

Marshall University Classified Staff Council Minutes November 16th, 2017, MSC 2E28 Shawkey Dining Room

Members Present: Chris Atkins, Nina Barrett, Lacie Bittinger, Patty Carman, Tootie Carter, David Childers, Katherine Hetzer, Carol Hurula, Leonard Lovely, Lisa Maynard, Amad Mirzakhani, Missy Morrison, Crystal Stewart, Jonathan Sutton, Justin Tyler, Tony Waugh

Members Absent: Jason Baldwin, Kevin Ferguson, Teresa Meddings, Marcos Serrat,

Members Absent (Excused): Toni Ferguson, Jami Hughes, Tim Melvin

Guests: Dr. Gilbert, Bruce Felder, Becky Lusher

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

Dr. Gilbert – University President

- On Monday Marshall hosted the summit for The State of African Americans in West Virginia, which went very well. He added that it was well attended and well appreciated.
- On Tuesday Marshall held the 47th Anniversary Memorial Fountain Ceremony for the plane crash victims.
- Two weeks ago Dr. Gilbert spent a week in India recruiting students after having had some issues with US Consulates denying visas for students to come to Marshall. 80 visas were denied for students to come this semester. Dr. Gilbert added that they spoke with 3 different consulates as well as recruiters while there and he feels like progress is being made. They also spoke with two groups of parents and students, totaling about 575 individuals.
- The State budget appears to be improving. Revenues are up slightly and discussion at the Capitol is that there won't be a mid-year cut this year. Dr. Gilbert is hopeful that if revenue continues to increase that Marshall won't be cut next fiscal year, and perhaps we can eventually start talking about an increase.
- Last week there was an announcement that the State of WV could potentially get an \$83 billion deal with China, which would be a significant stimulus to the economy. The passage of the road bill will likely stimulate the economy as well.

Bruce Felder – Human Resources

- Bruce announced that Human Resources has recently placed "Educational Equivalency Guidelines" on the website.
 - Educational equivalency means that if a job requires a bachelor's degree and you only have an associate's degree, you may not automatically be eliminated from consideration IF you have significant *position related experience*.
 - Search committees will still be able to choose the best qualified candidate, but it would at least allow someone's application to be considered. Search committees will also still be responsible to properly evaluate all candidates to ensure applicants are qualified for that particular position.

- Bruce added that he will be the one to make determinations on educational equivalency, and will then let the search committee know his if someone is eligible.
- This is for all positions except faculty.
- All applicants who request consideration for educational equivalency will get a letter from Bruce either approving or denying it, but if denied they can still send more information to Bruce to consider. However, it's best to provide as much information as possible in the initial request.

Is it the job of Human Resources to determine if an applicant meets minimum qualifications for a position? – Leonard Lovely – Bruce replied that yes it is, but it is also still the job of the search committee to analyze applicants for minimum qualifications as well. He added that current practice at Marshall University is that internal applicants who apply for an hourly, non-exempt position and meet the minimum qualifications for the job are guaranteed an interview. They are also guaranteed the job if they are the most qualified internal applicant.

Will HR tell an applicant if their application was sent to the Search Committee? – Leonard Lovely – No, but the applicant status can be seen on PeopleAdmin. If the application is declined to go any further, then the applicant will receive an email saying that they were declined for that position. If they would like more information they may request it.

How does an applicant know to request the educational equivalency instead of assuming it's automatic? – Lacie Bittinger – It's outlined in red bold print on the front of the application packet.

Is the process the same for exempt positions? – Leonard Lovely – Bruce stated that as of right now all applications for classified exempt employees are forwarded to the search committee to vet, and it is stressed to them that internal employees should receive an interview if they meet all minimum qualifications.

- 2017 Great Colleges to Work For
 - Bruce extended his thanks to anyone who had participated in the survey.
 - They have the results, although the response rate was only 27%.
 - The results are being shared with senior leadership.
- GA Positions for next semester
 - Anyone looking to find a GA next semester should get the paperwork in on PeopleAdmin.
 - A posting can be created from an existing posting.

When will our electronic pay stubs have the cumulative pay history? – David Childers – Bruce said that they are still working on it.

Do you still need input on how best to accrue annual and sick leave? – Carol Hurula – In January they plan to start accruing leave bi-weekly instead of bi-monthly. Every payday starting in January employees will accrue almost half of their monthly leave.

Is there any more progress on slotting of positions on the new pay schedule? – Leonard Lovely – Bruce said that they don't have any more updates from what was in the minutes last month. The positions

have been slotted, but they aren't going to release that information until the webpage they're building is completed. Individuals will be put in a new pay range, but there won't immediately be funding for those new pay ranges. The pay ranges will also be market-based that can adjust each year with the market so that they don't fall behind like our former 2001 salary schedule.

Minutes

The October 19th, 2017 minutes were approved as written. The motion to approve was made by Carol Hurula, seconded by Jonathan Sutton, and approved unanimously.

Carol Hurula – Board of Governors

Carol sent a BOG report to Council members via email. That report is attached beginning on page 5.

Committee Reports

Election Committee – Nina Barrett – No report.

Legislative Committee – Tim Melvin – No report.

Personnel/Finance Committee – Jason Baldwin – No report.

Physical Environment Committee – No report.

Staff Development Committee – Missy Morrison –

The following Tuesday, November 21st Council is holding a Thanksgiving dinner for students who stayed on campus over break. It will take place from 6pm-8pm in the Campus Christian Center. Volunteers from Staff Council are welcomed to come help serve food. Jennifer Jimison is putting a staff decal on aprons for members to wear and save for future use. Most of the food and drinks have been donated.

Monday, November 27th has been called Marshall Day at Harmony House, 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.

The Staff Holiday Project is ongoing to collect items for the Huntington Homeless and the Veteran's Home.

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

Announcements

Chris announced to Staff Council that he and Carol had met with Bruce Felder about some HR issues that had been brought to their attention.

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 A. Gilbert
Dr. Jerome Gilbert, University President

BOG Representative – Carol Hurula (October 25, 2017)

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

Special Board meeting on September 28th. Presentation by Signet Corporation regarding proposal for student housing, parking and School of Pharmacy.

BOG Meeting on October 25th

Approvals:

- Approved minutes from August meeting.
- Approved Classified Employee Salary Policy.
- Approved Audited Finance Report for FY17 (Clifton Larson Allen LLC)

Sherri Smith gave presentation on EDGE and how this program is addressing student retention. “murky middle”.

President’s report:

- Successful homecoming actives.
- 47th Anniversary Event planned.
- P3 Pharmacy project and members of BOG will be meeting with Signet Corporation this afternoon.
- Fairfield Alliance members are excited about P3 project and looking at developing Northcott Court into mixed-use commercial, retail and residential area.
- Attended Governors Energy Summit and presentation given by Rob Alsop for WV Forward at Stonewall Resort.
- College of Business faculty & students working on new incubator partnership to promote entrepreneurship with community.
- November 3-5 College of Business and RCBI will host startup workshop.
- Recruitment trip to India with Dean Zatar and Dean Mukherjee to meet with INTO and student groups at large.
- Provost Ormiston effective 7/1/18 will step back to teaching. Planning a national search for his replacement.
- Psychology department and Provost Ormiston developed a pilot program to more effectively deliver courses as we see growth in enrollment.
- Mark Robinson has prepared a Budget 101 presentation to deliver to Faculty Senate.
- United Way raffle to spray paint President’s hair green.

Finance, Audit and Facilities Planning Committee report:

Clean audit report with one adjusting journal – no difference.

Highest index score for state institutions in West Virginia.

Classified Salary Policy revision.

Investment Earnings up 2.99%.

New Team Shop at stadium. E-Follet made one million investment. Sales at home games continue to increase. In 2016 the sales at stadium were \$23,616 sales YTD after three games at new team shop \$74,076.

Beer sales stadium-wide \$70,948 with a net of \$66,356.

Food service goes out to bid for another ten years. Committee has visited 8-9 campus facilities. Trend shows students want other retail opportunities and customization.

Academic and Student Affairs Committee:

Presentation by Dr. David Hatfield on Accreditation 2019. Discussed Open Pathway which replaced the previous model of the 10 year self-study. New process is evidence based – assurance argument of 35,000 words. Assurance Argument: Process + Evidence = Outcome.

2015 HLC Comprehensive Evaluation.

2019 is “big check in”. August 1, 2019 closes (no site visit). HLC review: MU Proposal + HLC proposal.

2025 next site visit. Five Criteria in Assurance Argument. Mission, Integrity, Teaching & Learning, Quality Program Resource and Faculty Credentialing. Twenty-one essential subcomponents. Planning and institutional effect (finance and physical resources to plan for the future). Bottom line is assurance argument set up to demonstrate we have the resources and ability to do what we set out to do. Three components; Vision, Mission and Creed work together to push forward planning.

Athletics update:

- Softball players from all eras returned for 25th anniversary celebration September 15-17.
- Volleyball players returned for 10th anniversary celebration of program.
- Men and Women’s’ soccer players returned on Homecoming Weekend. (40 combined for two programs).
- More than 100 former football players and coaches returned on Homecoming Weekend for the Sonny Randle Celebration before and during Old Dominion game. There was a Friday night reception and Saturday private tailgate with Randle’s family.
- Football is bowl eligible with a 6-1 record.
- Junior Tyre Brady earned Conference USA Offensive Player of the Week honors on September 11th after a 248 yard receiving performance at N.C. State.
- Keion Davis was named Conference USA Special Teams Player of the week on September 4th after scoring twice on kickoff returns against Miami.
- Senior Specialist Kaare Vedvik honored as Conference USA Special Teams Player of Week on Sept 11th and October 16th. He recorded a 92-yard punt against Old Dominion, the seventh longest punt in major college football history and longest punt in college football in 45 years. He set a school and conference record with the 92 yard punt.
- Men’s soccer program had significant conference wins against South Carolina and Kentucky.
- Freshman Lewis Knight earned Conference USA Offensive Player of the Week honors and ranks 17th nationally in scoring.
- Senior goalkeeper Nate Himes earned Conference USA Defensive Player of the Week honors on October 16th.
- Women’s Golf won two events.
- Women’s golfer Ylva Forslund, from Sweden, has twice been named Conference USA Golfer of the Week.
- Men’s’ golfer Alex Weiss won Health Plan Mountaineer Invitational at Pete Dyke in Bridgeport and the Joe Feaganes Marshall Invitational in Huntington.
- Weiss has twice been Conference USA Golfer of the Week in October.
- Athletics launched HerdVision, the athletic department’s own digital network equipment used to produce the ESPN3 broadcast in the homecoming game vs Old Dominion.

- Marshall participated in the first college football game broadcast through social media platform Facebook. Home game against Miami generated 767,000 views. Will again broadcast on Facebook the October 28th game vs Florida International.
- Presented Student Athlete of the Year awards to Jon Elmore (men's basketball), Morgan Zerkle (softball) and Jordan Dixon (softball) during ceremony at Kent State Game.
- Thirty-two student athletes volunteered to participate in Homecoming Parade.
- Senior Tight End Ryan Yurachek initiated his own fundraising effort to help with flood relief in Texas. He raised \$10,525 through 145 individual donations which he gave to LightHouse Charity in Friendswood, Texas.

School of Medicine update:

- Received \$1.5 million grant over five years from Merck Foundation to support diabetes education and health care.
- Received nearly \$800,000 (STEM) grant from West Virginia Higher Education Policy Commission. To enhance graduate education opportunities.
- Submitted two applications for contracts to the WV Department of Health and Human Resources. First to develop a residential treatment facility under the Ryan Brown Fund and second an unsolicited proposal for innovative, community-based MAT program in the amount of \$1.4 million. Proposal if funded will enhance continuum care to those who suffer from substance abuse in Huntington and surrounding area.
- MU Health Sciences Research Day is scheduled for March 30, 2018 and accepting online submissions from Marshall researchers in all health-related disciplines.
- Sean Loudin, M.D., associate professor pediatrics traveled to Washington, D.C., to address Women's Congressional Policy Institute. She also represented the School of Medicine during the First Lady's recent visit to Lily's Place.
- School of Medicine welcomed alumni and their families back to Huntington for the 31st Annual Homecoming Weekend. A dozen alumni practicing in various specialties across the country engaged 60+ medical students in a lively Q & A discussion panel.
- Dr. Joseph Evans ('82) received the 2017 Distinguished Alumnus Award.
- Dr. Paulette Wehner, M.D., vice dean for graduate medical education will deliver the 2017 State of Graduate Medical Education Address in the Harless Auditorium.
- School of Medicine participated in a recent legislative breakfast sponsored by Cabell Huntington Hospital. The forum legislative topics included PEIA, the state budget, pre-authorization and other matters germane to health care and medical education.
- School of Medicine and Marshall Health collaborative effort to assist Hurricane Irma victims on Saint Maarten/St. Martin.
- Marshall Health participated in Health & Wellness Fair on September 26th. Nine departments provided free screens and over 100 flu shots.
- Marshall Health participated in the 2017 Pumpkin Festival in Milton. Provided various screenings and distributed about 800 Halloween bags with health & wellness information to school aged children.
- Marshall Health launched in October myHERDMD, a newsletter targeted toward patients. Health and wellness topics, over 1,000 copies are distributed monthly to patients in waiting rooms. Archived issue are available online at: <http://marshallhealth.org/patients/myherdmd/>
- School of Medicine submitted status report to Liaison Committee on Medical Education (LCME), accrediting body for all medical schools. In response, the LCME's next full survey is slated for March 31 – April 3, 2019.

Student Affairs update:

- Offer has been extended to a new Director of Community Outreach & Volunteer Services.
- Counseling Center has scheduled 1,589 counseling appointments since Fall 2017 semester, an increase in serves provided over past 2 years. Further data provided as compared to same period in 2015 & 2016.
- Counseling Center mental health therapist started the “Welcome Brigade” for students transitioning to the main campus from satellite campuses.
- Another mental health therapist started a weekly group for females who have experienced sexual assault/abuse.
- Disability Services currently developing a Faculty Handbook to address different programs on campus that assist students with disabilities.
- Fraternity & Sorority Life completed formal recruitment in September. Over 100 men and 100 women joined organizations.
- Annual Impact Greek Leadership Retreat scheduled for February 2018.
- Interviewing candidates for Director of Fraternity & Sorority Life in November.
- Military & Veteran Affairs – Military week November 6th -10th.
- Military Appreciation football game Saturday, October 28th.
- November 6th is Camo Day and National Guard obstacle course on Buskirk Field.
- November 8th is Red, White, and Blue Day featuring the “ruck march”.
- November 10th is the annual Veteran’s Day Ceremony on Buskirk Field.
- MU Wellness administered to the campus community over 600 flu vaccines in partnership with Cabell Huntington Hospital, Cabell County Health Department, and the MU Student Nursing Association.
- MU Wellness received a \$5,000 grant to study the needs of MU students in addiction recovery.
- Also received an \$800,000 grant to pay internships for students in behavioral health, psychology, counseling, and psychiatry fields of study.
- Hosted two special guest speakers Jeff Beeson, Deputy Director for the Washington Office of High Intensity Drug Trafficking Agency, and Dr. Rahul Gupta, Commission for the Bureau of Public Health and West Virginia State Health Officer whom shared a program overview to help combat the overdue epidemic in WV.
- Hosting “Heroin(e)at Pullman later this month.
- Parent & Family Weekend was a huge success; held in conjunction with Homecoming Weekend.
- Parent & Family Services newsletter now being distributed once a month.
- Student Activities kicked off (DIY) Do It Yourself this month.
- Student Activities hosted a fan bus to the Cincinnati football game for students and alumni.
- “Cosmic Bowling” series began – first 75 students bowl for free.
- “Screen on the Green” hosts 100 students every 2 weeks.
- Partnered with multicultural student organizations to host 14 events for Hispanic Heritage Month.
- Partnering with University Communications on “Green Fridays” to boost school spirit on the plaza with free food, games, music, and prizes.
- Student Activities chartered a bus of students to Cedar Point theme park in Ohio, where students had opportunity to meet general manager who is a Marshall alumnus.
- Co-hosted “Marshall after Hours” during away football game weekends with Housing & Residence Life.

- Successful Homecoming Week. Partnered with SGA and MU Alumni Office for various student organization events and homecoming parade.
- Student Advocacy & Success (SASS) office will begin a pilot program with College of Business in spring to remediate COB probation students. If successful, will attempt similar program with other colleges.
- Student Conduct – October is National Community Policing Month. Many events planned throughout the month. October 10th “Pop with a Cop”. October 18th “Ask the Chiefs Luncheon”, October 24th “Get Back: You Don’t Know Me Like That” and October 30th “Let’s Walk Together”.
- Student Government – SGA Leadership Conference was held in September. Hosted 85 students from local high schools.
- SGA provided community service to AD Lewis Center via tutoring, volunteering at Huntington Food Bank and cleanup at Harris Riverfront Park.
- SGA President Matt Jarvis elected chair of West Virginia State Advisory Council of Students.
- Student Involvement & Leadership has a new “Herd Link” software and has registered 136 student organization, 557 new users, and 131 organization events to date.
- John Marshall Emerging Leaders Institute increased to 82 freshman & sophomore members.
- National Society of Leadership and Success is sophomore leadership society with 754 members.
- Club Sports Partnership with Rec Center has strengthened.
- A new “Lunch & Learn Leadership Series” begins next month and is open to all students.
- Accepting nominations to “Who’s Who Among Marshall Students”.
- Women’s Center working with 10 other West Virginia institutions to develop a standardized climate survey to assess students’ perceptions of campus responses to sexual assault and interpersonal violence issues.
- “Red Flag Campaign” through month of October, partnering with First Year Residence Hall.
- Run 4 RAINN 5K in September raised \$1,000 for local rape crisis center, CONTACT.

Academic Affairs update:

- CITE: Had two ABET visits for the initial accreditation of the B.S. in Mechanical Engineering and the B.S. in Computer Science. Felt the visits went very well and the two ABET Commissions will vote on the final statements for accreditation during the annual meeting in Baltimore in July 2018. Anticipate hearing the results by the end of August 2018.
- COB: Business Professional Speaker Series allows students to connect classroom teaching with real-world business applications through meeting experienced and successful business people. “Invest in Your Tomorrow: Think like a Business-of-One”. Ten highly distinguished speakers each semester.
- COLA: Matt Gallagher, grad student in Public Administration and Project Director in the WV Secretary of State’s office was runner up in Dan O’Hanlon Essay Contest. David Trowbridge, Associate Professor of History, has been awarded \$60,000 grant match by the National Endowment for the Humanities to expand his work creating the online content for historical waking tours across the state of West Virginia.
- COS: October 23rd faculty of the Digital Forensics and Information Assurance program hosted the 6th Annual Cyber Safety Summit at Big Sandy Superstore Arena targeted to middle school students with over 900 people in attendance. Goal is to raise students’ awareness of online threats and dangers of social media. Dean Somerville invited to join the US Army Corps of Engineers Ohio River Basin Inspection Tour (ORBIT) from 17th through 19th of October.
- CAM: The Miracle Worker and Charles Dickens Christmas upcoming productions by MU Theatre. Partnership with graphics students and Cabell Hunting Pediatrics in developing board game for children going through life experiences / surgeries (Hoops Children Hospital).

- COHP: Inaugural class of online Dietetic Internship Program of 21 students. Expect enrollment to increase to 55 students. Enrollment of Master of Social Work of over 90 students in its second year of operation. COHP Behavioral Health Center will open November 10, 2017 to serve student veterans and their families.
- SOP: Pharmacy Exam (NAPLEX) results greatly exceeded the prior year 85% vs 66% (national average is 90%). Law exam (MPJE) in-state rate 73% out-of-state 82% national blended pass rate is 78%. They have begun planning for the layout of the P3 building and are meeting with architects.
- COE: Focus on accreditation. New organization than last accreditation in 2012. First time graduate program will be looked at Fall 2018. In December will host State Board of Education on 4th, 5th, and 6th.

The next Board of Governor's meeting will be December 20, 2017.