."

Will Trade Specialist no longer be a term used since they're being broken out into what they actually are: painter, carpenter, etc. – David Childers – Bruce said that is correct for Marshall, however it will probably still be used in the Higher Education system.

Minutes

January 17th 2019 minutes were approved as written.

Election Committee – Nina Barrett – The election committee met and has scheduled a general election to take place on April 25th-April 29th. Advertising will begin in March and employees will have 2 weeks to turn in their nomination forms. Nina urged anyone wanting to run again for Council to nominate themselves.

Legislative Committee – Tim Melvin – No report.

Personnel/Finance Committee – Jonathan Sutton – No report.

Physical Environment Committee – Crystal Stewart – The committee will meet soon, particularly to discuss slick floors in Smith Hall and the elevators in Smith Hall as well.

Service/Staff Development Committee – Missy Morrison – The underwear that has been being collected for Harmony House will finish being gathered on March 1st, and Wednesday the 6th a group will take them to Harmony House at lunch time.

Ad Hoc Scholarship Fundraising Committee – Tim Melvin – No report.

Announcements

Crystal Stewart announced that there will be a Wheelchair Basketball Tournament that Student Affairs does, and they're interested to see if any Staff Members would like to participate.

Justin Tyler mentioned that an event called Herd Con will take place the following month.

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

Minutes approved by: Chris Atkins
Chris Atkins, Chair, Staff Council

Minutes read by: Dr. Jerry Gilbert
Dr. Jerry Gilbert, University President

