

Marshall University Classified Staff Council Minutes

September 20th, 2018, MSC 2E37 John Spotts Room

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

Members Absent: Jami Smith

Members Absent (Excused):

Guests: Dr. Gilbert, Dr. Jaime Taylor, Mark Robinson, Bruce Felder

Chair Chris Atkins called the meeting to order.

Dr. Gilbert – University President

- Marshall recognized National Housekeeping Week the week before and Dr. Gilbert stated that he enjoyed being able to serve food to those who participated.
- Enrollment and Budget
 - Dr. Gilbert stated that his continued emphasis at the University is increasing enrollment. This semester's enrollment is down slightly, but not as much as originally thought.
 - Dr. Gilbert added that he is very pleased that the new Provost Jaime Taylor is energizing many different academic programs around campus, which helps engage people and increase our enrollment.
 - Budgets at the State level seem to have become stagnant and our budget at Marshall most likely won't be increased, and could even be cut once again. These factors make it even more important to increase enrollment and stabilize our budget.
 - Some things have been put in place this fall which could positively impact enrollment in another year or so.
 - Dr. Gilbert is already visiting area High Schools, and one recent visit resulted in every senior who was present submitting an application for Marshall.
- Pharmacy School Progress
 - The steel is starting to go up for the Pharmacy School project on Hal Greer.

Jaime Taylor – University Provost

- Dr. Taylor seconded Dr. Gilbert's emphasis on enrollment. He added that it could help provide financial peace by increasing salaries as well as have an ethical impact by helping to educate the people of West Virginia and help them gain access to Marshall.
- Strategies for increasing enrollment:
 - Revising Green and White Days – They will be in a centralized location in the Rec Center and every Academic Program will be represented. This strategy will help high school

- students who don't know what they want to do, as well as creating a lot of energy in one place.
- Several campus tours will be going on to try and get those people who come to a Green and White Day back to see the campus.
 - Many activities will be going on across campus with the purpose of getting people on campus from the surrounding area and surrounding states.
 - Dr. Taylor stated that he is a proponent of making sure people have a voice and input with what's going on. We will be working on a strategic plan for the University, and they will bring Chris in as the Staff Council chair and have a process where everyone can have input.
 - Green and White Day Dates:
 - October 12th
 - November 12th
 - December 1st
 - Students can sign up for Green and White Day on the Marshall webpage. Another webpage is being setup that will allow anyone to input someone's information and have Marshall send them a VIP Recruit to make sure they are contacted.

Since IT isn't part of an academic program is there a way to involve us in Green and White Day or campus tours, even if just by creating a fact sheet? – Crystal Stewart – Dr. Taylor replied that there would be a browsing area in the morning on Green and White Days. IT and any other non-academic groups could certainly setup during that time to showcase some of the other things Marshall has to offer.

Mark Robinson – CFO

- As a continuing topic, parking can no longer be taken out pre-tax and has been changed. However, the plan to correct the pre-tax deductions from January through August was not successful on the September 14th paycheck, and they will have to try again.

Bruce Felder – Human Resources

- A Health and Wellness Fair will take place October 11th in the Don Morris Room. This year's fair will be a combination for Faculty, Staff and Students. There will be prizes, local vendors, flu shots, and many testing options.
- There have been some updates to the Timeclock Plus (TCP) module. One of the updates includes being able to approve time and leave for each employee a manager has from the dashboard.

Have the issues been fixed where you used to have to remove approved leave from more than one location to make sure time isn't taken for it? – Leonard Lovely – Yes, an update a few months ago should have fixed that.

- As a continuing topic, the automated emails from TCP showing leave accruals are close to being able to be sent to all employees.
- Classification and Compensation Plan – an updated timeline has been created and can be found online. The front of the page has the implementation schedule and the back has the training timeline.

- The policy referenced on February 28th, 2018 was approved on 8/23/18 and just gives the ability to fund the minimum of the new salary scale and provide across the board increases.
- By December, they plan to finalize the compensation philosophy, which is a way to state how the University views and values good compensation. All compensation decisions going forward should be centered around this philosophy.
- By February of 2019 they plan to have all reviews and revisions done do the slotting of jobs and job families.
- In March of 2019 notifications will be sent to all employees notifying them of their slotting location. They will also have the job review and appeals process in place should anyone wish to appeal where they have been slotted.
- Funding of classified staff to the minimum of their salary ranges has been planned for 2019, but Dr. Gilbert spoke up and stated that he has asked for that to be done by either November or December as opposed to waiting.
- Implementation and use of electronic performance evaluation system isn't planned until January of 2020, which will give a year of finalizing and training. Then the first use of the system for performance based salary increases is not planned until July 2021.
 - The performance evaluations that begin in January 2020 will hopefully be completed by March, and then those scores will be graded by July 1 in order to let Mark Robinson know what would need to be budgeted for the pay increases the following fiscal year.
- Training:
 - Bruce stated that they want to provide training on how to do the performance evaluations, and will bring in some outside consultants to help with that.
 - There will be training on the new electronic system once it's up and running in spring of 2019.
 - There will also be a training on compensation and how it works in the market. There will be a separate training for staff and for supervisors. External consultants will also be brought in for that.
- Bruce stated that he would demo the pay factor software for the Staff Council group once they have it ready.
- In Fall of 2019 Bruce said he plans to work with individual supervisors on making career ladders within the University.

Will the AEI be impacted with the new classification and compensation system? – Jonathan Sutton – Mark Robinson spoke up and said that's part of State code and will not be effected.

Will paper evaluations continue to be done on anniversary dates until the electronic evaluations are implemented? – Carol Hurula – Yes, paper evaluations will continue with anniversary dates, but once we change to electronic evaluations they will all be done one time a year.

If someone fills out a job description form now will it still be looked at? – Dave Childers – Yes, Bruce said it absolutely would.

I had an occurrence where I worked overtime in one week and took a sick day in the previous week, but the two weeks were in the same pay period and the overtime was not paid. It was fixed in payroll but took a few weeks to get sorted out. Have you fixed that problem? – Justin Tyler – Mark commented that he would follow-up to check.

Many people are getting paid overtime who actually wanted comp time hours instead. Is there any way of implementing the comp time module mentioned in a previous meeting? – David Childers – Bruce said he recommended setting up a training specifically for the physical plant managers doing the time and attendance, show them exactly how to do it, and then watch them do it on the computer just to make sure. He added that he has put in a request with TimeClock Plus to fix the Comp Time Module that they would like to implement.

Is it redundant to require a letter of reference in addition to answering reference questions on PeopleAdmin? – Leonard Lovely – It's a pretty standard practice, but Bruce stated he would speak with his PeopleAdmin individuals and see if they can come up with a happy medium, like possibly making the letter optional.

If we pull employee salaries up to the minimum before completing all of the slotting of positions and someone winds up being slotted higher than they were originally brought up to, can those individuals get reimbursed for whatever portion of their salary they missed? – Chris Atkins – Bruce and Mark both spoke up to say that is something they can certainly do if it happens because they just want to do what they can to bring the minimums up sooner.

Minutes

The August 9th, 2018 minutes were approved as written.

Carol Hurula – BOG Report

Carol's report from the August 2018 BOG meeting is as follows:

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

BOG Meeting on August 23, 2018

- Approved minutes of June 27, 2018.
- Approved investment earnings update.
- Approved Policy N. FA-6 Classified Employee Salary Policy.

Monica Brooks presentation on Libraries and Online Learning. September 5th will celebrate 20th Birthday for Drinko Library. (Attached handout)

President's Report:

- Moment of silence in honor of Reggie Oliver.
- Thanks to Oshel Craigo, Mike Sellsards and Joe McDonnie for continuing on board until replacements are named by the Governor.

- Admissions Outreach Alumni Program. Web-site being developed. Will train individuals to go to school events, etc.
- July 14th Alumni Capitol Club meeting was held at the Governors House.
- Alex O'Donnell will be our N. Texas recruiter beginning in September for the Office of Recruitment.
- WOW – rainy weather prevented the annual walk down 4th avenue for the Freshman Convocation, but still a great event. Brandon Dennison was the keynote speaker and was excellent in message to freshman incoming students.
- High School visits will continue in FY19.
- Plan on visiting each UNI 100 class. Has attended 30 of the 80 has 50 more classes to go.
- Blue Ribbon Commission. He and Gary White are on committee. Have had one in person meeting and one virtual meeting. Will be meeting at Bridgeport on Monday, August 27th.

Chair Report:

- On behalf of all former chairs and executive committee thanks for the confidence expressed to him in the election of chair. Former chairs have set the bar very high.
- Coming years plan will be on navigating rough waters. (HEPC, Opioid situation and others).
- Executive committee to provide one goal they would like to see BOG accomplish.
- Former BOG chair wants us to review policy that governs the Board.
- Get to where we need to be will require greater involvement from faculty staff, students and alumni.

Entered into Executive Session.

Meeting adjourned 11:50am

Provosts Report & Committee Reports:

- Enrollment & Student Success – slightly down in fall.
- Changes to recruitment occurred late in cycle (takes a year to see benefits of new effort). Full year to execute plan.
- Extra attention to be devoted to on-campus visits. Green & White day, Campus Tours and more individual visits to academic unit.

Committee Reports

Election Committee – Nina Barrett – No report.

Legislative Committee – Tim Melvin – No report.

Personnel/Finance Committee – No report.

Physical Environment Committee – Crystal Stewart – No report.

Service/Staff Development Committee – Missy Morrison – The committee met to start making plans for this year’s Thanksgiving Dinner for the students. It will take place on Tuesday, November 20th and this year we are planning for 400 people since we anticipate it to be larger this time.

Missy added that she has also started helping with this year’s coat drive, and will send the information to anyone who would like to share it with their departments.

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

Announcements

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

Implementation Timeline

Date(s)	Deliverable
9/1/2017	First draft of salary policy
9/15/2017	Second draft salary policy
9/21/2017	Presentation of draft to Classified Staff
9/21/2017	Creation of website with current information/FAQs to be updated
10/6/2017	Submission of salary policy to President's Office for inclusion on 10/25 MUBOG Agenda
10/25/2017	First reading of salary policy by MUBOG
1/31/2018	Release of slotting information to impacted employees and the MU Community via (website & email)
2/28/2018	Second reading of salary policy by MUBOG (Approved 8/23/18)
12/1/2018	Finalize our compensation Philosophy
2/1/2019	Review/Revise/Update slotting for all jobs (job family, classification, and title reviews)
3/31/2019	Finalize Job Review/Appeals Process (formally known as PIQ Review)
3/31/2019	Send notification of all final slotting information to all classified staff via campus mail
Spring 2019	Fund "applicable" classified staff positions to the minimum of their designated salary range
1/1/2020 - 12/31/2020	Begin conducting electronic performance evaluations for all staff
7/1/2021	Utilize Matrix systems to disburse performance based salary increases

Training Timeline

Date(s)	Performance Evaluation Training Sessions
3/1/2019	"How to complete a Job Description" & "The Job review process" (formally known as PIQ Review)
Fall 2019	How to conduct a proper performance evaluation. (All managers required to attend)
Summer & Fall 2019	End User Training on the "Electronic" Performance Evaluation System
	Compensation Structure Training Sessions
Spring 2019	General compensation training (COMP 101) for "all staff" with a separate session for supervisors
Spring 2019	Demo of PayFactors Software by Payscale.com (How Market salary is determined)
Fall 2019	Career ladders, Qualile Alignment, and Range Movement
Fall 2019	Annual Salary Increase, Performance Based Pay, Salary Matrix Tool