

Marshall University Classified Staff Council Minutes

January 18th, 2018, MSC 2E28 Shawkey Dining Room

Members Present: Nina Barrett, Patty Carman, Tootie Carter, David Childers, Katherine Hetzer, Carol Hurula, Leonard Lovely, Lisa Maynard, Teresa Meddings, Tim Melvin, Missy Morrison, Marcos Serrat, Jami Smith, Crystal Stewart, Justin Tyler, Tony Waugh

Members Absent: Jonathan Sutton,

Members Absent (Excused): Chris Atkins, Lacie Bittinger, Toni Ferguson, Amad Mirzakhani,

Guests: Brandi Jacobs-Jones, Bruce Felder, Becky Lusher

Vice Chair Tony Waugh called the meeting to order and parliamentarian Becky Lusher verified there was a quorum.

Brandi Jacobs-Jones

- Provost Search - Brandi reported that the previous week there were two consultants on campus from AGB Search conducting "presearch" about Marshall to better understand our needs so they can create the profile to promote the position of Provost. The feedback from the consultants affirmed that Marshall is a family and not just an organization or university. They added that in over 40 searches they have done, Marshall was the most inviting place that they had visited. If all goes well, the following timeline is the timeline we hope to see:
 - Marshall should receive a draft of the profile January 30th.
 - The position should go public in early February. At that time, it will be advertised and AGB Search will also reach out to candidates that they're aware may be a good fit for Marshall University based upon the profile created.
 - Interviews will begin in March.
 - Hold on-site interviews with finalists by the end of April before the end of the semester so that students, faculty, and staff can have input.
 - The search committee will then be charged with presenting the top three or four candidates unranked to Dr. Gilbert for selection.
 - Announce who the new provost will be by the end of June so that they can start on July 1st.
- Condition of Campus – Brandi praised the members of staff who come in early and make sure the sidewalks are cleared and that campus is safe.

Bruce Felder – Human Resources

- Bruce added his thanks to the crews keeping the sidewalks cleared and safe. He stated that there was only one fall-related injury before break in which someone filed workers comp, but in the recent days of heavy snowfall he wasn't aware of anything additional.
 - Bruce added that he encourages all staff members to wear proper footwear for inclement weather conditions.

- PEIA Go365 – This is a new initiative being rolled out by PEIA. Employees should have already received something in the mail in a white envelope with green writing, and soon the University will put out a larger communication. The initiative is complex but to summarize, you can download an app that will sync with fitness trackers like Fitbit, etc. and healthy initiatives that the employee takes such as physical exercise, and preventative medicine like the dentist and eye doctor will earn an employee points which can be used for obtaining rewards. The letters that were already mailed out contained employee username and passwords for the program. However, HR will be sending out a link to the website and instructions for gaining access. The benefits coordinator will attend a training on January 25th to learn more information that will be disseminated to employees.
 - The assumption is that in the next fiscal year all employees will be required to obtain approximately 3000 points, which will take the place of the Healthy Tomorrow's guidelines.

Do you know if being a member of the rec center will play a factor? – Bruce stated that there were some facilities listed on the website that they will honor, and while the MU Rec Center wasn't one of them there was a place to request another facility to be added.

Justin Tyler added that when you sign up for the Go365 you can answer the health assessment which will earn the employee 2500 points and can be used for a \$25 gift card.

- Bruce speculated that in the future the requirements may be for any person on the policy, and not just the policyholder. However, that has not been announced as of yet.
- New Compensation Model – Bruce said to be on the lookout for the website to be released by the end of January, which will include the slotting information that will show where current positions will fall on the new scale. The slotting of positions will be a draft model, and not set in stone until the program is fully up and running.
 - The system is built for both classified and non-classified jobs. However, Marshall is only rolling it out for classified right now, with the hope to bring in non-classified at a later time.

Will it be ok if we look at other school's slotting information they already have up as a reference? – Tim Melvin – Bruce said that it would be fine, although it could be somewhat different. For example, at Marshall they're breaking the trade specialists up by type of specialist and can possibly vary.

Is there a projection date for when the new pay structure will go live and actually be implemented? – Becky Lusher – Bruce said that it will really depend on approval at the BOG level and from the President. He would like to see it start July 1st, 2019, although many things will need to take place before that can happen.

If the actual slotting of positions is going to only be a draft currently, what would be able to influence change to it? – Tim Melvin – Bruce said that market conditions from the "master job spec" for a position can help determine any necessary changes. Every position should have a "master job spec" that looks just like their position, and if it doesn't then it may need to be classified under a different master job spec. The master job specs should be on the website as well. HR has already taken a close look at the

positions, but a staff member could bring it to their attention if they don't believe they are under the correct master job spec.

Will there be a time limit in which someone can object to where their position has been slotted? – Carol Hurula – Bruce stated that once they get the go-ahead to move live they will send out letters stating their old job and pay grade and their new job and pay range and that any objections should be notified to HR within a certain number of days. Until that notification is sent however, the information on the website is just a draft and not finalized.

If employees find where they are slotted online, can they come to you before they receive their letter to raise any objections they may have? – Leonard Lovely – Bruce replied that yes, that was correct.

Just out of curiosity, why was the decision made to cancel classes for the remainder of a day during inclement weather but the offices weren't also closed so that staff could leave as well? – Bruce deferred to Brandi who stated that the weather committee met they looked at a number of different things including whether the roads are passable or not and the impact on the campus as a whole. When the whole campus is shut down it also has an impact on other student services, functions and events. Students still live in the residence halls, require meals from dining services, use of the library and study center, etc. Many students who were still on campus received services from other offices as well such as the bursar, financial aid, advising, etc. Brandi also stressed that inclement weather communications stress that employees who feel they can't make it in should communicate with their supervisor. Employees can use annual leave, or make up hours at a different time.

- Brandi added that despite the news outlets announcing that Marshall was closed, the offices were still open and that when in doubt, employees should always check the main Marshall University webpage homepage for the official word.
- The MU Alert system is also a good way to get information about weather closings and delays. Alternate emails and multiple phone numbers can be setup with the system as well. Crystal added that there had been an issue with messages being delayed and that IT was aware and working on the problem.
- If an employee was already scheduled off for sick or annual leave on a day on which we have a 2-hour delay, their leave will be reduced by two hours. However, it won't have any effect on someone whose day off was scheduled for that day. Historically, evening shift workers would have to come in at their regular time, but supervisors are encouraged to allow them to leave 2 hours early *when possible*. However, STO time can also be utilized when someone can't be off for the extra two hours to make it balanced.

Are the parking lots cleared and salted? – Crystal Stewart – Brandi answered that parking lots are contracted out and are under the leadership of Public Safety. Our Physical Plant doesn't clear the parking lots. One of the issues with clearing the parking lots is that oftentimes there are vehicles parked on them, so the focus is usually made on the parts that are actually driven on.

Is there a way in TimeclockPlus to designate which department an employee should be paid overtime from if it's different from their regular job? – Carol Hurula – Bruce stated that there are different cost codes in TCP that allow someone to say they are clocking in to work for a different area so that the hours are tracked for use from that area. An employee usually only has one job code, but can have

multiple cost codes for different departments. For example, if a MUPD officer does security for Athletics then the cost code would be different than that of the Artist Series.

Marcos pointed out that they're still having trouble with Comp Time. They punch in for comp time but it doesn't show up in their accruals. – Bruce said that they would pull a report for it, but that they will also have a new comp time module to hopefully be active on February 1st.

Is there any word on when the year-to-date totals will show on paychecks? – David Childers – Bruce stated that year-to-date totals for 2018 are showing, but the option will never be available for 2017 when the pay system changed because it crashes banner when they try to input the information from EPICS. However, all income from 2017 will be reflected on the W2s which will be available on myMU and via hard copies and postdated by January 31st.

Minutes

The December 14th, 2017 minutes were approved as written.

BOG – Carol Hurula

Carol's full BOG report can be found on pages 6-10. She hit some of the high points in the meeting, and then sent a full report after the meeting concluded.

Committee Reports

Election Committee – Nina Barrett – The election committee plans to have an election as soon as possible due to several vacancies. Most of the vacancies are in the Clerical EEO Group, which is a hard group to get to run. She added that Chris was waiting on one more anticipated resignation in order to make the most out of an election process.

Legislative Committee – Tim Melvin – No report.

Personnel/Finance Committee – No report.

Physical Environment Committee – No report.

Staff Development Committee – Missy Morrison – Missy pointed out that on the tables there was a letter from the Veteran's Home thanking Staff Council for the contributions from December.

The other collection that was taken up in December for the Street Ministry was very well received.

The committee will look to do another service project sometime in February.

Harmony House is a day program for the homeless in Huntington. They're open 8am-4:30pm and have computers, washers and dryers, etc. for homeless individuals who don't stay at the City Mission to utilize. They also have staff who help with job coaching and other things to help people get back on their feet. They service between 75 and 130 clients each day. Currently the City Mission has reduced their daily meals to two per day and people are looking to Harmony House for lunch. Missy said that they are looking for people to help provide food for some of those lunches, whether it's monetary donations or enough food for one meal. Missy will send an email with this information for Staff Council to forward to

departments or buddy lists to try and account for a few meals by taking donations of the same type of food.

Ad Hoc Scholarship Fundraising Committee – Tim Melvin – Over Christmas we collected around \$4,500 from the raffles and silent auction.

Discussion followed on ideas to raise more money. One idea raised was to raffle off a paid day off, but logistics of whether it would be possible were questioned. Tim said he could look into it. More ideas included having a lunch, creating a valentine’s raffle basket, or challenging the administration to match any funds raised by the classified staff.

Announcements

MU Day at the Capitol is the following Wednesday.

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

BOG Representative – Carol Hurula

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

Attended reception at President's home for State Board of Education members on 12/5/17.

Attended legislative event at President's home on 1/4/18.

Attended "Open to All" Inclusive event at President's home on 1/9/18.

BOG Meeting on December 20, 2017

Approvals:

- Approved minutes from October meeting.
- Approved GA-2 Alcoholic Beverages on Campus policy.
- Approved Investment earnings statement.
- Approved Intent to Plan Doctor of Nursing Practice (DNP).

David Hatfield gave presentation on HLC Accreditation "open pathway".

Mark Robinson gave presentation on Budget: Effect of Enrollment Increases.

President's report:

- 26 high school visits by Coach Pruett and President Gilbert & staff.
- Generated over 600 applications.
- Provost search committee finalized 20 members.
- AGB Consulting firm assisting with search process, Bandi Jacob-Jones chair of committee.
- Established Alliance for Economic Development for southern part of state.
- Chinese delegation visited RCBI with Charlotte Weber.

Operations Committee report:

Ahead of schedule on Jenkins Hall renovation.

April phase 3 will be out to bid.

Football beer sales \$93,957 net was \$42,281. This amount paid toward original loan with remaining \$279,000 to pay back to Follett.

Witt O'Brien awarded the contract for Continuity Operations

Academic and Student Affairs Committee:

Presentation by Mary Beth Reynolds on Assessment (university wide).

Details on staffing and units involved in assessment.

Purpose of Assessment is to improve teaching, learning, and institutional effectiveness.

Examples of data inform decision making at Marshall University. Use of national benchmarked direct such as CLA and NSSE.

Higher Learning Commission Open Pathways Accreditation Model

Quality Initiative – Testing the Lumina Foundation's Degree Qualification Profile.

Processes for direct assessment of student's work and selected results.

Quality Initiative II: High Impact Practice Community Project.

Quality Initiative III: Integrative Thinking and Signature Work Project.
Degree and Certification Program Review.
Alumni Outcomes and Graduation Surveys.

Athletics update:

- Football won the 2017 Gildan New Mexico Bowl in Albuquerque, New Mexico.
- Marshall is 11-2 all-time in bowls.
- The Herd has won six consecutive bowl games, the longest streak in the nation.
- Doc Holliday is a perfect 5-0 in bowl game as head coach.
- Since 2011, only two other programs – Alabama and Clemson-have more bowl wins than Marshall (four).
- Bowl game was broadcast on national television by ESPN.
- Men's basketball off to an 8-4 start.
- Junior Jon Elmore ranked top 10 nationally.
- Junior Ajdin Penava leads the nation in blocked shots.
- Women's basketball Senior Talequia Hamilton named Conference USA Player of the Week.
- Men's soccer first-year coach Chris Grassie led his program to Conference USA tournament in November.
- Lewis Knight and Carlos Diaz-Salcedo named to the All-Conference USA second team.
- Women's soccer Joran Sackaris, Jenna Zuzolo, Karen Rogge, and Ashley Seltzer name to the All-Conference USA second team.
- Volleyball Madison Hill named to All-Conference USA first team
- Addisyn Rowe named to the All-Conference USA freshman team.
- Women's swimming Emma Lockyer from Canada and Angelica di Murzio from Italy were named C-USA swimmers of the week.
- Women's track opened indoor season with a 82-28 win over Ohio in the Chris Cline Complex.
- Stadium beer sales commissions totaled \$42,281 which will pay down the concourse expansion costs of \$313,669. Balance now due of \$271,388.
- Marshall's GSR (graduation success rate) increased to 85% up 1% from last report.

School of Medicine update:

- Daniel Langleben, M.D. named the inaugural Maier Professor and Director of Addiction Sciences.
- Marshall Health received 2.8 million contract from the West Virginia Department of Health and Human Resources for treatments services for pregnant and post-partum women.
- Pilot grants totaling \$200,000 awarded to four research teams. Thanks to Cabell Huntington Hospital – Marshall Health Collaborative Grants.
- Marshall Pharmacy now offering two community residency positions for Pharmacy school graduates.
- Quick Response Team (QRT) provides support to individuals within 72 hours of experiencing a drug overdose.
- Marshall University and Marshall Health hosted members for the national and state delegations, November 21st at the new Teays Valley location.
- Harless Auditorium is closed for renovations until January 2nd.
- SOM contracted with AAMC to perform Faculty Engagement Survey. Pleased to report that overall our faculty had more positive and supportive responses than both peer and cohort schools.

- Darshana Shah, Ph.D. professor of pathology and associate dean of student affairs and a team of co-authors published article in Academic Medicine on topic of faculty burnout.

Student Affairs update:

- New Director of Community Outreach & Volunteer Services, Will Holland
- Preliminary discussions with local nonprofit leaders regarding community needs for student volunteers, drives, and awareness.
- MLK Day of Service January 19, 2018. Students, faculty, staff, and community members encouraged to participate. Kickoff breakfast with President Gilbert.
- Working with student leaders and Cabell Huntington Hospital to host Dance Thunder.
- Counseling Center from August – December had 2,828 appointments including couples, and crisis follow-up sessions.
- Welcome Brigade group wrapped up fall semester meetings and looks forward to new members in Huntington and South Charleston in the spring.
- Pilot group to address sexual assault trauma plans to institute a new opportunity in the spring.
- Office of Disability Services assisted with 80 exams for fall semester.
- New Director of Fraternity & Sorority Life, Nick Wright.
- Annual Impact Greek Leadership Retreat will be January 26-28 at Ace Adventure Park in Oak Hill, WV.
- Military & Veterans Affairs announced Marshall will be declared a Purple Heart University. Dedication ceremony January 25th at 11am
- MU Wellness hosted free HIV testing and a family support group “Beyond Addiction”.
- MU Wellness awarded a 2.8 million grant for residential treatment facility for women with substance abuse disorders.
- New Student Orientation & Special Events division with Director Sabrina Simpson has moved to the lower level of Old Main.
- Office will work diligently to support the recruitment initiatives of the University.
- Special Events coordinator, Emily Roush, will assist with Day on Campus, December 20th, Spring Orientation, January 5th, Day on Campus for Valley High on January 19th.
- February 17th is the Marshall 2020 reception. Event for fall 2018 admitted students. Drinko Library from 5-7. Students and families given option to attend a basketball game or “Alabama Rain” after the event.
- Next Green & White Day is February.
- Student Activities held several events to help students unwind during finals week.
- 1,000 students took part in SNL writer, John Mulaney, “The Comeback Kid Tour”.
- New tradition of hosting “Paint & Sip” where 75 students invited to MSC Atrium evening before fountain ceremony to paint rendition of our beloved fountain.
- Hosted “Herd Holiday” with Office of Communications.
- Capped off semester with annual Stress Relieve Week.
- Student Advocacy & Parent/Family Services co-hosted “Warm-up with the Writing Center” with Housing & Residence Life staff.
- December Parent & Family Newsletter focused on transitioning back home during break and tips to get through final exam week.
- Staff reaching out to students who have not registered for spring 2018.
- Hosted a few Winter Break shuttles to regional airports.

- VP Cedric Gathings and Michelle Barbour, Student Advocate & Success Specialist attended the National Symposium on Student Retention.
- Developing an online parent orientation track for families of new students.
- Office of Student Conduct facilitated webinars for the University community.
- Office of Student Conduct has developed guidelines to assist faculty, professional staff, and administrators with addressing student related crisis.
- Student Government Association, Body President, Matt Jarvis joined Marshall delegation and President Gilbert on recruitment tours to several high schools in the area.
- Student Involvement & Leadership moving forward with the Club Sports Program with the A.D. Lewis Community Center.
- Commuter Student Network growing and meeting weekly.
- Online student involvement software “Herdlink” has 164 active organizations.
- Working with Office of Communications to promote “Herdlink”.
- John Marshall Emerging Leaders JMEL welcomed 61 new members. Group raised money for Hoops Children hospital.
- National Society of Leadership and Success for sophomore students welcomed 125 new members.
- Recently launched a “Who’s Who Among Marshall University Students” program in partnership with Alumni Affairs.
- Lunch & Learn Leadership Series highlighted Conflict Resolution, Social Media Etiquette, and Leadership Styles.
- Women’s Center will welcomes new coordinator, Claire Snyder in January.
- 1,778 new freshmen students were provided bystander intervention.
- Working with Housing and Residence Life to provide ongoing training on how to respond to crisis disclosures and self-care strategies.
- Working with new INTO students to address bystander strategies for sexual misconduct, relationship violence, and stalking concerns.
- Implementing a climate survey during spring semester to assess MU student experience regarding sexual misconduct and gender violence.

Academic Affairs update:

- CITE: Received a draft statement from ABET accreditation review of the Bachelor of Science in Computer Science. Looks wonderful and looking forward to receiving the final statement in August. CITE awarded its first U.S. Army Engineer Research and Development Center contract.
- COB: Herd Business Solutions “Consulting for the Community C-for-C” launched in the fall successfully with 8 in-class projects. Clients include Pepsi, Amazon, Center for Organ Recovery and Education, Huntington Police Department, River & Rail Bakery, Developmental Therapy Center, Altria Group and Expense Assist. Growing initiative future semesters. Launching the online MBA spring semester with 15 student’s enrolled – very little marketing.
- COLA: Monserrat Miller announced as Drinko Academy Director. Student alum Jordan Richardson listed in Forbes magazine. 45% of December graduates were “honors” grads.
- COS: Robin O’Keefe / Biology completed the Trifecta Grant Planetology. Met with Secretary of State Gayle Mansion and Homer Hickman to discuss sky scope installation in McDowell County. MU to lead project. Online observatory would give potential for science courses online.
- CAM: TWMUL 2016-17 Pinnacle College Radio of the Year award at the 96th Annual Media Conference in Dallas, TX. 115 student band members attended the Gildan New Mexico Bowl in Albuquerque, New Mexico and of those 80 had never flown. Great experience for students.

- COHP: Kade Sebastian of Huntington and Takuya Endo of Japan traveled to YoongPyong Resort in S. Korea on December 17th, the site of the Winter Olympics and will be there 90 days. Masters of Social Work program developing a telehealth network with Tug River Hospital and neighboring schools based community center to provide behavioral health services in January.
- SOP: Deeply involved with accreditation process. Search for Dean underway. Students successful Toys for Tots campaign.
- COE: Focus on accreditation. Report due January 26th with accreditation in fall. Jenkins hall renovations underway and basement to be completed before spring break. Working on HVAC and no heat in building until after winter break.
- LOL: February 21at Librarian of Congress, Carla Hayden on behalf of Carter G. Woodson – 1st woman and first African American woman to lead the national library – will visit campus.
- Recruitment: over 150,000 prospects (double prior years). Contacting and communicating. Applications are up 13%. Admits up 9.5% and deposits up 28% at benchmark date.

The next Board of Governor's meeting will be February 28, 2018.