

Marshall University Classified Staff Council Minutes

August 15th, 2019, Drinko Library 402

Members Present: Chris Atkins, Nina Barrett, Amber Bentley, Lacie Bittering, Karena Burriss, Patty Carman, David Childers, Timothy Cline, Carol Hurula, Dena Laton, Becky Lusher, Lisa Maynard, Mitzi Meade, Missy Morrison, Denise Parks, Rodney Sanders, Samantha Stalnaker, Crystal Stewart, Justin Tyler, Eric Wallace, Tony Waugh,

Members Absent:

Members Absent (Excused): Teresa Meddings, Marcos Serrat, Tracie Wheeler

Guests: Bruce Felder, Brandi Jacobs-Jones, Miriah Young, Jaime Taylor, Meg Cyrus

Chair Chris Atkins called the meeting to order. Parliamentarian Becky Lusher verified there was a quorum.

Brandi Jacobs-Jones – Sr VP of Operations

- Brandi reported that there have been a lot of transformations over the summer, some of which are still progressing.
 - Graduate students are starting to move into the Graduate Student Housing at Fairfield Landing. This facility will house graduate students of the Pharmacy School, School of Medicine, and others.
 - The School of Pharmacy is beginning to load their things into the new Kopp Hall.
 - We will provide temporary parking at the former Northcott Housing site. We have a lease there until then end of June 2020.
 - We're in the early stages of erecting a 700+ spot parking facility on 15th Street, which they hope can begin construction on in January, with a completion by the end of 2020. Parking questions for the interim can be directed toward Chief Jim Terry, who is working with MUPD on getting the appropriate directional signage to encourage where people can park.
 - We're working with the same consulting firm, Stantec, that the City of Huntington worked with on the Hal Greer complete streets project to come up with some viable parking solutions as well.
- Brandi reported that they did a walk-through of the new 1837 Market, which is the new C Store. It will become more than a convenience store as it will offer sandwiches, soups, fruits and vegetables, etc. It will be open and available to everyone and not just students. However, Brandi pointed out that there are advantages of purchasing Herd Points because using them to purchase food on campus gives you a 10% discount.
- The Student Center is going under a large overhaul, but the retail food area of the MSC will be open on Monday, and the offices will be accessible as well. There will just be limited footpaths, and they are trying to restrict how much traffic is going through the building.
- New food offerings in the Student Center will include a full service Chick-fil-a, La Famiglia, Steak and Shake and we will still have Huntington Market.

- Other projects include the Old Main elevator, Old Main roof, and Jenkins Hall will have its opening in October.
- In early September, applications will open for a 2nd cohort of the John Marshall Leadership Fellows program. They do not yet know what the special project will be for them to work on however.

Where will the 1837 Market be located? – In the Twin Towers marketplace, along with a Denny’s and a Mein Bowl. Also, the 1837 Market and Denny’s will be open until 2am to help meet the needs of our students.

When is the projected completion for the rest of the Student Center? – Lacie Bittinger – Substantial completion should be the end of October, and full completion target is middle of November if there are not significant delays.

Dr. Taylor – Provost

- Dr. Taylor gave a presentation the day before on enrollment and student success.
- Enrollment
 - Last year we were down in traditional freshmen 6.8%, and the statewide average was down 8.6%.
 - Last year the number of students attending college statewide dropped by around 1,000 students.
 - This year we appear to be up around 5% in freshmen. However, the overall enrollment is still down due to previous years of freshmen being down. Overall enrollment is still down by around 350 students.
 - President Gilbert was still adamant about getting staff and faculty salaries up despite the number of students being down, which will make things tight but was important to do.
 - We’re down slightly with out-of-state enrollment.
 - Dr. Taylor explained what they refer to as a “funnel” of prospective students, in which we lose numbers at each interval:
 - Prospects > Applications > Fully Admitted > Deposits > Full-time students
 - Last year when Dr. Taylor joined Marshall they weren’t sure how many prospects they would have, so they focused on improving their yield from one stage to the next. Thus, this year we had the same number of applications as last year, but we were up 5% in students. This can be largely credited to the campus environment, including the creation of Green and White days.
 - We haven’t had great out-of-state prospects, so we’ve hired a firm called Noel Levitz to help.
 - We have increased our number of fully admitted students by 20%. However we didn’t get as many to the next stage. Dr. Taylor said he believes at that stage it’s important for potential students to make a connection with someone on campus, particularly in their academic area.
 - Marshall plans to do something similar to what the College of Arts & Media and LCOB does, in which they improved their direct contact and thus improved their yield.

- If anyone knows of someone we haven't reached through recruitment that could be a potential student, there's a place on our website to enter their information to be added.
- We made some graduation rate goals this year, in which we didn't hit but came very close to. Getting our students to a 6 year graduation rate is a big deal, as well as hitting a 50% graduation rate. Marshall has been at 47% to 49%.
 - After looking at the data, they realized Marshall needed 37 additional graduates to get to 50%.
 - A team of individuals reached out to around 100 students who were close to graduation and helped 31 of them achieve graduation.

Miriah Young

Miriah Young came as a representative of Mark Robinson, who was unable to make the meeting.

- Raises are completed and in the system.
- This month has 3 paydays, and the 3rd will be a deduction holiday.

Bruce Felder – Human Resources

- October 10th will be the Benefits Health and Wellness fair. Depending on the status of the Memorial Student Center renovations and the weather they are looking at either the Don Morris Room, the Plaza, or the Rec Center.
- They are nearing the end of a search for a temporary one-year appointment of a new position called Ombudsman/Civic Engagement Coordinator.
 - The Staff Council Executive Committee will receive an invite to the candidate presentations when the time comes.
- Lynda.com has been acquired by LinkedIn Learning. There's a new link for LinkedIn Learning on myMU, and the old Lynda.com page will redirect to it also. You can tie it together with your LinkedIn account if you want. Previous courses will be transferred over and if there are any issues you can contact the Service Desk.
- The 3rd payday in August will be a deduction holiday, in which the voluntary deductions you have won't be taken out unless you have an additional or supplemental retirement account.
- The conversion to an electronic Performance Evaluation System and the Compensation Plan have both been pushed to the backburner due to things that have arose over the summer.
- To clarify some confusion on the Master Job Specs – it is not a person's actual job/duties. It's a guideline that is broad and general. Eventually we will have Job Description (formerly known as the PIQ) for each person listing their day-to-day duties.
- When we get around to doing the PAR's we'll focus more on what everyone does and their day-to-day activities.

How long will the PAR System and Compensation Plan be on the back burner? – Tony Waugh – Bruce said it depends on what comes up within Human Resources that needs immediate attention, but he hopes to start heavily working on it again this fall and have it ready for review this semester.

Does everyone have a Job Description instead of a PIQ now? – Chris Atkins – Everyone still has the old PIQ out there, and they will be working to replace those with the formal Job Description that will be visible in PeopleAdmin. The duties should still be the same, but they should be revised if necessary. This is particularly true for anyone whose PIQ is out of date, like an example Bruce gave of someone whose PIQ was still in pencil because they've been in the position for over 30 years without requesting a change.

- PIQ vs. Job Description - The PIQ was on an individual basis, but the Job Description format should be for everyone in that position. For instance there should be one job description for all grounds keepers, all plumbers, all Administrative Secretaries, etc. That should determine the pay range, and then you move into performance to know how much they will be eligible for as a pay increase.

If our job duties have changed drastically since our last PIQ what should we do? – You should fill out a Job Review form online.

What if you have 4 very different and distinct jobs? – Bruce said that's the kind of thing we want to get away from and a position shouldn't look different from every other position across all universities. In that case they would need to do a sit-down and figure out what we want that position to be.

- Carol added that it would also depend on the percentage of time an employee spends on each of those distinct jobs.

When you said that raises are based on where you're slotted and then your performance, will we have to wait on the new PAR for more raises? – Amber Bentley – The compensation plan that's on the back burner will explain how that will work. There are 2 options for it though: lump sum across the board raises, or merit based increases. We probably won't be able to have merit raises until January 2021 when we do first time performance evaluations based on the current plan. Also, they will no longer be done on anniversary dates, but everyone will get a performance evaluation at the same time aligned with the budget cycle.

Minutes

July 18th, 2019 Minutes approved as written.

Committee Placements

Chris announced the committee placements for the upcoming year:

Executive Committee

Chris Atkins, Nina Barrett, Carol Hurula, Teresa Meddings, Missy Morrison, Tony Waugh, Becky Lusher

Elections/Communications Committee

Chairperson – Nina Barrett

Committee – Dena Laton, Rodney Sanders, Tracie Wheeler, Marcos Serrat

Legislative Affairs Committee

Chairperson – Carol Hurula

Committee – Teresa Meddings, Lisa Maynard, Tim Cline

Personnel/Finance Committee

Chairperson – Lacie Bittinger

Committee – Mitzi Meade, Becky Lusher, David Childers, Patty Carman

Physical Environment Committee

Chairperson – Crystal Stewart

Committee – Tony Waugh, Karena Burriss, Samantha Stalnaker, Denise Parks

Staff Development/Service Committee

Chairperson – Missy Morrison

Committee – Eric Wallace, Justin Tyler, Amber Bentley

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 – The committee collected 45 deodorants to be delivered to Harmony House.

September and October we will be collecting winter coats for a November 2nd distribution.

The annual Thanksgiving Dinner that Staff Council does for the Students who stay during break will take place on November 26th.

Announcements

- Carol pointed out that according to SB 330 all PIQs were supposed to be updated within 3 years before starting the market study. She encouraged anyone who needs to do a Job Review form to do so.
- Carol mentioned that as of right now we don't have a compensation philosophy so we need to pay close attention to it when it does. Especially because the understanding is that when someone changes Pay Grades during a compensation review and they are above the minimum, they will receive no pay increase. She added a suggestion to look at other institution's websites to see if they are handling that any differently and think about what sort of suggestions we can make on this topic.
- The Emeritus Status BOG Policy was previously up for comment and Carol made a comment suggesting they only have 1 policy for all staff and faculty. The BOG policy for faculty required only 5 years, and the Staff HR policy required 20 years. According to Michael McGuffey they have looked at it and plan to change it to 10 years for everyone. If they change "non-classified staff" to just staff in the BOG Policy then we will be covered under that also.
- Carol said she also asked that they consider a dependent tuition rate for children of employees (like how there is a distance rate), so that they would all receive the same rate whether they are in-state or metro. After some research, they said Marshall would lose close to \$200,000 and in an email vote the Board voted to back the President and not make any changes at this time. However, the policy will still go out for comment again due to some minor changes, and there will be another opportunity for more people to send comments during a 30 day comment period.
 - To elaborate on how the dependent tuition benefit works: a WV Resident is waived the cost of the in-state tuition rate. However, a metro employee is charged the metro rate, and only waved the equivalent of the in-state tuition rate and the employee and their dependent have to pay the difference.

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