

Marshall University Classified Staff Council Minutes

June 14th, 2018, MSC 2E37 John Spotts Room

Members Present: Chris Atkins, Nina Barrett, Lacie Bittinger, Karena Burriss, Patty Carman, Tootie Carter, David Childers, Timothy Cline, Katherine Hetzer, Leonard Lovely, Lisa Maynard, Teresa Meddings, Amad Mirzakhani, Missy Morrison, Marcos Serrat, Jami Smith, Crystal Stewart, Jonathan Sutton, Justin Tyler, Tony Waugh

Members Absent: Toni Ferguson,

Members Absent (Excused): Carol Hurula, Tim Melvin

Guests: Bruce Felder, Becky Lusher, Cedric Gathings

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

Bruce Felder – Human Resources

- Leave Accruals in TimeClock Plus – The functionality to send each employee an email every pay period detailing their personal leave accrual and usage isn't working properly but the company is working to fix it.
- Vacant positions – They are working on recruiting employees to fill some hard-to-fill job vacancies including a Chief Purchasing Officer, and Financial Aid Director.
- Classification and Compensation Update –
 - The goal is to have it finalized by the middle of the fall semester. They have a timeline of things they need to get done in order to make that deadline, including bringing in a 3rd party consultant to help get to that point and provide validation to what they are doing.
 - Another tool was purchased through payscale.com which now gives real time salary range updates instead of having to refresh them every few years.
 - There won't be a Board of Governor's policy introduced this summer as they are waiting until everything is ready to be presented at once.

Crystal Stewart reported that she has heard from an unhappy employee who feels she is constantly reminded from the pop-up notification in myMU stating the change to bi-weekly leave accrual that she thinks she has been shorted on her leave. – Bruce stated that anyone who thinks they have been shorted on leave can contact Human Resources, but hopefully that will be clarified once the bi-weekly email with accrual and usage is sent to employees.

Is it possible to setup an email to go out and warn employees that they are approaching their cap on their leave bank? – Justin Tyler – Bruce stated that he hoped that the bi-weekly leave accrual and usage email will alert employees when they are getting close, but he will also look into whether a max leave report is available.

What are the enrollment numbers for fall? – Bruce said he was unsure at this time.

How long of a delay is there between when comp time is earned and when it is calculated into an employee's available comp time? – Justin Tyler – Once payroll is closed out on a Tuesday or Wednesday then the balance should show up that Wednesday. Comp time cannot be coded until after they have reached 37.5 hours however, so comp time cannot be entered until after an employee has worked 37.5 hours in the work week. Bruce added that he's considered allowing comp time to be recorded before an employee reaches 37.5 hours to ensure that they receive their time, but he hasn't come to a decision on that yet. He added that he will update Council after speaking with Bob Walker.

Where are we in the stages of updating our annual review system? – Chris Atkins – It will be an electronic review process similar to the way it's handled now, but an employee will get an email and complete it electronically. Supervisors will have the ability to print it for employees who don't work at a computer, but everyone will logon and sign it electronically. It will be through a module in our People Admin system called Performance Management. Once it is built we will have some training sessions on it, and Bruce added that they could do a demo for the Staff Council group to provide feedback on. At some point it will tie into future salary increases based up on someone's final score. Bruce stressed that at this time he doesn't know how it will tie in exactly, but as a possible example if employees are due a 4% potential salary increase in which 2% would be automatic and the remaining 2% would be determined based on each employee's performance review. They are in the early stages of working on this system, and they don't expect it to be completed until the middle to the end of the fall semester.

Chris added that the biggest concern about the new review system is that it's fair and will prevent retaliation on an employee by a supervisor based upon non-work opinions of them. – Bruce responded that those were valid concerns and that's part of what they're working to accomplish. Chris requested that it could be presented to Staff Council for input before finalized, which Bruce agreed to do.

Cedric Gathings – VP of Student Affairs

- There have been some updates within Student Affairs facilities. There's a new center in the lower level of the Student Center where fraternity and sorority life is located as well as student involvement, student services and student activities.
- The following week is new student orientation but the official numbers have not yet been given out.
- Onboarding Staff
 - June 25th – Brittany Johnson – Program Assistant in the Student Counseling Center
 - June 25th – Dakota Maddox – Director of Student Activities
 - June 25th – Dr. Candace Layne – Director of the Counseling Center
 - July 23rd – Raymond Blevins – Mental Health Specialist in the Counseling Center
 - Currently interviewing for next assistant dean as well.

Minutes

The May 17th, 2018 minutes were approved as written.

Committee Reports

Election Committee – Nina Barrett – No report.

Legislative Committee – Tim Melvin – No report.

Personnel/Finance Committee – No report.

Physical Environment Committee – Crystal Stewart – The committee met and discussed parking. Crystal contacted Bob Dorado to see if there is a report from the 20/20 parking survey that was conducted.

Service/Staff Development Committee – Missy Morrison – On May 18th Missy attended a cook out with the City Mission in which she delivered shoes that had been donated. Marshall's donations combined with the rest of the donations totaled 526 pairs. They had 600 hot dogs, 210 people, and the department of Social Work donated 335 books.

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

Announcements

July 2nd the new Provost will start.

We will begin plans for doing another Thanksgiving Dinner for the students this year.

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

Minutes approved by: 
Chris Atkins, Chair, Staff Council

Minutes read by: 
Dr. Jerry Gilbert, University President

