

Marshall University Classified Staff Council Minutes

April 15th, 2021, Virtual Meeting via Microsoft Teams

Members Present: Nina Barrett, Lacie Bittinger, Karena Burriss, David Childers, Timothy Cline, Toni Ferguson, Chris Hodge, Carol Hurula, Dena Laton, Mary Layne, Becky Lusher, Lisa Maynard, Mitzi Meade, Teresa Meddings, Missy Morrison, Denise Parks, Crystal Stewart, Terri Thompson, Eric Wallace, Tony Waugh, Rob Williamson

Members Absent: Justin Tyler, Marcos Serrat,

Members Absent (Excused):

Guests: Mike Adkins, Pam Adkins, John Apel, Sharon Booth, Monica Brooks, Rebekkah Brown, Butch Burriss, Mallory Carpenter, Mary Chapman, Beretta Coleman, Margaret Cyrus, Anthony Drumm, Bruce Felder, Jerome Gilbert, Lindsey Harper, Justin Hawthorne, Katherine Hetzer, Sam Holiskey, Brandi Jacobs-Jones, Elizabeth James, Chris Key, Brent Maynard, Christina McDavid, Michael McGuffey, Katherine Murphy, Becky Neace, Ginny Painter, Libby Rayment, Mark Robinson, Bre Salyers, Dustin Scarberry, Tracy Smith, Gillian Sochor, Angela Strait, Susan M., Jaime Taylor, Erica Thomas, Kim Thomas, Rachel Williamson

Chair Tony Waugh called the meeting to order. Parliamentarian Becky Lusher verified there was a quorum.

Dr. Gilbert – University President

- **Vaccinating Staff** – 70-80% of staff are vaccinated at this point, which is considered herd immunity.
 - There are currently no plans to make vaccinations mandatory.
- **Vaccinating Students** – Marshall has started vaccinating students, and they can get their 2nd vaccination in their home county if need be.
- **Student Vaccination Reporting** – We are working on getting a way to update student records indicating if they've been vaccinated, although it will not be required.
 - As students have been contacted for testing, we are discovering some have already been vaccinated elsewhere.
 - We are looking at ways to give students incentives to get vaccinated.
- **State Appropriations** – Dr. Gilbert stated that he and WVU President Gee have spoken with the legislature about the budget.
 - Marshall is losing around \$300,000 in the upcoming fiscal year's budget.
 - Part of our funding is now coming from surplus state funds. This isn't a problem this year, but could be in the future. They will be looking to ask them to restore it as an appropriation in the future.
- **Enrollment** – We have been somewhat behind on enrollment due to COVID causing delays, including delaying FAFSA and Promise submissions. We are catching up a little every week, but it's difficult to compare enrollment numbers to previous years.
- **COB Building** – Marshall continues to make plans for the College of Business building on 4th Ave.

- **Aviation Program** – There was a groundbreaking on the Aviation program at the Tri-State Airport, which is a joint program with Mountwest Community and Technical College.
 - Delta Airlines has made a strong commitment to hiring our students and other companies are excited about the program as well.
 - Tri state flight passenger loads are increasing, and they're looking forward to things getting back to semi-normal.
- **Q:** Chris Hodge – Did we get the promise funding?
 - **A:** We are still working on that. The Governor has said he will be funding it through the Cares funds in his office, but we are still waiting on the money.
- **Q:** Does the State need to have a surplus above \$10 million to get our full funding in future?
 - **A:** Yes, we could lose up to 10 million a year if the State doesn't have an adequate surplus. We are also not the only institution setup to receive part of our funds from a surplus, however.

Jaime Taylor – University Provost

- **COVID-19** – Regarding COVID measures, Marshall is far ahead of other universities and states.
 - Marshall is working towards getting a tracking system setup for the number of students who have been vaccinated, and will mostly be a self-reporting system. We are trying to get to 75% vaccinated for fall.
- **Recruiting** – We have done well with recruiting and we're currently in pretty good shape.
 - At the beginning of August we were 80% behind where we were the year before. About four weeks ago we were at -30, and we are now at -7.9.
 - We're significantly up in non-resident students, and we are financially where we were last year because tuition is higher for non-residents.
- **Green & White Days** – Green and White Days are planned for the following two days.
 - While we're planning the largest Green & White Day we've ever had, they will be split into 6 smaller groups.
 - We have usually had around 300, but this will be closer to 450.
 - Most will be seniors, and less than half have made a deposit so it will be a good opportunity to touch base with them.
 - The CFO Office has come up with financial incentives to present to them.
- **Glenville State Nursing Program** – Marshall will be working with Glenville State on a joint nursing program.
 - It will be a Marshall program, but it will be offered on their campus, which will be mutually beneficial for both schools.

Mark Robinson - CFO

- **Budget** – Mr. Robinson stated that they will be proposing a budget to Board of Governors at their meeting on the 29th, with a proposal of a flat enrollment.
 - There is still some uncertainty about enrollment due to COVID.
 - Federal dollars will help provide a safety net to help backfill if necessary.

- **Federal Funds** – There is an estimation of what we are supposed to receive, but at this point in time there is still no grant or rules for the 3rd amount of money.
 - At least half of the money we get has to go to students, and Marshall trying to get creative with how we utilize it to attract students.
- **Q:** When do you expect the distribution of student funds from the grant will take place? Spring, summer, or fall?
 - **A:** Likely the fall, but that would be a Financial Aid question.
- **Q:** Were stipends lowered and have they been restored if so?
 - **A:** It didn't come to that.
- **Q:** Will employee/student travel resume any time soon?
 - **A:** Will check with the travel office, as there might still be a travel ban in place from the Governor. There will probably be some travel in FY22 but specifics on what we can and cannot do have not been finalized.

Bruce Felder – Human Resources

- **Return to Work Memo** – Human Resources and Safety issued joint memo requesting return of people to campus at the end of March, unless there was a previous telecommuting request in place.
- **Open Enrollment** – Open enrollment for benefits started April 2nd, will end May 15th.
 - If you plan to make any changes to your benefits have that done prior to May 15th.
 - No need to do anything if you don't plan to make changes.
 - <https://www.marshall.edu/human-resources/benefits/open-enrollment/>.
 - Be mindful of anyone who needs removed from your insurance, such as from divorce. This can be done any time throughout the year, but open enrollment is a good time to remember to make those changes.
- **Q:** Are there any PEIA requirements for this year? A form, tests, etc.?
 - **A:** No.
- **Q:** When will the hiring freeze be lifted?
 - **A:** We are still being careful and have the freeze committee meeting every month, but they try to move things through quickly. Mark Robinson added that this will not change until we know what enrollment will be and if it improves.
- **Q:** Does a child who turns 26 automatically come off insurance or do you need to contact HR to remove them?
 - **A:** The child will come off the insurance at the end of that month in which they turn 26, and you will receive information from PEIA.

Tracy Smith – Director of Health and Safety

- Not many updates. Tracy stated that he appreciates everyone and what we've been able to do as a campus community. Things are beginning to look up, and we couldn't have been so successful without employee help.
- Marshall is still having vaccine clinics and has had a lot of success with participation.
- Vacation/Travel – if someone is not vaccinated, we are recommending a 7 day quarantine and COVID test for people who use public transportation like a bus, plane, etc.

- No need to quarantine for individuals who are vaccinated.
- International travel still requires several hoops to jump through.

Minutes

March 18th, 2021 minutes approved as written.

Teresa Meddings – ACCE

- Patricia Humphries, Vice Chancellor for Human Resources at the HEPC, was present for most of the meeting.
- Jane Fouty, from BridgeValley CTC, was nominated and elected to serve on the Job Classification Committee (JCC).
- Discussed:
 - Compensatory time
 - Legislative Session
 - Non-Classified Staff, and how to include their involvement and representation on campuses at institutions that have moved all classified staff to non-classified staff.

Committee Reports

Election Committee – Nina Barrett – The 2021 General Election began at 6am that morning, and ends at 11:59pm on April 19th. If anyone has trouble contact Nina or Katie.

- **Q:** Does Physical Plant have access to computers for voting?
 - **A:** Yes, they now have a room on the 2nd floor where anyone can go in and privately use a computer.

Legislative Committee – Carol Hurula – No report.

Personnel/Finance Committee – Lacie Bittinger – No report.

Physical Environment Committee – Crystal Stewart – No report.

Service/Staff Development Committee – Missy Morrison – The Rotaract group is still working to get the rest of the COVID care bags finished and delivered.

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

Minutes approved by: _____
Tony Waugh, Chair, Classified Staff Council

Minutes read by: _____
Dr. Jerry Gilbert, University President