

Marshall University Classified Staff Council Minutes

June 20th, 2019, Drinko Library 349

Members Present: Chris Atkins, Nina Barrett, Lacie Bittinger, Karena Burriss, Patty Carman, Timothy Cline, Katherine Hetzer, Carol Hurula, Leonard Lovely, Becky Lusher, Lisa Maynard, Teresa Meddings, Missy Morrison, Marcos Serrat, Crystal Stewart, Justin Tyler, Tony Waugh

Members Absent: David Childers, Toni Ferguson, Amad Mirzakhani

Members Absent (Excused):

Guests: Bruce Felder, Brandi Jacobs-Jones, Mark Robinson, Dena Laton, Eric Wallace, Samantha Stalnaker, Meg Cyrus, Sherri Smith

Chair Chris Atkins called the meeting to order.

Sherri Smith – Academic Affairs

Do we know how the numbers for orientation compare to last year? – Crystal Stewart – At the last comparison we are at 10.8% higher than orientation this time last year. The show rates for the first round of orientation have been consistent with last year's show rate, or about 90%.

Will we be opening the alternate dates for August yet? – Crystal Stewart – Yes.

Mark Robinson - CFO

- We're at the close of Fiscal Year.
- We're down in students by about \$4.5 million dollars, so we will probably be reporting a deficit in FY19.
- Moving forward on processing the 4% raise in the FY20 budget, which is a tight budget but hopefully the number of students will be good.

Bruce Felder – Human Resources

- Bruce first thanked everyone who showed up for the Comp. 101 Training. They will be splicing video from all 3 Q&A sessions so individuals can just watch one video and see all of that information.
 - One question that came out of the trainings that Bruce wanted to give some clarifying information on is regarding Master Job Specs. Master Job Specs are a general summary of what a job entails, and provides a classification background on what the job looks like. The essential functions list are examples of jobs that fall under the spec. It's a generalization or template used to classify jobs, and not an individual's actual job description. It just helps to slot an individual's job in the market. An individual's job duties will more than likely be 50% or more of those listed on the job spec.
- New PEIA Benefits IT Cards should come in the mail by the end of June or the beginning of July.
 - UMR has replaced Healthsmart as the benefits administrator.

Minutes

May 16th Minutes were approved with one clarifying change.

ACCE – Teresa Meddings

- Northern University no longer has Classified Staff, however their interim President has moved forward with a Staff Council that includes all of the non-faculty full time employees except for the cabinet level members.
- ACCE is working on a survey about representation and Chair Amy Pitzer will work on getting approval from the institutions to conduct the survey. The goal is to make sure each institution has representation on ACCE.
- A discussion took place on employees who were moved to arrears and may owe a no-hardship loan at the end of their employment. MCTC has started working on a way for employees to start paying that back now.
- Glenville State has hired an interim president named Dr. Kathleen Nelson who believes in shared governance.
- SB 330 – If you use your personal cell phone for work purposes it can be posted publicly. They will further discuss at the next meeting.

Committee Reports

Election Committee – Nina Barrett – No report.

Legislative Committee – No report.

Personnel/Finance Committee – No report.

Physical Environment Committee – Crystal Stewart – No report.

Service/Staff Development Committee – Missy Morrison – Missy proposed two projects which Staff Council will take donations to help support. Project Hope is a service for new or expectant mothers, and we can take up diapers and wipes for them. The second program is a newly opened place for at-risk youth ages 16-24 called The Center located within Trinity Episcopal Church. Donation suggestions for The Center are snacks, extra Marshall swag, and cash donations for a pizza party.

Announcements

- It was suggested to have more Staff Council t-shirts made for new members.
- Chris updated on the former discussion about putting a bench at the site of the MU Plane Crash. Since next year will be the 50th Anniversary we've been asked to hold off and will be included in the planning for that event.

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

