

Marshall University Classified Staff Council Minutes

July 20th, 2017, MSC 2E37 John Spotts Room

Members Present: Chris Atkins, Jason Baldwin, Nina Barrett, Patty Carman, Tootie Carter, David Childers, Kevin Ferguson, Marty Gillenwater, Katherine Hetzer, Jami Hughes, Carol Hurula, Lisa Maynard, Teresa Meddings, Tim Melvin, Amad Mirzakhani, Missy Morrison, Marcos Serrat, Crystal Stewart, Jonathan Sutton, Justin Tyler, Tony Waugh

Members Absent: Toni Ferguson, Nancy Tresch-Reneau,

Members Absent (Excused):

Guests: Brandi Jacobs-Jones, Bruce Felder, Mark Robinson, Becky Lusher, Kate McComas

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

Mark Robinson – Interim CFO

Mark said they are still making progress to convert to bi-weekly pay, with the first pay period being August 17th – September 1st and the first bi-weekly payday being September 15th.

Was there a raise passed in the budget? – No, since there was a further cut there was nothing budgeted at this point for salary increases.

Is it true that the AEI “increment checks” are changing from \$60 to \$50 a year starting next year? – No, Mark said that would have had to have been changed in State Code.

Bruce Felder – Human Resources

Bruce started out by welcoming the new term members and thanking them for their willingness to serve. He added that there is much to be done including making new policies and procedures, and updates being needed to the Classified Staff Handbook. He also encouraged to always come to HR with any rumors or problems so they can be promptly addressed.

Timeclock Plus

- Converting from paper based tracking to electronic tracking.
- Still working on implementing for the University
- Faculty whose time wasn't previously recorded will not be recorded with the new system. However, 12-month faculty whose time has always been recorded will be done so with the new system. Also, any faculty who supervise an hourly employee such as a student worker, they will still be responsible for that as well.
- Timekeepers and Approvers should have already received an invitation to attend one of several trainings the following week.
- Bruce stated that any time he has a question as to how something will work with the new system, he first asks how it's currently being done so they can try to find a solution closest to that.

- Employees who work at a desktop will clock in at their desktop using downloadable software. It will be connected through the network to where login will not be allowed through external IP addresses.
- Employees who do not work at a desktop will clock in using a physical time clock.
- Timeclock “kiosk” locations:
 - Twin Towers West
 - R&A Shop
 - Sorrell Maintenance Building
 - Henderson Center
 - Biotech Building
 - Smith Hall
 - Drinko Library
 - South Charleston Campus
 - Holderby Hall
- The MUPD Office currently isn’t scheduled to receive a physical time clock; however, they have access to desktops for login purposes. If that doesn’t work out, Bruce said they may need to add a time clock kiosk for their area.
- Clocking in and out can possibly be done through mobile phones, but that will be reserved for special cases.
- No clocking in and out for lunch or break.
- The mobile app will be updated to track leave balances.
- New ID Cards will be issued, particularly for employees who will clock in and out with the “proxy badge” at the time clocks.
- There is an 18 hour “flag” to alert managers if someone is clocked in more than 18 hours. Anything less (ex. 12 or 14 hour shifts) will be recorded as real time worked.
- Call out times (ex. Service and maintenance calls) will not be affected.
- Overtime will no longer require a PAR to process, and overtime pay will now be paid in the same check for which the hours were worked.
 - Overtime for MUPD in particular will work differently with the system. Ex. – If an officer works security for a particular department, then when they clock in they can do so as security for that department. Then when they are paid their overtime, it will automatically come from that department’s budget thus alleviating the need for a PAR and delayed time in receiving overtime pay.
- In preparation for Timeclock Plus, Physical Plant has already put together a procedure for how employees who are on call can use the system. They want the staff member to report immediately to the job, clock out, and a supervisor can edit the timecard the next day based upon the current 4-hour procedure and the time that the employee was called out.

As a secretary I often run work related errands before coming into the office or after I've left the office for the day but still while on the clock. How will that work with this new clocking in and out system? –
Bruce replied that there are ways of still making things like that work. One way is to have your supervisor adjust your time the next day, and another is the possibility of setting an "auto out" to automatically clock you out 30 minutes after you've left or something of that nature.

Can the computer in the paint shop be used for clocking in? – Absolutely

Regarding maintenance call outs, the first time we're called out we get paid for 4 hours guaranteed. However, if called out a second time or more, we only get paid for the hours worked. So in some cases we could drive 45 minutes from home to do a 30-minute job, which isn't worth it in terms of what we spend in gas money alone. How can we change that? – Bruce stated that he's seen multiple ways of handling call outs, whether it's a guaranteed 2 or 4 hours, or actual time worked, but if what we're doing at Marshall doesn't seem fair to the employees we can put our heads together to come up with something better. He encouraged utilizing Staff Council for creating a change for this.

Bi-Weekly Pay

- Still planning to begin in August.
- Bruce said they may wait and make the new Timeclock Plus implementation coincide with the conversion to bi-weekly pay periods.

New State Class and Comp System

- Bruce stated that Marshall does plan to move forward with some model of the system.
- A good "Class & Comp System" is designed to recruit and retain employees.
- This will move away from the old PIQ methodology.
- A smaller subcommittee has begun to meet and talk about how Marshall will move from being PIQ based to the new Class & Comp/Performance based system. Carol Hurula is representing Classified Staff on the committee.
- Bruce added that they would be transparent with Classified Staff and everyone else before moving forward with the system.
- The new system will have jobs being slotted on pay scales based upon what the position's "market" salary is. Market salary is determined using 3 market surveys, including one that pulls job titles and salary from tax returns from the Department of Labor data. Other market salary information will be pulled from companies like Mercer who tracks job titles and salaries. Similarly, some companies specialize in "Master Job Specs" where they match duties and job titles in the market. Marshall will use this sort of data to make sure our employees job titles match their job duties, so they may be adequately slotted on the new pay scales.

Do you have an estimated target date for implementation of the new classification and compensation system? – Bruce replied that they have a target date of January 2018 for the first phase. They will use the rest of the year getting input and figuring out how it will work, including where to slot employees within the pay ranges and how to determine how they will progress within that range from year to year. Bruce wants something more systematic than a supervisor saying where an employee should be on the pay range. There needs to be rules and guidelines in place for how it will occur.

Brandi Jacobs-Jones – Sr. VP of Operations

Brandi apologized that Dr. Gilbert could not attend the meeting, but added that Chris did a great job as Chair making a presentation about Classified Staff to the new Board of Governor's members two days prior.

- Marshall University will begin observing “International Housekeepers Week” starting September 10th – 16th. It’s always the 2nd week of every September and Brandi said they are excited to take this opportunity to observe some of our hardest working employees. A planning committee is preparing for the series of events that will recognize the 111 variously employed housekeepers we have working on campus. Individual offices are also encouraged to do things to recognize their individual campus service workers.
- One of this year’s initiatives is summed up with the following: Not some people doing more, but more people doing some.
- As part of Phase 3 of the 20/20 Initiative, 4 units within operations have undergone Lean Management and Kaizen Training through RCBI and MURC.
 - Mail Services
 - Physical Plant – as it relates to installation of LED Lights
 - Housekeeping within Housing and Residence Life – looking at how they’re sourcing their supply closets, carts, etc.
 - Sustainability and Recycling – looking at how they can be more efficient when picking up recyclables and maintain the shredding facility.
- The update to Mail Services will have the biggest direct impact on all units.
 - Changes so far have included less out-of-date signs and tidier spaces.
 - Upcoming changes will include alphabetizing the mail boxes. This will cut back on time for the Mail Services staff and student employees to get mail in the boxes and to the correct recipients.
 - On August 4th Mail Services will close down for half a day to clean and disinfect boxes, and reassign and label them.
 - Another problem area that was identified through the process was the naming of departments and programs. Brandi said that she would like to see naming done more intentionally in the future by making sure an acronym doesn’t already exist or a name doesn’t sound too similar to another department. Ex. Facilities Scheduling and Facilities Planning are not the same.

Vice Chair Elections

Carol Hurula nominated Tony Waugh for Vice Chair.

Tony accepted.

No additional nominations were made.

Nina Barrett moved to close nominations.

Crystal Stewart seconded.

Motion passed.

2nd Vice Chair Elections

Nina Barrett nominated Lisa Maynard for 2nd Vice Chair.

Lisa accepted.

Tim Melvin nominated Missy Morrison for 2nd Vice Chair.

Missy accepted.

No additional nominations were made.

Nina Barrett moved to close nominations.
Jason Baldwin seconded.
Voting was conducted by secret ballot.
Missy Morrison won the vote by a majority.

The completion of officer elections makes final the new Executive Committee which consists of:

Chris Atkins – Chair
Tony Waugh – Vice Chair
Missy Morrison – Vice Chair
Nina Barrett – Ex. Officio Immediate Past Chair
Carol Hurula – Classified Staff Board of Governor’s Representative
Tim Melvin – ACCE Representative

Executive Committee meets the week prior to the regular meeting to finalize the agenda and talk about meeting particulars.

Minutes

June 15th, 2017 minutes were approved with a one-word deletion for grammatical purposes.

Carol Hurula – BOG Report

Carol presented outgoing BOG Rep Miriah Young’s presentation from the June meeting.

- All agenda items were approved.
 - Revision of Board of Governors Policy AA-20
 - Tri-State STEM+M Early College High School Dual-Credit Collaboration
 - Investment Earnings Update
 - Nine months ending March 31, 2017 Financial/Budget Report
 - FY 2018-2023 Capital Budget Request
 - Approval of amendments to the Whistleblower Policy
 - Schedule of Marshall University School of Medicine Tuition and Fees for Fiscal Year 2017-2018
 - Proposed Marshall University Budget for Fiscal Year 2017-2018
- Applications were up 5.6%/430 students
- Admits were up 2.4%/124 students
- Deposits are down 103 students at that time, but have been coming down since the meeting.
- Gap financial aid (between \$500 - \$1000) is being provided for students who apply for it due to financial need in an effort to bridge these small amounts that can keep students from attending.
- Brain Gallagher is the interim dean of the School of Pharmacy.
- Pharmacy, Education and College of Information Technology and Engineering have accreditation visits coming up in the next 16 months.
- Governor’s School for the Arts was hosted by the College of Arts and Media, and had 117 students in the various arts on campus for 3 weeks. Each student who completes the program

and comes to Marshall is offered a \$1000 renewable scholarship no matter which major they choose.

- HEPC approved Marshall's request to offer classes at Bridge Valley. We're also doing a 2+2 program with them.
- Marshall will begin offering masters classes in social work at Southern Community and Technical College in Spring 2018.
- Marshall is participating in the STEM-M College High School in South Point with the approval of HEPC and the Board.
- Parent and Family weekend will be October 13-15.
- Plans are being finalized for Week of Welcome.
- Student Conduct created a "Helping Students in Distress" flow chart to assist faculty and staff to navigate student conduct issues that will be distributed this Fall.
- From Dr. Gilbert:
 - BOG retreat went well and they have received positive feedback
 - VP group completed a service project by painting the Habitat for Humanity warehouse
 - In the Fall he will begin looking at the consolidation of some Colleges and Departments
 - The State of the University was presented in Washington, D.C. with emphasis put on enrollment growth, diversity, undergrad research, student activities, community development activities, and the capital campaign
 - We are working with the Amani embassy to bring students to Marshall through INTO and he has talked with the Indian Embassy about the Visa denials for students we are seeing
 - And he mentioned the 4 new members of the BOG. Staff – Carol Hurula; Patrick Farrell, Woodrow "Woody" Duba and Jim Farley.
- Carol attended a new BOG Members orientation on Tuesday the 21st along with the other new members. They saw presentations by multiple groups around campus including MURC, Student Affairs, Academic Affairs, Foundation, Staff Council, Faculty Senate, etc.
- The Board had a meeting the day before in which they extended Dr. Gilbert's contract for 4 years.

Upcoming Meetings:

August 23, 2017

October 25, 2017

December 20, 2017

February 28, 2018

April 25, 2018

June 27, 2018

Chris Atkins – Presentation to New BOG Members

Chris shared the highlights from his presentation to the new Board of Governor's members having been asked to share with them the challenges, priorities, needs and strengths of Classified Staff.

- Challenges for Classified Staff

- “Doing More with Less” – cited position cuts, while still having the same amount of work.
- Pay Raises – while not necessarily the Board’s fault and understanding the hard economic times, it shouldn’t be forgotten that we are on a 2001 pay scale.
- **Priorities**
 - HR Flexibility Bill and how it will impact Classified Staff
 - New Classification and Compensation model.
 - Support and morale boosters for Classified Staff. Ex. – before the current Rec Center, Classified Staff got free use of the Gullickson rec center.
- **Needs**
 - Transparency – Chris asked the Board members to be able to come to Staff Council with questions
- **Strengths**
 - Longevity
 - Front Lines
 - Dependent Scholarship
 - Hopeful to do more community service as a Council
 - Staff led initiatives from around campus

Tim Melvin – ACCE

There was not a July ACCE meeting, but there will be a retreat July 31st and August 1st.

Committee Placements

The following committee chairs have been placed, and the rest of the committee member lists will be email by Chris.

- Election Committee Chair – Nina Barrett
- Personnel/Finance Committee Chair – Jason Baldwin
- Legislative Committee Chair – Tim Melvin
- Physical Environment Committee Chair – Nancy Tresch-Reneau
- Staff Development/Service Committee Chair – Missy Morrison

Announcements

- As there are already a handful of vacant Staff Council seats, we will hold a special election in August to fill the following:
 - 1 Seat in EEO 10
 - 1 Seat in EEO 30
 - 2 Seats in EEO 50
- Due to the August 17th Staff Council meeting falling on the Week of Welcome for students, the August meeting was changed to August 31st.
- Buddy Lists

- Buddy lists are how we communicate with the rest of the staff that Council represents.
- Each member of Council has one portion of the staff members from their EEO group on their buddy list.
- Buddy Lists have been added to Outlook as contacts for ease of communicating. Each council member should forward important emails to their list.
- Emails sent to the Staff Council group that you don't want to be forwarded to buddy lists should be marked at the top with a "do not forward to your buddy list" message of some sort.
- Council gets a monthly update from various parts of the administration and are better equipped to answer questions. However, if someone gets a question they don't know how to answer, they can feel free to ask Chris or Katie how to find the answer.
- To discourage a "reply all" situation from happening, when sending to their buddy list, members should send to themselves, and then blind carbon copy their buddy list.
- Brainstorming for Staff Council goals:
 - In order become more involved in community outreach, we can partner with the Community Engagement office.
 - Get Staff Council shirts/buttons and be involved with directing students and parents at Orientation and first week of school.
 - Volunteering for move-in day.
 - Keep a list on the Staff Council website of what our Staff Members are doing individually to make a difference.
 - Make more widespread the knowledge that Staff Council offers tuition benefits for more than 3 hours per semester or year.
 - Event tickets – athletics, fine arts, etc.

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

Minutes approved by: 
Chris Atkins, Chair, Staff Council

Minutes read by: 
Dr. Jerry Gilbert, University President