

## Marshall University Classified Staff Council Minutes

February 15<sup>th</sup>, 2018, 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, Teresa Meddings, Tim Melvin, Amad Mirzakhani, Missy Morrison, Marcos Serrat, Jami Smith, Crystal Stewart, Jonathan Sutton, Justin Tyler, Tony Waugh

**Members Absent:** Toni Ferguson,

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

**Guests:** Dr. Gilbert, Brandi Jacobs-Jones, 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

- Dr. Gilbert stated that he's been to the legislature numerous times as there is a lot going on there. He added that he is not in support of the proposed campus carry bill.
- Dr. Gilbert added that he has visited 32 high schools in the area lately.
- The Board of Governors will meet on the 28<sup>th</sup> of February and Dr. Gilbert stated that he is proposing a 4.25% tuition increase, most of which will go to add additional police force and some will also go toward the tuition scholarship program. He is also proposing a 2% across the board pay increase for all Marshall employees to go into effect in March.

### Bruce Felder – Human Resources

- PEIA Go365 – There was a training that members of HR went to in order to learn more information. However, since then the Governor has made changes to the program and it will not be considered mandatory. However, employees will still get incentives for doing the program. The Go365 program is something that will give employees incentive to exercise and be active and healthy, and employees are rewarded with gift cards or other awards.
  - The Go365 program is something that is Humana based and has been around for a while that the State of WV has wanted to adopt through PEIA to replace Healthy Tomorrows. Healthy Tomorrows will still be around but employees will have the choice of either doing the Go365 or the Healthy Tomorrows in order to prevent penalties such as increased deductible.
  - Human Resources has created a Go365 website for more information.

*Do we still have to have the forms filled out by our doctor for PEIA?* – Leonard Lovely – Bruce said that since they were originally trying to make Go365 mandatory to replace the previous method he isn't sure yet.

- Classification and Compensation Program Changes – In the spirit of transparency, Human Resources released some DRAFT slotting information for a new classification and compensation system at the beginning of January. Bruce stressed that it is just a draft and the beginning of a

long process of building a new system and nothing is set in stone at this point. He added that he encourages feedback at any point along the process from staff if they may see something they don't like about it.

- There are several other schools in the State of WV who are also trying to build this new classification and compensation model, but none have provided as much information for staff to see as Marshall has done.
- A section for Q&A's will soon be put up on the website:  
<http://www.marshall.edu/human-resources/new-classification-compensation-model/>.
- The new system should be finalized by July 2019 and input and changes can be suggested throughout the process. Before the new system is live and active, each employee will get a letter stating where they are specifically slotted on the new system and giving them the opportunity to challenge where they are at. Bruce is hopeful that the letter will be sent to employees sometime in the area of July 2019.
- Questions are encouraged to be addressed by utilizing the anonymous feedback portion of the website: <http://www.marshall.edu/human-resources/classification-compensation-feedback-form/>.
- The current model we are building is for classified staff only.
- Bruce stated that they are working with the JCC to ensure that all of the jobs a person does truly meet the Master Job Spec that has been identified to establish that pay range. The goal from the beginning is to ensure that employees are in the proper market pay range for their job.

*Can we include non-classified staff who are managers of classified staff in the communications about these changes? There have been some classified staff members who asked their supervisors about it and the supervisors had no idea what they were talking about – Crystal Stewart –* Bruce said that he informed the Vice Presidents and directors and they should have informed the appropriate managers because he doesn't want to send the information to anyone who it doesn't apply to.

*Will you be gathering information on current employees regarding higher education? The guidelines mention that when hiring people you'll look at internal equity and I'm not sure that we currently capture the education of staff. – Carol Hurula –* Bruce said that they're nowhere near having that part of the plan constructed but they will have that information by July 2019. He added that he wants to make sure that we can recruit top talent, but without upsetting the internal equity.

*Will you be sending a letter to employees letting them know what their new position title will be so that they can see if it looks correct? Also, supervisors do need to know where their employees are slotted because they know what their duties are and what they do. – Leonard Lovely –* Bruce said that it's too early now to release that information but they will do that when it comes closer to July 2019.

*Are you changing our job descriptions or titles? –* No

*When you redo the system, will our salaries drop and will we get compensated for our education and years of service? –* No, no one's salary will drop. Also, the education and years of service has not yet been determined or factored into the plan. However, that would be a great point to bring up on the online Q&A so that the committee can evaluate it.

*Chris Atkins outlined an example of the type of concern he's been seeing: an employee who has been here for 8 years started out as a Data Technician (Paygrade 10), was reclassified to a Program Assistant I (Paygrade 12), and is now an Administrative Associate (Paygrade 14). However, all 3 of those positions fall into the new "paygrade" 3. – Bruce said that one thing that we will see happen is that several job titles will be collapsed in the new system. He added an analogy that the previous system sliced the "pie" that is the salary schedule very thin and into lots of small sections that people can move from one to the other in small increments. However, the new system will "slice the pie" into very few, but much larger, sections. Employees can then move around within that section of the "pie". Bruce added that in changing models we'll lose some of the history of the previous model, but he's interested in what job an individual is doing today, not the progression of their previous titles or job descriptions over any number of years. Then they want to make sure that the duties and responsibilities of an employee's job matches those of a job in the market and fit into that same pay range.*

*Chris Atkins made a comment that more information on a timeline and goals would help ease the minds of the people that this truly is a draft and far from a finished product. People are rightfully upset about what they have seen when it seems to be saying that their pay from a 2001 Salary Schedule is not so different from what the fair and marketable pay for their position is in 2018, especially considering inflation since 2001. Also, there are people in positions on campus who are currently on the same paygrade from the 2001 schedule, but fall into three different pay grades according to the new system. – Bruce responded by saying that they put a blueprint of the new pay grades on the website understanding that it would be hard to read, and they intend to add additional clarifications as they go. What they are putting out there is something they plan to communicate to the fullest extent, so that employees have every opportunity to ask questions, communicate in open forums, and give feedback on before it is implemented. They have no intentions of sliding something by without all of those communications taking place. Bruce encouraged employees to not get discouraged until its finalized and they receive the letter stating where they will be on the new schedule.*

*When will employees get their letter stating where they were on the previous salary schedule and where they will be on the new schedule? And when they get that letter will they also start getting paid based upon the new schedule? – Katie Counts – Hopefully the letter will go out to employees in the vicinity of July 2019. However, no one's pay will actually change at that time, it will only show where they should be.*

*How will an employee's pay get increased based upon the new system once it goes into effect? – Bruce stated that the FAQ that comes out once it's finalized about this will better explain it, but that there will be performance based metrics involved in addition to possibly having cost of living included. Employees will know exactly what they need to do.*

*If I've taken advantage of additional educational opportunities and certifications why wouldn't I be able to move up on the new pay range? – Bruce commented that there also needs to be a University based need that makes those certifications or education beneficial to the University. Regarding the Trade Specialist groups they're working on separate models in which they hope to be able to pay master licensures what they should be paid based on the market. However, the University has to be putting that specific skill to use in order to compensate someone more for having it.*

*If you've read the job descriptions of what's posted and you feel that you are not properly slotted, is that something to address to you in an email?* – Bruce replied that it should be emailed to the HR Manager Mary Chapman in order to give time to make sure you're slotted correctly. However, what is out on the website right now is what's called a "Master Job Spec" which is different than your actual job description as the Master Job Spec is broad and the parent to individual job descriptions.

*The Market Job Specs posted are only the ones used at Marshall. Is it possible to see the list of all Master Job Specs to see if we better fit into a different Master Job Spec family?* – No, Bruce doesn't want to make that available because figuring out the correct Master Job Spec is a job HR will do by using the job duties an employee tells him they do, and then matching those to a Master Job Spec. As opposed to an employee finding a Master Job Spec that pays higher and then crafting their description and duties to that. Then if an employee doesn't like the Master Job Spec that Bruce pairs them with, they can challenge it through the JCC.

*Another issue is that sometimes the max of a new pay scale is lower than the max of the previous salary schedule.* – Nina Barrett – Bruce stated that there will be a Q&A on this topic and that once it comes out he believes people will realize that there's more flexibility with the new schedule. He added that the new system will allow both the min and max of the paygrades to move up every couple of years based upon a new market survey.

*Will this new system be funded?* – Yes. Bruce said that it will be different than the previous system in which each year represented a designated step on a "schedule" of pay increases. There will be more information in the Q&A on how to get a pay increase like mentioned before, but each year's raises will be dependent on how much the University has available to designate for pay increases.

*Will the year-to-date eventually show up on the paystub?* – Marcos Serrat – Bruce said he is aware that it isn't there and will relay the question to Payroll.

### **Minutes**

The January 18<sup>th</sup>, 2018 minutes were approved as written. Crystal Stewart moved that they be approved, seconded by Carol Hurula, and motion passed unanimously.

### **Tim Melvin – ACCE**

Tim reported that at the last meeting they shared several similar concerns over the GO365 app as well as the institutions that are converting all staff to non-classified. At the next meeting they have there will be a fewer members attending for various reasons including their institutions will no longer pay for them to continue coming as well as some members who feel they're no longer viable on the committee as a "staff" member as opposed to "classified staff" member.

Due to the current climate they assumed that in the next few years there would be legislation introduced to lump all staff together and diminish the need for ACCE, but apparently that a bill has already been written and could be introduced as early as this session.

*Are we included in the raise that's being done by the State? – Leonard Lovely* – Initially it said all State employees, but then it was changed to include only certain employees of the State and didn't include higher education.

### **Motions**

It was moved and seconded that Staff Council send a letter to both legislative houses and the WV Governor, notifying them that Classified Staff at Marshall University is supportive of PEIA being focused on and fully funded with a long term financial stream. Motion passed unanimously.

It was moved and seconded that Staff Council send a letter to both legislative houses and the WV Governor, notifying them that Classified Staff at Marshall University is in opposition to the bill that would allow individuals to conceal and carry on campus. Motion passed with 14 for the motion, 3 against the motion, and 2 abstained.

### **Committee Reports**

***Election Committee – Nina Barrett*** – We will hold a special election for the following:

EEO 40 – 1 position

EEO 50 – 3 positions

EEO 60/70 – possibly 1 position

Nominations will be due Tuesday, March 6<sup>th</sup>. Elections will be held electronically March 16<sup>th</sup> – 19<sup>th</sup>. The election committee will meet on March 20<sup>th</sup> to verify the results.

***Legislative Committee – Tim Melvin*** – The 13<sup>th</sup> was the last day for a bill to be introduced in the House, the 19<sup>th</sup> will be the last day for a bill to be introduced in the Senate. The House passed a bill the previous day to move \$29 million from the rainy day fund to fund PEIA. However, PEIA is going to be up in the air until we see what happens with the potential teacher strike.

***Personnel/Finance Committee*** – No report.

***Physical Environment Committee*** – Crystal Stewart will now begin chairing the committee.

***Staff Development Committee – Missy Morrison*** – Missy extended the committee's thanks to Payroll and Accounts Payable for filling her car with food to provide meals at Harmony House. She added that they are now taking donations of socks and undies and milk money for the City Mission. The following Friday there will be a spa event at the City Mission if anyone is interested in volunteering.

***Ad Hoc Scholarship Fundraising Committee – Tim Melvin*** – The committee will hold a fundraiser until the end of the month selling products by Lemongrass Spa. Proceeds will go towards the scholarship fund.

### **Announcements**

Crystal Stewart announced that laptops can be checked out on campus if employees don't have internet access at home or don't work at a computer and would like to check out a laptop to use while on campus.

The next BOG meeting will take place February 28<sup>th</sup>.

Chris encourages reading the salary administration guidelines that are on the HR website, in addition to submitting questions for them to have something to work with.

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