

## Marshall University Classified Staff Council Minutes

August 31<sup>st</sup>, 2017, MSC 2E37 John Spotts Room

**Members Present:** Chris Atkins, Jason Baldwin, Nina Barrett, Lacie Bittinger, Patty Carman, Tootie Carter, David Childers, Katherine Hetzer, Carol Hurula, Teresa Meddings, Tim Melvin, Amad Mirzakhani, Missy Morrison, Marcos Serrat, Crystal Stewart, Jonathan Sutton, Justin Tyler, Tony Waugh

**Members Absent:** Kevin Ferguson, Toni Ferguson, Jami Hughes, Leonard Lovely, Nancy Tresch-Reneau,

**Members Absent (Excused):** Lisa Maynard,

**Guests:** Bruce Felder, Mark Robinson, Becky Lusher,

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

### Mark Robinson – Interim CFO

- Bi-weekly payroll is still moving forward. Everything is in place and the first paycheck is scheduled for 9-15-17 from the pay period of August 17<sup>th</sup> - September 1<sup>st</sup>.
- 12-month employees will be paid 1/24 of their salary for the 15<sup>th</sup> and 29<sup>th</sup> of September and the 13<sup>th</sup> of October, after which it will change to 1/26 of their salary per paycheck in order to align with 26 pay periods a year.
- There is a worksheet available to plug in an employee's salary and determine what their new pay check will be after changing to bi-weekly.

### Bruce Felder – Human Resources

#### TimeClock Plus

- TimeClock Plus (TCP) is rolling out in phases alongside the conversion to bi-weekly pay.
- TCP has gone smoothly with only a few issues seen so far:
  - Some students have not been in the database, which stems from how they've been onboarding students and not processing their PAR until almost a week after they've been here. Managers will be able to adjust their timecard manually to ensure they're paid for hours worked.
  - Making sure all approvers can see all employees underneath them because of the multiple Fund/ORGS. They have been able to manually go in and move employees under the correct approver.
- TCP will be communicating with Banner twice a day, and when employees leave or move to a department it will change in the system once a PAR is completed and the employee is changed in Banner.
- They're still working on implementing ID Badge users who will clock in with a wall mounted clock. Evening shift physical plant workers have almost all completed the switch, and day shift employees will have access the following day.

- Bruce stated that he is testing a comp time module for the system the following day. With the module, managers should be able to set up how they want their employee's hours over 37.5 to be paid. If it works out, managers can designate what percentage of hours over 40 go toward overtime and what percentage go toward comp time.
- Leave requests can be done from the TimeClock Plus software or app. Supervisors will have to approve requests, and they will show as "pending" until they do. If not approved by the end of a pay period, the employee won't get paid for that day.
- Exempt employees do not get overtime. However, if they work a holiday they are eligible to receive Substitute Time Off (STO time) in addition to their regular pay. This doesn't apply to exempt employees who work a weekend or earlier/later than their scheduled shift. However, working later one day doesn't mean they get to leave earlier the next day to "balance" it out.
- Students can currently login to the TimeClock Plus system with their myMU account and personal laptops, but that will no longer be possible once they turn that ability off because logging in will only be allowed on Marshall network IP addresses. Students who work in the residence halls will be able to login with residence hall computers. Eventually, the ability to allow one person to only login from one particular IP address on campus will be possible. This would be in cases where they're only supposed to be working from one location.
- Bruce stated that they have the capability each pay period to run an audit and see which computer or wall clock each individual logged into or out of.

*Will students who were told they could start working this week but don't have a completed PAR yet be able to get paid for working? – Jonathan Sutton – Yes, if they're still not in the system by the following week when a new pay period starts then they will need to do a paper timecard and send to Payroll.*

*I recently signed into my TimeClock Plus and checked my annual and sick time accrual, but it did not show my comp time accrual. Will it show this eventually? – David Childers – Bruce stated that they're testing a comp time module the following day that will make it easier on system users and they will know more after that. Either way, comp time will hopefully show by the following Tuesday.*

*We were told that if we get called out we will only be able to receive overtime as opposed to comp time now. Is this true? – Justin Tyler – Bruce said that they view comp time as something that should be arranged and approved to receive by the supervisor ahead of time. Since this can't be accomplished when someone is suddenly called out for an emergency they had the new system consider all call-outs to be overtime. However, they're now considering setting up agreements for a month at a time in which all call-outs for a given month will be considered one or the other.*

*Does all overtime currently default to comp time? – Tootie Carter – Bruce said that they tested the system earlier and currently it's set up for an employee to receive "OT-1" from 37.5-40 hours, which is still straight time. After 40 hours it goes into "OT-2". Despite the category names, "OT-2" can be paid out of either comp time or time-and-a-half once an agreement is setup.*

*Is there any sort of managerial training planned to ensure that exempt employees who don't have to clock in and out are still getting their hours in to ensure fairness between exempt and non-exempt employees? – Chris Atkins – Bruce stated that exempt employees should still be required to arrive a certain time and work certain hours. He stated that he may possibly put out a best practices guideline to*

ensure that exempt employees are aware of their duties and responsibilities to work their scheduled shift, even if they may work over that some days. However, the managers and supervisors of those individuals also need to do their role in keeping their employees responsible.

*In the winter when it snows and campus is closed Physical Plant often still comes in. Will we have an STO designation to keep track of this type of time worked? – Tony Waugh – Since STO works the same way as comp time, Bruce said he has considered putting those hours in the comp time category, but he hasn't decided yet.*

*Will the ability to login from the app probably never be turned on for use? – Nina Barrett – Bruce said that is correct.*

### New Pay Structure

- Bruce said that they are still working toward changing to the new pay structure for the University.
- They're drafting a policy now to go before the Board of Governor's to be approved by October in order to move forward with it.
- After getting approved by the Board of Governors, it will need to go out for a 30-day comment period.
- If everything goes smoothly they could possibly have it ready to show what it will look like by January 1<sup>st</sup>.

### Minutes

Carol Hurula moved to accept the July 20<sup>th</sup>, 2017 minutes as written. Tony Waugh seconded. Motion passed unanimously.

### Carol Hurula – BOG Report

Carol sent out her BOG update to Council members via email. (pages 6-9)

The next Board meeting will be in October.

### Timothy Melvin – ACCE Report

Tim stated that they had their ACCE Retreat on July 31<sup>st</sup> and August 1<sup>st</sup>. They covered what their role as an ACCE Representative covers.

- New River Community and Technical College has already converted all staff to non-classified without regard to FLSA and the duties test. West Liberty is seemingly trailing behind them.
- The next ACCE meeting will be in Wheeling on September 18<sup>th</sup>.

### Committee Reports

**Election Committee – Nina Barrett** – The committee just held a special election to fill 1 vacancy in EEO 10, 1 vacancy in EEO 30, and 2 vacancies in EEO 50. The results were:

EEO 10 – Lacie Bittinger

EEO 30 – Leonard Lovely won by a coin flip due to a tie with Becky Lusher.

EEO 50 – None elected; we will remain having 2 empty seats in this EEO.

**Legislative Committee – Tim Melvin** – The committee will schedule a meeting soon.

**Personnel/Finance Committee – Jason Baldwin** – The committee met to discuss an issue with call-outs. The current compensation structure is to pay an employee for 4 hours on the first call-out, and any callout thereafter they're paid only for the actual time worked. There is a clause in the Staff Handbook for the 4 hour call-out procedure, but there is no official Marshall policy that they have found so far for this.

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

**Staff Development Committee – Missy Morrison** – The committee met to discuss some plans for the upcoming months:

- The committee will kick off a coat drive for the month of September, and on October 7<sup>th</sup> those coats will be taken to distribute at the “Street Ministry” community event called “Herd for the Homeless” hosted by Trinity Episcopal. Any coats left over after this event will be distributed between Harmony House, City Mission, and the pantry at Trinity.
  - Dropbox locations for coats are tentatively expected to be: Mailroom, Student Center, School of Medicine, 20<sup>th</sup> Street Building, and possibly the C-Store in Housing.
- The committee may sponsor an event in October to get collections of snack foods and hygiene items for the “Blessings Box” that will hopefully be placed at the fire station by that time. If that works out, Marshall may possibly “adopt” the box for November for Hunger and Homeless Awareness Month.
- Fall Tuition Benefits
  - Awarded 173 hours for both online and on campus courses for graduate and undergraduate eligible employees. The dollar equivalency that was “waived” was approximately \$60,000.

**Ad Hoc Scholarship Fundraising Committee – Tim Melvin** – The committee has a meeting scheduled.

#### **Announcements**

Discussion took place on how best to raise items or funds for Texas hurricane relief. We will move forward once more information is received from the Communications Office on what we are actually able and allowed to do.

Chris reminded Council members that when they send correspondence to their Buddy Lists, please do so by blind carbon copying them on the message so as to avoid the ability to “reply all” on the message.

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

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

Minutes read by: Jerome G. Gilbert 9-21-17  
Dr. Jerry Gilbert, University President

**BOG Representative – Carol Hurula (August 2017)**

*\*Disclaimer: This is my interpretation of each meeting and presentation and are not verbatim conversations. Any questions or clarification, please notify me.*

Attended **Economic Development** lunch & conversation on July 26<sup>th</sup> presented by the Huntington Chamber of Commerce. Speakers were President Gee from West Virginia University and our own President Gilbert.

Marshall is participating with WVU in a study to propose some options for sector development to develop the West Virginia economy. WVU raised close to a million dollars and commissioned the McKenzie Group to develop a plan. Interesting discussions – beauty of our state and how close we are to DC area. What we have to offer and expand upon....i.e. cyber technology, forensics. McKenzie group looking at all factions. Study will show our strengths and what economic factor would be the best investment to pursue. Selling our story, people, state and how to overcome negative image that is often portrayed in the media. The pride that West Virginian's take in their state. Story from WVU President on reaching out to "former" West Virginia born alumni to bring their talents back to the state. Similar question on where agriculture stacks up – answer was that it's an important area and not to be overlooked but not top in study. Discussion on Governor Justice "roads bill" and the upcoming bond for vote later this year. Proposed highway rebuilding program and how it could aid in economic gains. (Hillbilly Elegy) if you have not read, it's a good read. It was mentioned by President Gee as having interesting aspects to Appalachians in reference to last electoral election.

**BOG Summit** on August 11<sup>th</sup>. Board Roles & Responsibilities.

- Governmental Meetings Act – WV Ethics Commission
- New Laws & Responsibilities for Boards – HEPC & Deputy General Counsel
- College Affordability – discussion on Financial Aid issue facing WV  
 "All institutions of higher learning are facing sanctions since the state audit to the U.S. Department of Education has been late for the third year in a row. Instead of receiving the funds for our students' financial aid from the federal government in advance, institutions will distribute funds and then get a reimbursement from the feds. "
- Advocacy & Sustainability for Institutional Boards – Dr. Thomas Meredith, Association Governing Boards.

**BOG Meeting** on August 23<sup>rd</sup>.

Approvals:

- Approved minutes from June meeting.
- Approved investment earnings update.
- Approved Memorandum of Understanding & the Services Agreement between Marshall University and the Marshall University Foundation, Inc.
- Approved appointment of Angela Bryson to the Autism Training Center Advisory Board.

## President's report:

- Week of Welcome, walk to Keith Albee for Convocation which this year lasted only 40 minutes with guest speaker Mayor Steve Williams. Appeared to hold students attention, will continue on this shorter program in future. Lots of enthusiasm from students.
- Traditions: The Rise of Marshall – theatrical production was well received by students. BOG members and others attended the dress rehearsal. Founding of Marshall, plane crash, fight song and alma mater. Students seemed to enjoy production.
- Continuing the coin tradition for Class of 2021.
- Feels this is the best Week of Welcome – that freshmen feel connected. Family picnic, and many activities for the students during the week and weekend.
- Fall enrollment flat or slightly less than last fiscal year. Approx. 1850. October is the census date which will show actually where we're at.
- Cedric Gathings/Recruitment - expects an increase next year in recruitment, increasing efforts and new initiatives and changes.
- President hosted receptions at house. New Faculty, New Faculty School of Medicine, and New Graduate Student Orientation.
- August 8<sup>th</sup> Capital Club in Charleston – hosted by Mike Queen – WV Secretary of State, Deputy Chief of Staff & Communications Director.
- August 24<sup>th</sup> is Paint the Capitol Green.
- Edgewood Country Club Charleston Area Alliance meeting.
- WV Annual Business Summit Meeting – Speaking on Higher Education's Role in Economic Development – A Southern West Virginia Focus
- President met with KVC Foster Care Academy regarding a recruitment opportunity.
- Signed an agreement with Bridge Valley to jointly offer the Regents Bachelor of Arts degree with Bridge Valley in Montgomery.
- Attended Fairmont Job Fair hosted by Congressman Evan Jenkins.
- Message to Faculty & Staff regarding the budget issue.
- Merging colleges / departments / student affairs.
- Created an Instagram account. Marshall can now be found on Facebook, Twitter and Instagram.
- Charlottesville tragedy – see article in Charleston Gazette today. Marshall will be a place where all ideas and people will be respected. Marshall Creed: Respect for others, duty to support the common good, embracing of diversity and opposition to injustice.

**Student Affairs Committee – (to which I am assigned):**

Presentation by Dr. Sherri Smith on EDGE (Explore, Design, Graduate, and Empower). Student Success Program. HLC Persistence Academy. Initiative to take the “murky middle” and have faculty mentoring to increase retention and graduation rates.

## Athletics update:

- Swimming & Diving Program won 2016-17 Conference USA Sport Academic Award for 4<sup>th</sup> consecutive year. Program GPA 3.594.
- Austin Loop (men's basketball) Will Shaffer (cross country), Ally Kiekoover (volleyball) USA Scholar Athlete of the Year awards.

## BOARD OF GOVERNOR'S REPORT

- Tennis program six student athletes on the ITA All-Academic Team (3.50 GPAs)
- Volley program earned American Volleyball Coaches Association Team Academic award (3.50 cumulative GPA). One of six on Conference USA schools to receive the honor.
- Jen Steele named Softball Coach, third coach in programs history.
- Morgan Zerkle named Conference USA Female Student Athlete of Year. First from Marshall (men's or women's) to earn honor.
- Three current or former Marshall players represented the school in July's World Cup of Softball.

### School of Medicine update:

- Welcomed newest class with White Coat Ceremony on August 5<sup>th</sup>. 75 incoming class members are WV residents. Dr. Joseph Touma and his wife generously donated funds to provide each students with stethoscope.
- Initial accreditation by the Accreditation Council for Graduate Medical Education (ACGME) to offer neurology residency training program.
- 20 million grant from the National Institutes of Health (NIH) to further research aimed at improving the health of West Virginians and those in Appalachian region. Partner with the West Virginia Clinical and Translational Science.
- Association of American Medical College's Graduation Questionnaire for Class of 217 shows that 95% of graduates strongly agreed that they were satisfied with their overall quality of their medical education.
- School of Medicine and Marshall Health welcomed 24 new faculty members.
- Joint Commission visited Cabell Huntington Hospital and provider-based clinics at Marshall Health. Five day review identified very few citations. Extremely pleased with the findings.
- Marshall Health co-sponsor of Regional Health Summit.
- School of Medicine favorable review on the COBRE grant application. Application was top rated of all in nation. Hope to be awarded.
- School of Medicine and Marshall Health have joined Cabell Huntington Hospital and HIMG to create an Accountable Care Organization (ACO) to participate in the Medical Shared Savings Program (MSSP).
- Dr. Joseph Touman and Omayma Touma gifted the contents of the Touma Museum of Medicine to Marshall University.

### Student Affairs update:

- Searching for a Director of Community Outreach & Volunteer Services.
- Disability Services has 34 new students registered with the ODS office.
- Searching for a Director Fraternity & Sorority Life.
- Military & Veteran's partnering with PBS for the show "Vietnam WV Remembers" on September 12<sup>th</sup>.
- GreenZone Training on September 19<sup>th</sup>.
- Swing for Vets golf fundraiser on October 6<sup>th</sup>.
- Annual Military Appreciation Game will be October 28<sup>th</sup> at the Joan C Edwards Stadium.
- Camo Day will be November 6<sup>th</sup> in partnership with the National Guard.
- "Ruck March" food drive will be November 8<sup>th</sup> to benefit City Mission.



## BOARD OF GOVERNOR'S REPORT

- MVA and SVA are planning a Veteran's Day ceremony to be held November 10<sup>th</sup>.
- MU Wellness will be partner with AlcoholEdu and Haven online education courses for our incoming student's new online Prescription Drug Abuse Prevention course.
- MU Wellness providing bystander intervention training with Women's Center to all UNI 100 classes.
- MU Wellness will provide programs on Mental Health and Suicide Prevention during the fall.
- MU Wellness upcoming fall events, Wellness Fair, Flu Vaccines, and more.
- Parent & Family Weekend is October 13 – 15.
- Searching for a Director of Student Activities.
- WOW was huge success. Student Activities hosted many events. WOW Carnival, Silent Disco, Taste of Huntington and one of the most popular was Build a Bison.
- Student Advocacy & Success created a "Students in Distress" guide for all faculty & staff.
- Student Resource Fair will be August 29<sup>th</sup>.
- Student Conduct training for all resident advisors on conduct policies & procedures.
- Target date of December 2017 for implementing Advocate Behavior Management System.
- Materials distributed to incoming and returning students on Student Rights & Responsibilities.
- Student Government Body President Matt Jarvis now member of Mayor Steve Williams LGBTQ+ Advisory Council for the City of Huntington.
- Student Leadership Conference planned for September 27<sup>th</sup>.
- SGA Leadership working with RCBI for student participation in the WV Makes Festival Conference scheduled for October 6<sup>th</sup>.
- Working with University Communications to enhance Green Fridays for students.
- Student Involvement Fair held on MSC plaza first two days of class.
- Commuter Student Network (CSN). WOW networking opportunity for all commuter students
- CSN to meet every Wednesday at 3pm in Marco's Room
- John Marshall Emerging Leaders Institute applications due August 31<sup>st</sup>.
- National Society of Leadership and Success recruiting new members for sophomore leadership.
- Transfer Student Meet & Greet during WOW and WOW cook9out held on South Charleston campus.
- Women's Center searching for new Coordinator to enhance training / education programs.
- Letters to new incoming students regarding the Haven online course.
- Resource cards for students about interpersonal violence and sexual assault.
- Alpha Sigma Phi fraternity and Alpha Xi Delta sorority to hold 2<sup>nd</sup> annual 5K to support CONTACT rape crisis center and the RAINN national hotline.
- Recruitment discussion by Beth Wolfe. Recruitment always taking place. Recruiters are hitting the roads for college and high school fairs. Recruiting eastern part of country not just local. New digital recruiting information.

The next Board of Governor's meeting will be October 25, 2017.

