

Marshall University Classified Staff Council Minutes

October 19th, 2017, MSC 2E37 John Spotts Room

Members Present: Chris Atkins, Nina Barrett, Lacie Bittinger, Patty Carman, Tootie Carter, David Childers, Kevin Ferguson, Jami Hughes, Carol Hurula, Leonard Lovely, Lisa Maynard, Teresa Meddings, Tim Melvin, Amad Mirzakhani, Missy Morrison, Marcos Serrat, Crystal Stewart, Jonathan Sutton, Justin Tyler,

Members Absent: Jason Baldwin, Toni Ferguson, Nancy Tresch-Reneau

Members Absent (Excused): Katherine Hetzer, Tony Waugh

Guests: Mark Robinson, Bruce Felder, Megan Archer

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

Mark Robinson – CFO

- Conversion to bi-weekly pay has taken place.
- Mark said he is doing a presentation to Faculty Senate the following week on a budget model to show transparency and also the impact that enrollment growth would have on campus. He said he can also bring that presentation to the next Staff Council meeting.
- Starting with the next payday, employees' checks will now consistently be for 1/26th of their pay with the change to bi-weekly pay, which could result in a smaller paycheck than the previous few paydays which were 1/24th of their pay.

Bruce Felder – Human Resources

- The Health Fair took place on the MSC Plaza which combined the faculty, staff and students. Flu Shots were also available at the event, and there will be another Flu Shot Clinic later in the month.
- All hours for overtime worked should now be showing up on timesheets.
- Leave Accrual
 - Historically leave has been accrued on a monthly basis.
 - With the switch to Timeclock Plus HR intended to switch to accruing leave twice per month.
 - They have not yet changed it to accrue twice monthly, but they have two options for doing it once they do: to either accrue it bi-weekly along with paychecks, or to accrue bi-monthly at the mid-month point and the end of the month.
 - The drawback to accruing bi-weekly is the difficulties with the two months a year that have 3 pay periods. However, this option would still allow an employee to accrue leave the closest to when it's earned.
 - The drawback to continuing with a monthly accrual is that leave accrual doesn't always fall at the end of the month due to when pay periods now fall.

Is it possible to allow employees to see what hours are before receiving their leave gained so they can see that it was added accurately? Leonard Lovely – Each employee can run a report with all of their accruals under usage on TCP.

There is currently no cumulative pay on our new pay stubs; will that change? – Teresa Meddings – Bruce said that since we changed to doing payroll within Marshall the pay history hasn't been brought over from the previous platform, but it eventually will.

Should we be able to request leave based upon estimated accruals in the future, like a few months out? – Crystal Stewart – Bruce said that he originally had the "forecasting accruals" tool turned off while they were loading balances and getting the system set up, which could be preventing it. He added that he will have it turned back on.

For employees who are at the max of 360 annual hours and have requested time off a few months away it shows that their leave accrual is below that 360 max. Will they still lose hours since they have time scheduled off later? – Leonard Lovely – Bruce said that yes, if you have 360 hours and have days requested off two months later, those reductions in hours won't actually be taken away until two months later. Which means the employee won't be able to accrue any more leave until that time, unless more hours are taken before then.

Is it possible for TCP to show both time accrued and pending time used? – Chris Atkins – Bruce said that there is a new box on the home screen when you log into TCP that shows the pending time requested.

Is the slotting positions on the new pay scales coming along? – David Childers – Yes, they have a pretty general idea of where everyone will be. They aren't ready to release that information until they have the website showing that methodology to answer questions employees may have about it.

Megan Archer & Tootie Carter – United Way

Megan Archer from University Communications spoke a little about the United Way of the River Cities and what they've done for our community.

- They serve 5 counties: Lawrence County, OH, and Cabell, Wayne, Lincoln and Mason counties from WV.
- All money raised through United Way of the River Cities stays in this area.
- They assist with over 40 agencies in the area including: Lily's Place, Harmony House, Huntington YMCA, and others.
- Marshall has over 2,000 employees and last year around 60 employees contributed to the United Way campaign.
- Ways to contribute include: volunteering, making a monetary donation through payroll deduction, making a one-time monetary donation, or spreading awareness.
- Raffle tickets are being sold for to paint Dr. Gilbert's hair green on October 26th at 12:30.
- Tickets are also being sold to raffle off sky box tickets to the November 25th home game.
- A hot dog luncheon will take place Thursday, October 26th with proceeds going toward the United Way campaign. Suggested donation is \$2, and those paying more will receive a t-shirt as well.

- More information can be found at www.marshall.edu/unitedway.

Minutes

It was moved by Crystal and seconded by Jonathan that the September 21st, 2017 minutes be approved as written. Motion passed unanimously.

Timothy Melvin – ACCE Report

- ACCE met that Monday at MCTC.
- There is a classification training that CHROs and the JCC will be going to on October 26th at Stonewall.
- Bruce Cottrell said that 60% of the jobs have been slotted into the 4-6 pay slots, and the directors and above are at the 7-12 pay slots. The initial goal will be to get everyone up to the minimum of those slots, and then it will be up to the institutions to figure out how to do raises within the slots.
- They talked some about master specs, which the HEPC is using. It's the parent software that job descriptions will be loaded into but only HEPC will be able to see. They would like to have a website with the information on it, but there's not enough tech support to create it. Individuals can call and ask what different job descriptions are, but it won't be available to look up any other way.
- You can go to the WV department of personnel and look at job descriptions but it won't be institution specific.
- A few more institutions will be leaving ACCE as all of their staff will be going non-classified.

Committee Reports

Election Committee – Nina Barrett – No report.

Legislative Committee – Tim Melvin – No report.

Personnel/Finance Committee – Jason Baldwin – No report, but an issue has been brought to Staff Council that will be taken to this committee regarding telecommuting on campus.

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

Staff Development Committee – Missy Morrison – Missy said that the coat drive went very well, including donating extras to various organizations that help meet needs.

Harmony House is having something called the Week of Caring the week after Thanksgiving, in which they have different events planned each day. Monday of that week has been called Marshall Day, and Council has been invited to come help distribute toboggans from 1pm-2pm. The President and Marco have also been invited.

On Thursday, November 30th there will be grocery bingo at Harmony House from 6-8 and many departments within campus have sponsored different food items. 50 individual grocery bags will be created from the food items to give out to winners of bingo. Missy asked if Council could bring 2 boxes of saltine crackers each to the next Council meeting to contribute to the bags.

We are still moving forward with having as Thanksgiving dinner the Tuesday of Thanksgiving week for the students still on campus. Sodexo is currently looking into doing a turkey roast as opposed to a full turkey. Once the meat is confirmed the sides will be coordinated as well. It will take place from 6pm-8pm in the Christian Center on November 21st.

The Staff Holiday Project will once again be helping to provide items to the street ministry's Christmas bags. Those items will be toothbrushes, toothpaste, and soap. We will also still collect items for the Veteran's Home as in years past.

Ad Hoc Scholarship Fundraising Committee – Tim Melvin – Jennifer Jimison is creating a quilt from t-shirts that will be raffled off, and we will try to once again do a silent auction at the President's Holiday Party.

Announcements

Chris announced that there is a t-shirt sign-up sheet for anyone interested in getting Staff Council t-shirts. Shirts will be \$7.95 with a minimum of 15 ordered.

The executive committee meeting will be on Tuesday, November 7th at 3pm, which is where the agenda is set for the main Council meeting. Members are encouraged to send any issues or agenda items to the executive committee to discuss before the main meeting.

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: Dr. Jerry Gilbert
Dr. Jerry Gilbert, University President