

Marshall University Classified Staff Council Minutes December 20th, 2018, MSC 2E37 John Spotts Room

Members Present: Chris Atkins, Lacie Bittinger, Karena Burriss, Patty Carman, Tootie Carter, David Childers, Timothy Cline, Carol Hurula, Leonard Lovely, Teresa Meddings, Missy Morrison, Justin Tyler,

Members Absent: Nina Barrett, Katherine Hetzer, Lisa Maynard, Tim Melvin, Amad Mirzakhani, Marcos Serrat, Crystal Stewart, Jonathan Sutton, Tony Waugh

Members Absent (Excused): Toni Ferguson,

Guests: Dr. Jaime Taylor, Mark Robinson, Brandi Jacobs-Jones, Cheri Musgrave, Chip Gue

Chair Chris Atkins called the meeting to order.

Brandi Jacobs-Jones

Dr. Gilbert could not make the meeting due to being in Florida, but he thanked everyone for their work throughout 2018 and wished everyone a good holiday break.

Chris Atkins pointed out that some guests were present from Financial Aid who were concerned about a recent decision that was made that effects their department. An email had gone out to the University community telling everyone that we would get an additional 2 days off at the end of our holiday break, January 3rd and 4th. However, financial aid was then told by their supervisor that they would still have to work those days. – Brandi stated that from the emails she has been privy to on the subject, it seems that the supervisor has the discretion to require their employees to work those days to complete essential services. Appropriate compensation will be given to employees worked based upon their status as exempt or non-exempt according to the Classified Staff Handbook. Brandi conceded that the communication was problematic in that they first found out they had the day off via the University Communications email, and then that was taken back. She added that she will also make the recommendation that in the future the departments providing essential services should be consulted before announcing that everyone would have a particular day off.

When is Aetna supposed to close buildings? Because Morrow Library was locked before 5:00pm on Tuesday December 18th. – Katie Counts – Brandi said it varies by building but that she will look into this.

Dr. Jaime Taylor – University Provost

- Dr. Taylor commented that the creation of the Leadership Program speaks highly of President Gilbert's commitment to the staff. The program was created more quickly than anticipated, and is comprised of equal staff and faculty members.
- Dr. Taylor gave his thanks to everyone helping to get enrollment up.
- They will soon be rolling out an initiative for student success to help the students stay in school and stay at Marshall.
- Dr. Taylor stated that they will be getting information out on how to get students to the right people for the help they need. Often students don't drop out for academics, but for a crisis that

occurs in their life. If more people can identify when that is happening to a student and get them help it can radically change their life and their future.

Is there some sort of resource or packet we can have to let employees know what options they have available to them for help also? – Justin Tyler – Brandi replied that there is not currently a packet, but that there is an employee assistance program. Marshall has an arrangement with Cabell Huntington Hospital that can arrange services at a minimal fee. Supervisors, directors, or HR can help set that up. Sometimes arrangements can also be made for the fees associated with it. There are two ways of setting up those arrangements: an employee can voluntarily come forward to let management know that they need some help with an issue, or a supervisor can identify that their employee may be going through something and need to be setup with the program. If the University encourages someone to go through the program, the University will pay for the first 8 sessions.

Mark Robinson – CFO

- Enrollment is down for full-time enrollment. The dollar amount we were down in the fall was \$1.9 million. It can be assumed there will probably be a similar, if not larger, shortfall in the spring. The students we have been losing are our higher paying students which has caused the larger shortfall. Mark said they are cautiously optimistic that they will be able to handle the deficit.

Bruce Felder – Human Resources

Bruce was unable to attend the meeting due to something that came up, but encouraged Chris to let him know if there are any questions we would like answered. A conversation took place about the classification and compensation system, and it was decided that the concerns would be directed to the Personnel Committee to present a recommendation to the President. **Chris encourages any Council member who wants to contribute to the concerns to message him so that it can be included in that report.** Concerns can be those of the Council member's or concerns from the staff they represent.

Carol Hurula – BOG

Carol sent the following report via email and went over the points in the meeting:

**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 December 13, 2018

- Sworn in three new BOG members, Tony Stroud, Bill Smith and Geoffrey Sheils.
- Approved minutes of August 23, 2018.
- Approved investment earnings update.
- Approved addition of new degree – Master of Science Cybersecurity.

President's Report:

- Welcomed new BOG members.
- Review BOG policies which will take place through October meetings. Twenty-five policies being reviewed each BOG meeting. Thanks to Mary Beth Reynolds for administering this review.
- Brad & Alys Smith 25 million gift to business school.

- Brad D Smith business incubator (entrepreneurial).
- Higher Ed means jobs.
- Parthenon editorial on December 4th of MU Entering Into a New Era.
- 1,200 students will graduate on December 15th.
- Graduates are making a difference for everyone in West Virginia

Chair Report:

- Upcoming BOG policy review.
- Will also look at IT-3 and recommends CIO review IT policies as well.

Entered into Executive Session.

Exited Executive Session.

Approved naming room in Jenkins Hall for Dottie Hicks.

Meeting adjourned 12:15pm

Provosts Report & Committee Reports:

- Discussed Cybersecurity degree.
- Information on Leadership Fellows new program and inaugural participants selected.
- Each college dean and/or representative provided information happenings in their college (handout).
- Student Affairs update (handout).
- School of Medicine update (handout).
- Athletics update (handout).

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 – Missy thanked everyone for their donations toward the Staff Holiday Project.

Missy suggested that in January and February the committee take up donations of underwear for Harmony House.

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

Announcements

Chris announced that current council members have six months left in their seats on the current term. Elections will take place in the spring for the next term beginning in July 2019.

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