

## Marshall University Classified Staff Council Minutes

May 16<sup>th</sup>, 2019, MSC 2E37 John Spotts Room

**Members Present:** Chris Atkins, Nina Barrett, Lacie Bittinger, Karena Burriss, Patty Carman, David Childers, Timothy Cline, Toni Ferguson, Katherine Hetzer, Carol Hurula, Lisa Maynard, Teresa Meddings, Missy Morrison, Marcos Serrat, Crystal Stewart, Justin Tyler, Tony Waugh

**Members Absent:** Leonard Lovely, Amad Mirzakhani,

**Members Absent (Excused):** Becky Lusher (Parliamentarian)

**Guests:** Bruce Felder, Katrina Eskins

Chair Chris Atkins called the meeting to order.

### Katrina Eskins – Budget Office

Katrina stated that the budget for FY20 has been approved, and has raises included.

*Will the additional funding for the trade specialists who are getting an increase come before or after the 4% raise? – Dave Childers* – The 4% raise will come first, and then the additional trade specialist raise will come after that.

### Bruce Felder – Human Resources

- Open enrollment ended May 15<sup>th</sup>.
  - The PEIA Plan Administrator will no longer be Health Smart in the new plan year, but rather a company called UMR.
  - New benefit cards will be sent out. If anyone doesn't receive their new card you can request one online or by calling.
- Compensation training will be on June 6<sup>th</sup> and 7<sup>th</sup>. Employees can register online.
  - This training will be for the building blocks of what a compensation plan consists of such as market, midpoint, etc.
  - The compensation training for the Marshall specific compensation plan will take place toward the beginning of the fall semester, possibly around mid-September to the first part of August.
- The compensation plan will be worked on this summer to try and get it to completion. There are plans to have a draft completed by June 15<sup>th</sup> for the Sr. Vice Presidents to review and modify. Feedback will also be sought from Staff Council at that time. There will then be a 2<sup>nd</sup> draft after that, which will hopefully come out by July 15<sup>th</sup>. The last few months will then be used to get the final plan pushed out before the training begins in September or October.
  - The compensation model we're building is market based, and is not solely built upon seniority, but also upon experience, abilities, skills, etc.
  - There will be occasions in the new system where there will be "justified compression or inversion" where someone may be hired in with years of skills and experience outside of Marshall, and come in at a higher salary than someone at Marshall with less overall experience.

- For the most part no one will be hired in above the mid-point of their salary range, unless they are an expert in their field and the President's office has approved it.
- There has been a 4% salary increase approved to go into effect July 6<sup>th</sup>, although it won't be reflected on paychecks until a month later since we're paid in arrears. Employees who have been approved for additional funding for certain job families will see that go into effect after the 4% raise.

*Will you eventually have a job description for all positions? – Carol Hurula –* Yes, and the performance evaluation in the future will be derived from the job description. The matching job specs for different positions can also be included on the website.

*When will the electronic job performance go into effect? – Dave Childers –* Bruce stated that this fall they hope to begin training on the new job evaluation system, which is a module called Performance Management within People Admin. They also plan to do training this fall for managers on how to do a true performance evaluation. In the spring of 2020 they plan they will open up the system for a 1 year start to using it including building goals, keeping notes and feedback throughout the year, etc. Then the evaluations will first be officially due to be graded in early 2021.

*Once the evaluations are graded will that lead to a pay increase? – Marcos Serrat –* Yes, hopefully that will go into a percentage increase for that July.

*Is it likely that we'll get another raise in 2020 since the evaluation increases won't be effective until 2021? – Dave Childers –* Bruce said that they still believe more across the board increases will be necessary to put us in a better standing with the market.

*If someone is identified as a potential hire who would be paid more than the minimum, who does that go to and how long would it take to get approved? – Justin Tyler –* Bruce said he didn't imagine it would take longer than a week, and it would go to him and the compensation plan employees who would work directly with the department.

*Chris Atkins commented on how across the board increases negatively impacts the lowest paid employees, which are most often the Classified Staff. He suggested maybe making a cap at which point employees above a certain salary get a lower percentage increase and those below that cap get a higher percentage increase.*

*Does Human Resources have the staff it needs to process everything needed with this new system since it seems there may be more required? – Chris Atkins –* Bruce said that some of his employees are getting trained to be certified in the classification and compensation system, which will help them to become more efficient. However, the future plan is to hopefully hire a manager of compensation.

### **Minutes**

April 18<sup>th</sup> 2019 minutes were approved with one word change.

### **Carol Hurula – BOG**

Carol sent out the following notes to Classified Staff Council:

**BOG Representative – Carol Hurula**

*\*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 April 25, 2019**

**Approvals:**

- Approved minutes from February 21, 2019 & special meeting April 10, 2019.
- Approved revisions to the Mission Statement.
- Reviewed the following polices with some recommended edits which were then approved with the exception of AA-29 & AA-42.
  - FA-1; FA-2, FA-3, FA-6 and FA-10. AA-19, A-23, AA-24, AA-25, AA-29, AA-30, AA-31, AA-35, and AA-36. GA-1, GA-2, GA-3, GA-4 and GA-5.
  - Made comment on behalf of staff on policies AA-31 & AA-42
- Approved Degree name change to Doctor of Nursing Anesthesia Practice
- Approved Degree name change to Master of Arts in Literacy Education
- Approved Degree name change to Master of Science in Adult & Continuing Education
- Approved Degree name change to Master of Science in Biomedical Research
- Approved Degree name change to Doctor of Philosophy in Biomedical Research
- Approved continuing at current level Academic Program Review 2018-19 recommendations as submitted with the following exceptions:
  - Discontinued the BS in Public Health
  - Discontinued the following UG Certificate Programs for: Appalachian Studies, Asian Studies, Public Health, Worksite Wellness
- Approved the degree program for Master of Medical Science, Physician Assistant degree.
- Approved Intent to Plan Doctor of Business Administration
- Approved Intent to Plan Bachelor of Arts in General Business
- Approved Investment Earnings (positive note.) YTD FY2019 has a -2.15% loss of -\$1,524,622
- Approved Budget for FY20 based on tuition & fees approved on April 10, 2019 including general salary increases.
- Approved general salary increases for certain University Employees

Audit is working on Capital Asset for the state.

Jenkins Hall mural end of May. Re-opening festivities October 14<sup>th</sup>.

September 13-14 event for naming of Kopp Hall for School of Pharmacy.

Student Center upgrades and ADA elevator in Old Main have begun.

**President's report:**

- Thanked David Hatfield for work on Mission Statement.
- April 10<sup>th</sup> phone board meeting where approved tuition & fees at a 3.5% increase
- Continue to operate with a 9.4 million decrease in state funding

- Inflation and decreased revenue impacted decision for tuition & fee increase
- Opens source textbooks – thanks to Hunter & Hannah for initiative to assist students with lower college cost
- Vacant positions having been cancelled 136 overall mostly staff.
- Worked with Mark Robinson to help add faculty & staff salaries to the budget. State gave enough funds for 3.1% and MU made up difference to 4%
- 50<sup>th</sup> Annual LCOB Gala (2 locations)
- Spoke regarding the Brad Smith Incubator downtown and event
- President Gilbert is a new member on the Tri-State Airport Authority Board. First meeting discussed possible new business of MRO – Maintenance Repair Overhaul.
- Hope to have new MRO degree program to the Board by Fall.
- Intent to plan Aviation degree program to board at next meeting in June.
- Commencement May 11<sup>th</sup>. Two ceremonies UG/G together but split college for morning and afternoon based on size accommodations.

The following **committee reports & updates** are scanned and attached.

Operations & Facilities Planning  
Athletics  
School of Medicine  
Academic Affairs (colleges & units)  
Student Affairs  
Student Government Association

Board entered into Executive Session under authority of WV Code 6-9-A-4

After some time, the Board came back into open session.

Motion & approval to purchase two parcels of land next to School of Pharmacy Academic Building.

Meeting adjourned 12:23pm

The next Board of Governor's meeting will be June 27, 2019.

### **Committee Reports**

***Election Committee – Nina Barrett*** – The General Election was held and the winners were:

**Chair:**

Chris Atkins (University College)

**Institutional Board of Governors Representative:**

Carol Hurula (Academic Affairs)

**Advisory Council for Classified Employees Representative:**

Teresa Meddings (Accounts Payable)

EEO Group 10 – Executive, Administrative & Managerial

Carol Hurula (Academic Affairs)

Lacie Bittering (Lewis College of Business)

Dena Laton (Library)

Eric Wallace (Physical Plant)

Samantha Stalnaker (College of Liberal Arts)

EEO Group 30 – Other Professionals

Rodney Sanders (Lewis College of Business)

Teresa Meddings (Accounts Payable)

Crystal Stewart (Information Technology)

Becky Lusher (Facilities Planning)

Amber Bentley (University College)

EEO Group 40 – Technical & Paraprofessional

Karena Burriss (Accounts Payable)

Missy Morrison (SOM-Psychiatry & Behavioral Medicine)

Nina Barrett (Accounts Payable)

Lisa Maynard (SOM – Finance & Administration)

Patty Carman (Registrar)

EEO Group 50 – Clerical – Nominees are:

Mitzi Meade (Political Science)

Denise Parks (Communication Studies)

Tracie Wheeler (Modern Languages)

EEO Groups 60 & 70 – Skilled Crafts & Service/Maintenance

Tony Waugh (Physical Plant)

David Childers (Biotechnology Center O&M)

Timothy Cline (Physical Plant)

Justin Tyler (Physical Plant)

Marcos Serrat (MUPD)

**Legislative Committee** – No report.

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

**Physical Environment Committee** – Crystal Stewart – No report.


**Service/Staff Development Committee** – Missy Morrison – Missy thanked Staff Council for bringing in snack cakes and other goodies for her to take to the members playing on the softball league for the recovery groups in the area.

**Announcements**

Chris encouraged Council to make comments on the Employee Dependent Benefit BOG Policy and the Emeritus BOG Policy that are out for comment.

Chris encouraged Council members who are returning for the 2019-2021 term to let him know if there are particular committees they are more interested in serving on.

The Service Awards will take place on September 4<sup>th</sup> and will award the same employees that would have been awarded as if it had taken place in May.

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