

## Marshall University Classified Staff Council Minutes August 19<sup>th</sup>, 2021, Virtual Meeting via Microsoft Teams

**Members Present:** Clay Arens, Nina Barrett, Lacie Bittinger, Ray Blevins, David Childers, Timothy Cline, Beretta Coleman, Andrea Gray, Chris Hodge, Carol Hurula, Dena Laton, Becky Lusher, Teresa Meddings, Amy Saxton, Kelly Sowards, Crystal Stewart, Terri Thompson, Tony Waugh, Rob Williamson

**Members Absent:** Toni Ferguson,

**Members Absent (Excused):** Eric Wallace,

**Guests:** Mike Adkins, John Apel, Beverly Boggs, Monica Brooks, Jennifer Brown, Karena Burriss, Pat Campbell, Mallory Carpenter, Mary Chapman, Layton Cottrill, Ella Curry, Anthony Drumm, Bruce Felder, Jerome Gilbert, Lindsey Harper, Debra Hart, Justin Hawthorne, Edwin Holley, Brandi Jacobs-Jones, Kacy Lovelace, Nathan Miller, Avinandan Mukherjee, Katherine Murphy, Rebecca Pack, Leah Payne, Lisa Pitkin, Patrick Quinlan, Mark Robinson, Angie Rose, Sabrina Simpson, Tracy Smith, Gillian Sochor, Robyn Stafford, Angela Strait, Allen Taylor, Brent Thomas, Erica Thomas, Kim Thomas, Lora Varney, Beth Waugh, Matt Weatherholt, Lance West, Caitlin White, Miriah Young

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

### **Dr. Mukherjee – Interim Provost**

- **Enrollment**
  - Overall numbers are down, but because out-of-state student numbers have increased it will largely make up for the lower number of in-state students, placing us close to revenue neutral.
    - In-State number of students appear to be 6-7% down from last year.
    - Out-of-State number of students have increased by around 15% compared to last year.
    - Metro number of students have increased by around 12% compared to last year.
    - Transfer and International student numbers have increased as well.
  - Changes to enrollment management functions.
    - Admissions and Academic Affairs are working with a consultant from Mississippi state who has a lot of experience in recruitment and enrollment.
    - Restructuring admissions to change the focus from a traditional admissions mindset where a student applies and we decide if they meet the criteria for admissions, to more of a recruitment and enrollment mindset where we are likely to make more efforts to bring in students via marketing.
      - Enrollment will become more proactive than reactive.
- **Division of Aviation** – This program has launched and the Bill Noe Flight School is ready to launch its 4 year degree program to train pilots. We will have around 20 students in the first cohort.

- **Doctorate of Business Administrative Program** – College of Business is launching this program. We were hopeful to have 10 students in the first cohort, and it has been successful in having 17. This program will help the University in working towards the goal of becoming a R1 Research University.
- **Masking on Campus**
  - All individuals, vaccinated or otherwise, will be required to wear a mask in all indoor spaces.
  - Students are required to sign a form agreeing to wear masks indoors.
- **Q:** What guidance has been given to faculty for students who miss class because they are not feeling well?
  - **A:** After numerous meetings in Academic Affairs, faculty have been told to be as accommodating as possible. Each department has been asked to do the following:
    - To develop and submit a continuing instruction plan. Some that have been submitted have faculty who know what is going on in each other's class.
    - To upload as much as possible online so that most of the work can be continued online by a student who is working from home due to quarantine.
    - To offer more customized support if needed for students to catch up.

#### **Mark Robinson – CFO**

- **Revenue Sources for Core Operating Budget** – We are currently down around \$1.4 Million from this same time last year despite the increase in out-of-state students.
  - While there has been an increase in online and distance fees, there has been a reduction in other fees.
- **COVID Stimulus** – The University is working to obtain the COVID Cares Stimulus money.
  - The latest Stimulus credit to the University has an employee retention aspect listed.
  - Paid off around \$750,000 of student balances using the COVID Grants, which has eliminated student debt as well as encourage students to re-apply.
- **State Appropriations** – The State Legislature cut our appropriation by \$10 Million and backfilled it with surplus in FY 21. The University is pressing the legislature to remove this cut.
- **Q:** Will the disbursements of COVID money to students be automatic or will they have to apply for it?
  - **A:** From their understanding, it will be automatic.
- **Q:** Do you know if students were allowed to opt out of auxiliary fees like they were last fall?
  - **A:** No, everyone is back on campus as usual.

#### **Dr. Gilbert – University President**

- **WoW Week** – Dr. Gilbert talked about how nice it was to have students back in classes, and that he was visiting 5 classes a day.
- **Masks and Testing**
  - Masks will be required in all indoor spaces whether vaccinated or not.
  - All employees and students who are not vaccinated, or don't identify whether they are vaccinated, will have mandatory testing weekly.

- There may be optional testing for vaccinated individuals to monitor potential asymptomatic cases.
- **Enrollment, Recruitment, and Revenue**
  - A consultant is helping Marshall develop a strategic enrollment plan to bring multiple facets together.
  - We need to increase our number of students in order to increase revenue.
  - The structural deficit we currently have is mainly due to enrollment decreases.
  - Once we have a surplus of revenue, Dr. Gilbert said his first priority will be salaries for staff.
- **Aviation Program**
  - The previous week the Bill Noe Flight School was dedicated.
  - There are close to 20 students ready to start the first class, which was the pro forma target.
  - An agreement has been reached with WV State to house any freshmen who need housing.
- **Earmarks Submitted**
  - A number of earmarks were submitted for the University.
  - One of the earmarks submitted was for Cyber Security in the area of Industrial Cyber Security, and Marshall put in that we would partner with West Virginia State University.
- **Internship Opportunities and Cooperative Education Opportunities**
  - Working with Sara Payne Scarbro in MURC.
  - We have seen a significant increase in those by coordinating what we are doing.
  - There is also a new program in our Career Education Office called Handshake, which we are implementing.
  - Another program is being used to make sure that the opportunities are easily seen by students.
- **Q:** Do faculty and staff have to self-disclose if they are vaccinated?
  - **A:** If we don't already know whether someone is vaccinated we will likely find out when they are contacted for testing. Testing will not be optional for those who are not vaccinated, but there will likely be optional testing for those who are.

### **Tracy Smith – Safety**

- **COVID**
  - 382 Students have been tested to date, and so far there have only been around 8 or 9 positive cases. There are around 40 tests still awaiting results, but our number of positive cases so far has been relatively low.
  - Vaccinated individuals are still able to get and spread the virus, so those individuals are encouraged to get tested when chosen for optional random testing.
  - Tracy stated he is working with the local healthcare professionals and once the State gives guidance on the COVID booster shots, we will begin having booster shot clinics like we did with the original COVID vaccinations.

- Booster shots will likely be the same brand as the original shots taken, but if for some reason that isn't an option, it's fine to do a booster from a different company.
- There will still be COVID Vaccinations available a few days a week.

### **Bruce Felder – Human Resources**

- With it being the first time having so many back on campus, Bruce asked that everyone be kind, calm and patient moving forward.
- **John Marshall Service Award**
  - A committee is being formed to work on this together. Bruce requested the names of those on the committee to be sent to him.
- **Compensation Plan**
  - There were many questions posed by Classified Staff Council Executive Committee, and Bruce will be having a follow-up meeting to address those.
- **Aviation Temp Job**
  - An employee who already knows the Marshall systems is being sought for a temp job with aviation.
- **Quarantining Protocols**
  - Vaccinated employees who are exposed do not necessarily have to quarantine if they aren't symptomatic.
  - Contact Leah Tolliver or Michelle Biggs for more questions.
  - Unless you've been told by the Health Department, Marshall Contact Tracing, or a physician that you absolutely must quarantine, then it's not a mandate at Marshall that you should do so as long as you are not symptomatic.
- **Telework in Quarantine**
  - If an employee has a job in which job functions can be done from home, and productivity can be measured, then they can do so if they have no distractions that would affect productivity.
- **Continuity of Operations Plan (COOP)**
  - If COVID worsens and then boosters aren't helping, the rates on campus get high, etc. we will implement a plan if necessary. That could include staggering employees at home and on site and other measures, although we are not planning for this currently.

### **Minutes**

July 15<sup>th</sup>, 2021 minutes approved as written.

### **Carol Hurula – Board of Governor's**

#### **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 June 17, 2021**

- Swearing in of new member Chad Pennington
- Approval of minutes for June 17, 2021
- Received investment earnings update –Meketa has all funds to invest now. As of May investments are up 1.9% and 7.5 million fiscal YTD (15%). Investment pool is 50 million – retains 5% annually as a “ may need” for university – which is not needed this fiscal year in the budget. University investment Committee adopted asset allocation targets for the investment pool. Min-Target-Max by asset class.
- Approved Program Statement for Shewey Building renovations – some of these relate to commitments during hire of Coach Huff. Total construction cost 1.8 million; 605K University funds, 1.3 million Big Green and 760K advance from university to be paid back from fundraising.

### **Operations Update:**

- Hal Greer Memorial Plaza 30% complete. Estimate \$299,640. Site Prep. Target date September 2021
- RCBI roof \$249,000
- Science Building lab – buildout for animal testing estimate \$300,000
- Shewey Building original estimate \$975,000 and update as described below which updates the locker rooms and a few other areas.

### **School of Medicine Update: (handout)**

- Welcomed Class of 2025. 80 members; 79% WV, 9% entered via BSMD program and 11% first gen college students.
- Awarded \$750,000 three-year grant from US Department of Health and Human Resources Health Resources & Services Administration (HRSA).
- Established joint venture with Mountain Health Network.
- Named Dr. Kevin Yingling President/CEO of Mountain Health Network.
- Expanded clinic space at Marshall Health-Teays Valley.
- Released provider directory.

### **Internal Audit Update: (handout)**

### **Investment Allocation Update: (handout)**

### **Executive Session:**

- Motion and approval for personnel matters, naming opportunities, litigation issues.
- Return from executive session. Resolved MU Board of Governors naming of Hal Greer Memorial Plaza at 18<sup>th</sup> Street & 3<sup>rd</sup> Avenue and approved certain Autism Training Center board appointments.

### **Student Update:**

- Transition of new leadership into roles. All seats filled within SGA. SGA President and SGA Vice President attended Leadership Conference with other student leaders in Tampa, FL and will be initiating several things gained from this conference.

#### **Provost Update:**

- Fall will be in-person on campus classes.
- Seeing enrollment growth in Metro and Out of State. In-state is down but seeing a flat net revenue due to increase of metro and nr students cost of attendance.
- Reduced sections overall 6% with an increase in virtual and online courses with 8% increase in UG and 10% in G courses.
- Increase in full-time first freshman 16.1% - possibly due to high school graduates in 2020 sitting out a year due to COVID.
- Further discussing experiential and internship learning opportunities.

#### **President's Report**

- Welcomed new board members, Robin Riner, Chad Pennington, and Alyssa Parks.
- Successful retreat and board meeting.
- Has eleven months and ten days to continue working with Board of Governors, faculty, staff, and students.
- Working on making campus more appealing and more inclusive.
- Progress of Hal Greer Statue.
- Renovation planning updates for Intercultural Culture Center in East Hall.
- Cicero Fain appointment begins August 2<sup>nd</sup> working directly with President and Vice President of Student Affairs, and others on campus to promote diversity on campus and in the local community.
- Committee to discuss design process for student facing offices.
- Enrollment Management progress plan, Avi Mukherjee, Tammy Johnson and contractual consultant Lisa Harris.
- Research Committee – what resources will it take to become R1 status if we were to pursue that path. Ten to fifteen years possible to make it happen.
- Bill Noe Flight School ribbon cutting ceremony. One of best programs in last seven years at MU. Premier program on the East Coast.
- Studies and reviews underway on policy for student conduct.
- Coop Internship engagement group with Sara Payne and Career Services – Handshake Software.
- Environmental Health & Safety leadership is prepping for COVID.
- Housing and Residence Life – 2 weeks until move-in. 8/16 freshmen and 8/22 upper class.
- Fall will business as usual.
- Halls and classrooms open at regular capacity.
- Vaccine testing onsite with rapid results during move-in.
- Housing and Resident Life - office facility plan on how to best reconfigure towers.
- Brandi Jacob-Jones to review space in Corbly Hall. ASP Consultants to review future occupants of space vacated when College of Business moves out.

- CarrSports – recommended routine title IX review. Helen Grant Consultants to look at women’s sports.
- Facility Master Plan for athletics being prepared.
- CarrSports recommendation that we may need more money to remain in current conference.
- Closely observe COVID-update on mask requirement next week. Plan to test all un-vaccinated persons weekly.
- Vaccine clinic set up during WOW and orientations.
- Tribute to Edward Smith on September 1<sup>st</sup> to highlight his career.
- August 23<sup>rd</sup> classes begin. Looking forward to a great semester.

### **Chairman’s Report**

- Presidential Search is on schedule.
- Have completed 20 listening sessions, with more than 300 attending virtually and in-person.
- Thanked Brandi Jacob-Jones for organizing all sessions.
- Presidential Profile to be released today.
- General feedback from sessions; enrollment on everyone’s minds, more resources needed, relationship of President to university (faculty, staff, & students) as well as community, and alumni.
- Encouraged all to continue to engage in search.
- Thanked Cora Pyles for successful retreat and board meeting at Glade Springs and thanked the IT department for keeping things running smoothly.

Meeting adjourned 12:37pm

### **Teresa Meddings – ACCE**

- **Guests & Presentations**
  - Bob Long
    - Made a PowerPoint presentation on our responsibilities as classified staff leaders. (Attached) Highlights setting direction and goals for effective staff councils and institution staff leadership.
    - Provided a handout guide for meeting with legislators. Contains helpful tips for how to contact and request meetings with local legislators. (Attached)
  - Amy Pitzer
    - Shared handouts (attached) about the grievance procedure along with FAQs.
  - Chris Grey
    - Presented an overview of Higher Education funding in West Virginia.
  - HEPC Guests – Trish Humphries (Vice Chancellor for Human Resources), Matt Turner (Executive Vice Chancellor for Administration), and Michelle Stark (Senior Human Resources Specialist).

- Trish stated that she has been working with the CHROs from various institutions, staff councils, and presidents, to gain information needed to update job descriptions and salary information.
- The 2<sup>nd</sup> day of the retreat included a Statewide Zoom Presentation.

### **Committee Reports**

***Election Committee – Nina Barrett*** – No report.

***Legislative Committee – Carol Hurula*** – No report.

***Personnel/Finance Committee – Teresa Meddings*** – Had an initial Teams meeting on August 6<sup>th</sup>, and made it a goal to address the Classified Staff Handbook. The committee is reading through to look for needed changes and will meet again on September 9<sup>th</sup>.

***Physical Environment Committee – Becky Lusher*** – Met on August 13<sup>th</sup> with the committee as well as Travis Bailey and Paul Carrico from Physical Plant to discuss how we can help to get a single point of contact for each building for communication purposes.

***Service/Staff Development Committee – Eric Wallace*** –

- Discussed:
  - Tuition Benefits and changes that need to be made to the guidelines.
  - Flower Fund and acquiring donations, which have usually been taken up at the Service Awards Luncheon. The committee talked about sending out an email to ask for donations instead.
  - Thanksgiving Dinner for students and whether it could be a possibility this year. If not, then perhaps we can deliver boxed meals to students.
  - Service Projects – the committee would like to focus most of the efforts on the Marshall community needs. Currently, they will focus on the COVID Care Bags and the Marshall Food Pantry.

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





**MARSHALL UNIVERSITY**  
**JOAN C. EDWARDS SCHOOL OF MEDICINE**  
**BOARD OF GOVERNORS REPORT**

August 6, 2021

**1. School of Medicine welcomes Class of 2025**

The School of Medicine (SOM) welcomed the Class of 2025 to campus this week for orientation activities. Within the 80-member class, 79% are from West Virginia, 9% entered through the BS/MD program and 11% are first-generation college students. Classes start August 9.

**2. School of Medicine awarded planning grant for new rural surgery residency program**

The SOM received a \$750,000 three-year grant from the U.S. Department of Health and Human Services' Health Resources & Services Administration (HRSA) to support the planning and development of West Virginia's first rural surgery residency program. The grant is one of only nine grants awarded as part of the HRSA Rural Residency Planning and Development Program to help address physician workforce shortages in rural communities. This is the first time HRSA funds have been awarded to plan a rural surgery residency. The SOM will partner with Logan Regional Medical Center on the program.

**3. Marshall Health establishes pharmacy joint venture with Mountain Health Network**

On July 1, Marshall Health partnered with Mountain Health Network to create a joint pharmacy venture. The new corporation, Marshall Pharmacy, Inc., operates under a separate board of managers that oversees the specialty and retail pharmacy operations of both Marshall Health and Mountain Health Network.

**4. Dr. Kevin Yingling named president/CEO of Mountain Health Network**

Kevin W. Yingling, RPh, MD ('85), associate professor of medicine, has been named president/CEO of Mountain Health Network. Dr. Yingling joined the SOM faculty in 1990 and has served Marshall in various leadership capacities throughout his tenure—most notably as chair of internal medicine and as founding dean of the School of Pharmacy. Dr. Yingling will assume his new role as president/CEO on August 9 and will continue seeing his patients at Marshall Health one half-day per week.

**5. Expanded clinic spaces to open at Marshall Health – Teays Valley**

Pediatrics, Orthopaedics and Internal Medicine will open expanded clinic spaces in August to help accommodate increased volume, including a new Pediatric Specialty Clinic with allergy/immunology, endocrinology and nephrology services.

**6. Marshall Health releases new provider directory**

Marshall Health will release the 2021-2022 edition of its Provider Directory this month. The directory acts as resource guide for specialty care referrals across 75 different specialties, providing profiles on more than 450 physicians, physician assistants, nurse practitioners, clinical pharmacists, psychologists and therapists who serve Marshall Health patients.

***Suggested Reports:***

**Academic & Student Affairs Committee:**

- Bullet #1: Class of 2025

**Finance, Audit & Facilities Planning Committee**

- Bullet #2: HRSA planning grant
- Bullet #3: Joint pharmacy venture

**ACADEMIC & STUDENT AFFAIRS REPORT**  
**Board of Governor's Meeting**  
**August 6, 2021**

Aviation, Division of.....	2
Acting Head: Carl Mummert	
College of Arts and Media.....	3
Dean: Wendell Dobbs	
College of Education and Professional Development.....	5
Dean: Teresa Eagle	
College of Health Professions.....	6
Dean: Michael Prewitt	
College of Liberal Arts.....	7
Dean: Robert Bookwalter	
College of Science.....	8
Dean: Charles Somerville	
Lewis College of Business .....	12
Dean: Jeffrey Archambault	
School of Pharmacy .....	14
Dean: Gayle Brazeau	
Student Affairs & Intercultural Affairs.....	15
Vice President: Maurice Cooley	

## **DIVISION OF AVIATION**

Acting Head: Carl Mummert

**Bill Noe Flight School (Yeager Airport),**  
**Bryan Branham, Director and Chief Instructor**

- The flight program received FAA certification on July 22. The next step is Department of Education review for financial aid, expected to complete in August.
- The program is beginning to accept students. We expect a first cohort of about 20 students.
- Ribbon cutting ceremony will be held August 10 at the Yeager facility. We anticipate the Governor and other notable guests to be in attendance.
- Construction is on track, with facilities to be ready and prepared for the ribbon cutting.
- The third airplane is now expected to arrive in December. We plan to admit additional students in Spring 2022.
- Hires so far include a mechanic, two full time flight instructors and an administrative assistant. Additional searches are underway.

**School of Aviation Maintenance Technology (Huntington Tri-State Airport),**  
**James Smith, Interim Director**

- The Higher Learning Commission informed us on July 29 that we must submit a Substantive Change Application for this program. We plan to submit that application the week of August 2-6.
- The FAA has accepted the program's formal application. The program is in the final phase of preparations for October FAA certification.
- Renovations and construction are ongoing at the Tri-State Airport. The program is receiving shipments of training equipment and working with the government access program to acquire needed aircraft and aircraft components.
- The program has been instrumental in attracting a new aviation maintenance company to the Tri-State region, this company specializes in corporate and general aviation maintenance.
- The program will be the first in the country to utilize a new VR system, the same that is used by the Air Force training education command and the Coast Guard aviation maintenance training facilities, for aircraft coating and painting.
- Two clinical faculty hires are completed. Interviews for the Program Director are scheduled for August, and additional searches will open soon.

## COLLEGE OF ARTS AND MEDIA

DEAN: Wendell Dobbs

### Marshall Artist Series (MAS), Penny Watkins, Director

- The MAS was granted permission after the July 4 holiday to present a full season of events with no restrictions unless our community health situation changes. MAS is in the process of re-booking events canceled due to Covid-19. Broadway's "Waitress" is rescheduled for Oct. 11, 2021. They hope to have several events confirmed and ready to announce mid-October.
- Marshall University has re-established its support of the MAS in its 85<sup>th</sup> season at the same level of support as before the pandemic and has restored the traditional two graduate assistant positions. MAS pays the salaries for these two positions.
- MAS has reached out to Student Activities on behalf of the Keith Albee Theatre organization (KAPAC) and asked for a meeting to gather input on events students would like to see at the Keith Albee. KAPAC is hoping to have funding that could be used towards student events.
- MAS has confirmed their support in assisting Student Activities in producing the annual "Step Show" at the Keith Albee Theatre.
- Also, MAS has agreed to support and produce a new School of Music event being developed for next season by Director of Bands Dr. **Adam Dalton** and others entitled "Home," a Wind Symphony Event celebrating Huntington's 150 anniversary.

### School of Art and Design (SOAD), Prof. Frederick Bartolovic, Interim Director

- The School of Art & Design housed nationally renowned, Philadelphia-based artist **Ernel Martinez** to work on one of the Fairfield Murals. Martinez spent a week hosting events and promoting the initiative around the city and working on his mural in the Visual Arts Center. The dedication for the mural is slated for Noon, July 29<sup>th</sup>, Ebenezer Day Care Center, 1660 8<sup>th</sup> Avenue.
- The Visual Arts Center was also home to the Governor's School for the Arts. This year was unique in that there were two back-to-back sessions of the Governor's School due to the pandemic-related cancelation in 2020. Both sessions were three weeks in duration with the last four days of each session face-to-face.
- The School of Art & Design has worked over the summer with **Andrew Gooding** in the RBA program to develop an RBA art major program.
- SOAD has worked with **Julie Terry** of Mountwest Community and Technical College to update the articulation agreement with them for the 2+2 into the Graphic Design Emphasis area here in the School of Art & Design.
- Director **Bartolovic** has met with artists to discuss the installation of their artwork at various locations around campus for **President Gilbert's** and the School of Art & Design's Diversity Equity and Belonging Art Competition.
- Dr. **Maribea Barnes-Marsano** served as Dean for both sessions of this summer's Governor's School for the Arts.

- Prof. **Hayson Morton** has retired from the School of Art and Design. Her work in the Graphic Design emphasis will be greatly missed.

W. Page Pitt School of Journalism and Mass Communications, Prof. **Sandra York**, Interim Director

- School of Journalism and Mass Communications professor, **Dan Hollis**, is one of five finalists for the Faculty Merit Foundation of West Virginia Professor of the Year award. The Faculty Merit Foundation of West Virginia banquet is scheduled for September.
- In June, the Dr. Carter G. Woodson Lyceum, led by Prof. **Burnis Morris**, invited the Tri-state community to attend two special lectures during its Institute on Black History. One lecture celebrated Juneteenth and the other recalled the significant role played by Woodson and others in the struggle to educate African Americans. The Institute for Black History Instruction is a graduate humanities course that provides a stipend and tuition-free credits to teachers who successfully complete the course. The Dr. Carter G. Woodson Lyceum is housed in the School of Journalism and Mass Communications.
- The School of Journalism and Mass Communications television studio control room is being updated with new equipment this summer. Programs produced in the School of Journalism and Mass Communications studio includes MU Report and Basketball Friday Night West Virginia.
- Prof. **Dan Hollis** taught Bill of Rights classes and First Amendment classes for the Governor's Honors Academy 2020 and Governor's Honors Academy 2021. GHA 2020 was June 21 – 25, 2021 and GHA 2021 started virtually but finished on campus July 9.
- Students from the spring 2019 and 2020 sections of JMC 439/539, Advertising and Public Relations Campaign Management, earned 10 Public Relations Society of America Tribus Awards. Adjudication was provided by practitioners and scholars in the Charlotte, North Carolina chapter of PRSA.
- Prof. **Janet Dooley**, Associate Dean for the College of Arts and Media and Director for the School of Journalism and Mass Communications, retired June 30 after 42 years of service to Marshall University. Prof. **Sandy York** was appointed Interim Director.

School of Music, Dr. **Martin Saunders**, Director

- The School of Music and its faculty have been very active this summer. Several of our faculty and alumni were involved with the Governor's School for the Arts including Dr. **Briana Nannen**, **Bruce Rous**, **Ryan Phipps**, and Dr. **Adam Dalton** who served as music administrator for both sessions.
- Many faculty members have been involved in various high profile and international scholarly and creative activities including:
  - Dr. **Solen Dikener**: teaching a summer cello camp (DatCA Cello Academy) in Turkey
  - Dr. **Johan Botes**: Organ recital as part of FestivALL in Charleston, and high school faculty member at Interlochen Summer Music Camp in Michigan.
  - Dr. **Carline Waugh**: has just finished the Future of Music Faculty Fellowship at Cleveland Institute. She and Dr. **Henning Vauth** presented a virtual recital for

over 100 children through Trinity Urban Life Center in Philadelphia. Dr. Waugh taught lessons and presented a masterclass with Gospel Singers of America in Mississippi (virtual and F2F). She presented two recitals in Missouri with Odyssey Chamber Music Series as part of the bicentennial celebrations for the city of Columbia. Finally, she presented a virtual masterclass for Three Bridges Arts and a F2F masterclass for the WV Governor's School for the Arts.

- Dr. **Stephen Lawson**: lecture/chamber music recital for the International Horn Society's 53rd Symposium; accepted as part of the chamber music series. One movement from a music work featured on this lecture with Drs. **Júlio Alves** and **Wendell Dobbs** will be presented during the virtual National Flute Association Convention.
- Dr. **Martin Saunders**: lead a panel discussion on "Overcoming Self-Doubt" for the William Adam International Trumpet Festival.
- Dr. **Briana Nannen**: partnered with two University of Nebraska-Lincoln PhD alumni to work on a research study on "Perceptions of Advancement Opportunities for Music Faculty in Higher Education." They are currently in the process of submitting an IRB proposal for approval for a pilot study to take place in the fall. She was also part of a nationwide educational research study for the Journal of Research in Music Education.
- Dr. **Ed Bingham**: adjudicator for the Blue Lake Fine Arts Camp.
- Dr. **Julio Alves**: has been completing work on a new recording of solo classical guitar works.

#### School of Theatre and Dance, Prof. Lang Reynolds, Director

- Prof. **Olivia Trees** has been preparing costumes for August's presentation of Traditions—The Rise of Marshall for the Week of Welcome.
- Prof. **Fulton Burns** is presenting a paper with Dr. **Julie Jackson** at the Association of Theatre in Higher Education the first week in August. Burns continues editing the School's Newsletter during the summer which is emailed to all prospective juniors and seniors.
- Prof. **Jack Colclough** taught during both sessions of the Governor's School for the Arts

#### COLLEGE OF EDUCATIONAL AND PROFESSIONAL DEVELOPMENT

DEAN: Teresa Eagle

The COEPD was proud to graduate students in the spring. Sixty bachelor's degrees were granted, which amounts to 60 new teachers for the state and regional PK-12 systems. Graduate degrees were granted to 103 students, and 20 students completed graduate certificates.

Summer terms are always busy in the COEPD at the Graduate Level with many in-service educators taking advantage of the summer break to take courses for degrees, additional licensures and professional development. During the summer terms, the COEPD has offered 147 regular courses, serving 2115 students. This represents revenue that more than covers the

expenses to offer these courses. Additionally, 157 contract classes have been taught. Revenue from these classes will be determined at the end of the summer terms.

While the Education Building on campus is fairly quiet during the summer, several initiatives are being either planned, continued or evaluated. Clinical experiences are being revised, primarily to meet the state requirements for the year-long residency. Marshall was ahead of the state time-line for implementation at the Elementary level. Currently COEPD faculty and staff are working closely with liaisons in other colleges to bring the Secondary majors into the year-long experience.

The passage of Senate Bill 14 in the 2021 WV Legislature posed some challenges for Educator Preparation Programs across the state. With the recently released Response to S.B. 14 published by the WVDE, key participants in the college are determining our approach to this new alternative to traditional teacher preparation. This should not have an impact on our undergraduate programs. It will, however, likely have a significant effect on our MAT and PBC programs.

### **COLLEGE OF HEALTH PROFESSIONS**

DEAN: Michael Prewitt

#### **Social Work – MSW program**

The MSW program was awarded a \$237,000 State Opioid and Substance Use Disorders (SOARS) to fund the COHP Behavioral Health Center (BHC). The funds will be used to employ professionals to provide substance use disorder and behavioral health services at the BHC to Marshall University students and their families as well as to students and families in Cabell and surrounding communities and schools. The project will begin in October.

The MSW application to the Council on Social Work Education (CSWE) to develop a one-year online program for advanced standing social work students was approved and will facilitate regional satellite delivery of the program.

#### **Physical Therapy – DPT program**

The SOPT has signed a MOU with Davis & Elkins College and are also developing MOU's with Morehead State, Shawnee State, and West Virginia Wesleyan which will provide students guaranteed admission (provided they meet certain criteria) to the Marshall University DPT program.

The new Physical Therapy department pro bono clinic has provided 52 total patient visits and provided \$5,515 in charitable physical therapy services to the uninsured and underinsured population.

#### **Public Health – MPH program**

UNICARE Health Plan of West Virginia has awarded a community investment grant of one million dollars (\$1,000,000) to the MU Department of Public Health's Minority Health Institute.



The funding will be used to improve health equity and address social determinants of health targeting underserved, minority populations in West Virginia. Implementation of the program is divided into two core areas, Prevention, Health Promotion, Community Outreach, and Information Dissemination Core and Research and Training Core. Department Chair Dr. **Anthony Woart** will serve as the PI on this grant.



## **COLLEGE OF LIBERAL ARTS**

DEAN: Robert Bookwalter

### **Student Success**

Nearly all Summer 2021 classes have been offered online. We enrolled over 1600 students this summer, generating over \$1.6 million in revenue (against \$520,000 in faculty compensation). We saw **120 undergraduates and 41 graduate students** complete their degrees in time for the May commencement ceremony, and an additional **40 students have completed their requirements this summer** and have been added to the July and August graduation lists. Our advisors have had a busy summer preparing to welcome **175-180 new undergraduates** this fall (numbers always increase a bit as we approach the first week of school in August).

### **Faculty Awards**

**Joel Peckham** received the first Oran Robert Perry Burke Award for Poetry from the Southern Review journal. His poem, "Astrocartography" appears in the Autumn 2020 issue of Southern Review, and in the anthology, *Bone Music*.

**Clinton Brown** has been named to the inaugural cohort of the Tarleton State University's Rural Communication Institute. He will work with 9 fellows from across the country to examine best practices for communicating with people in rural areas.

### **Opportunities & Challenges**

All units at Marshall are facing the challenge of promoting growth and excellence in the face of budget reductions. The College of Liberal Arts reduced our operating budget request by 15% for fiscal 2022, and budget distributions were 14% lower than our request for a total budget reduction of 28%. This reduction in funding for the college will severely restrict department-funded student activities, graduate assistant pay, and administrative stipends.

**Psychology enrollment growth.** Psychology is our highest demand program and has the most majors in the college. With over 400 undergraduate majors and over 100 MA and PsyD students, the department still has an opportunity for growth, if we continue to provide high quality faculty staffing. Of 18 faculty positions, 3 are currently vacant – two have approved searches underway and one has been pending with the Freeze Committee for the past 3 years. The department is building a Bachelor of Science degree option for majors, which we expect to attract more majors who aspire to pursue science-based professional degrees such as medical school, physical therapy, neuroscience, or others. More majors will increase the demand for

faculty positions since the existing faculty are shepherding hundreds of students through three-degree programs at present.

**Geography enrollment growth.** The Geography department has created online options for their undergraduate BA and BS degrees. They are expanding the online coursework available to graduate students so that the MA and MS degrees can be earned fully online. The fully online undergraduate options have led to 40% growth in majors. A fully online graduate degree option will expand enrollment even further. With just 5 faculty members in the department, the need for an additional faculty member for both undergraduate and graduate courses is critical.

The **Master's in Public Administration (MPA)** has the opportunity for significant enrollment expansion. All required classes will be offered via online format and scheduled in a course rotation that will allow timely completion by students.

The **English department** and the **Graduate Humanities program** are developing a partnership with **Mountain State Press** to create opportunities for faculty and students to publish their works and learn about the publishing process.

**International student recruiting** has been severely affected by pandemic travel restrictions and the dissolution of the contract with INTO. As we continue to provide developmental English language instruction through the new English Language Institute (ELI), we must find new ways to attract international students, some of whom cannot meet the language competency standards for admission as regular Marshall students. ELI is creating an online version of their developmental courses so that international students can take Marshall ELI classes while in their home countries and transition to traditional Marshall degree programs upon completion of the ELI course sequence. This program will be self-funded when enrollments reach 50 students. We have recruited a corps of international faculty to help set up partnerships with overseas universities that will draw students to Marshall's degree programs, both undergraduate and graduate.

## **COLLEGE OF SCIENCE**

DEAN: Charles Somerville.

***Brunty named a finalist as Forensic 4:Cast Mentor of the Year.*** Josh Brunty is an associate professor in Marshall University's Cyber Forensics and Security program (CFS) in the College of Science. Brunty has been named a finalist for the Forensic 4:Cast Digital Forensics and Incident Response (DFIR) Mentor of the Year.



Forensic 4:Cast's awards, established in 2009, honor organizations and individuals for exceptional work in several categories, which also include DFIR Degree Program of the Year, DFIR Commercial Tool of the Year, DFIR Blog of the Year, Article of the Year, DFIR Groundbreaking Research of the Year and DFIR Team of the Year. The

public helps choose the winners and is able to cast votes online through July 22 at <http://f4c.me/v21>. The winners will be announced at the SANS DFIR Summit on the evening of July 22.

“I’ve always made it a priority of mine to go far beyond being just a teacher and put each student in the best possible position to succeed in our profession,” Brunty said. “It is my job to listen to them, offer my perspective, and encourage them to pursue the things beyond what they think they are capable of. Although I’m humbled and honored that former students and colleagues of mine would take the time to nominate me for such an award, my name as a finalist is purely an extension of all the successes of all of our students and alumni over the years.”

Among those Brunty has mentored include **Nicole Odom**, who was named the 4:Cast DFIR Newcomer in 2020. Her research on smartwatch forensics was also named the 2020 Most Outstanding Research Award by the Digital and Multimedia Sciences section of the American Academy of Forensic Sciences, and **Kelsey Wilkinson**, who won the 2016 Forensic Science Foundation’s (FSF) Emerging Forensic Scientist Award for her research in developing an open-source mobile forensic analysis toolkit.

Brunty serves as advisor to the Collegiate Cyber Defense Team, which consistently ranks in the top 10 at National Cyber League competitions, winning the competition in the spring of 2020. He has also served as coach and mentor to multiple local high school CyberPatriot teams over the years, with many of these teams taking top honors in their respective divisions. Josh has also participated in a number of national and international organizations committed to the advancement of digital forensic science and digital evidence. His research interests include mobile device exploitation and forensics, multimedia forensics, and malware forensics. He has been a frequent speaker and guest lecturer throughout the country and written or co-written books and journal publications on digital forensics, mobile device forensics, and social media investigation.

This year’s Forensic 4:Cast nomination isn’t Marshall’s first. Marshall’s cyber forensics and security program was a finalist for Degree Program or Training Program of the Year in 2020. A book by the program’s director, **John Sammons**, *The Basics of Digital Forensics*, was a finalist for the Digital Forensics Book of the Year in 2013. Marshall nominees also have included alumna Nicole Odom, who was nominated in multiple categories. Marshall also received a nomination for Groundbreaking Research and Article of the Year for its work on smartwatch forensics, and 2009 Marshall graduate Chris Vance has a blog (D20 Forensics) that has been named a finalist for this year’s DFIR Blog of Year.

To learn more about Marshall’s cyber forensics and security program, visit <https://www.marshall.edu/cfs/>.

**Navy makes two research awards to Marshall University.** Two researchers in the Marshall University Department of Biological Sciences were recently named as awardees on grants from

the U.S. Navy. The first is a \$104,992 federal contract for Herpetofaunal and Small Mammal Survey. The second is a \$89,817 contract for a vegetation survey and assessment of vegetation vulnerability to sea-level rise.

The Herpetofaunal and Small Mammal Survey will continue research started in 2008, in which Marshall University researchers have monitored the eastern diamondback (EDB) rattlesnake population near the Marine Corps Recruit Depot in Parris Island, South Carolina. The 13 years of research have provided data on EDB population dynamics that are needed to balance the species conservation with public perception and acceptance of the venomous species. The research was initiated in 2008 as a way to use a top predator to examine coastal effects of climate change, including sea-level rise and increased tropical storm frequency and severity.

The research was recently expanded to include small mammal monitoring as a measure of ecological integrity. The overall objectives of the research are to, 1) assess changes to the herpetofaunal community resulting from tropical storm damage and habitat modifications; 2) quantify small mammal occupancy and abundance; and 3) examine the effects of mammal occupancy on eastern diamondback rattlesnake abundance, distribution and habitat use. This research project will provide insight into acute and cumulative effects of tropical storms on sea island communities, assisting the U.S. Marine Corps with meeting their conservation goals.

**Dr. Shane Welch**, Associate Professor of Biological Sciences at Marshall, is the principal investigator on the small mammal/herpetofaunal monitoring project research. “Because small mammals are an important link between primary production and higher trophic levels, this research will benefit coastal conservation throughout the east,” Welch said.



Anticipated to take two years to complete, the second grant will go toward collecting baseline vegetation data throughout the habitats on the Marine Corps Depot for future assessment of climate change, including sea-level rise and storms. With recent hurricanes and tropical storms events in the region, sea-level rise and hurricane-related timber management activities have changed, causing small mammal populations to decrease.

Permanent plots will be selected randomly to represent existing vegetation types on the Parris Island Marine Corps Depot to identify those that are most vulnerable to storm surge and sea-level rise. A portion of the plots will coincide with the ongoing herpetofaunal and small mammal studies. An additional goal of the project is to use remotely sensed data to assess how sea-level rise and increases in storm surge have influenced the vegetation over the last 40 years. The vegetation survey will be led by **Dr. Kyle Palmquist**, Assistant Professor of Biological Sciences at Marshall University.



**Maternal diets rich in Omega-3 fatty acids may protect offspring from breast cancer.** According to researchers at Marshall University, a maternal diet rich in Omega-3 fatty acids protects from breast cancer development in offspring. In a new study recently published in the journal *Frontiers in Cell and Development Biology*, researchers noted a significant difference in mice from mothers that were fed a diet rich in canola oil, compared with mothers fed a diet rich in corn oil. A maternal Omega 3-rich diet affected genome-wide epigenetic landscape changes in offspring and potentially modulated gene expression patterns.

**Dr. Ata Abbas**, a former postdoctoral research fellow in Marshall's Department of Biological Sciences, headed a research team under the leadership of **Dr. Philippe Georgel** in the College of Science. Research was done in the Cell Differentiation and Development Center at Marshall as part of a collaborative effort with the Joan C. Edwards School of Medicine's Department of Biochemistry and Microbiology, under the leadership of **Dr. W. Elaine Hardman**.

Researchers noticed a three-week delay in mortality in mice whose mothers were fed canola oil versus corn oil. The early delay in mortality was significantly different, but the ultimate overall survival rate was not. Eventually, all the mice developed tumors, but the ones fed canola oil had tumors that were slower-growing and smaller than the mice fed corn oil. Translated to human time scale, the duration of the protective effect linked to the maternal diet would be equivalent to several months.

This study is among a body of work done by Marshall University scientists and others looking at the link between Omega-3 fatty acids and reduced incidence of various types of cancer including, but not restricted to, Chronic Lymphocytic Leukemia and Diffuse Large B-Cell Lymphoma.

"The issue of parental diet and inter-generational transmission has become an important field of research; however, the mode of action often remains partially elusive," said Georgel, a professor in the Department of Biological Sciences at Marshall. "The MU research group focused on 'epigenetic' aspects of trans-generational transmission to explain the reported role of Omega-3 fatty acids. Epigenetics involves changes in gene expression which are not linked to changes in genetic sequences. These results have the potential to promote the design of simple changes in diet which would allow for reduced onset of various types of cancer, not only for the individuals using that diet but also for their offspring."



The study was conducted with funding from the Department of Defense Health Program and the National Institutes of Health.

## **LEWIS COLLEGE OF BUSINESS**

DEAN: Jeffrey Archambault

### **Administrative Personnel Changes**

**Dr. Jeffrey Archambault**, associate dean for academic programs, has been appointed interim dean of the Lewis College of Business effective Aug. 2. Archambault will succeed **Dr. Avi Mukherjee**, dean of the Lewis College of Business since 2017, who started his new role as interim provost and senior vice president for Academic Affairs on July 12.

Archambault joined the accounting faculty at Marshall in 2001 after earning his Ph.D. at Michigan State University and teaching at institutions in Canada and the United States. He served as faculty advisor to Beta Alpha Psi and was the founding director of the Master of Science in Accountancy program before being named division head of accountancy and legal environment in 2010. He led the accounting program through its first two Continuous Improvement Reviews of supplemental AACSB accounting accreditation and has served as associate dean for academic programs since 2017.

During the period of July 12 to 30, **Dr. Nancy Lankton**, associate dean for accreditation and strategic initiatives, will serve as the acting dean of the Lewis College of Business.

### **Governors School**

Beginning on June 21st Marshall University and the Lewis College of Business have been hosting 23 high school students from across the State of West Virginia at the 2021 WV Governor's School of Entrepreneurship. With focus on "Designing for IMPACT" and employing a hybrid instruction-and-interaction format for the first time, WVGSE 2021 is utilizing a virtual platform to deliver content highlighting the best practices and methodologies of the most successful entrepreneurial programs and ecosystems from the around the globe. WVGSE 2021 is immersing students with techniques for discovering significant problems and associated solutions, monitoring progress through a business model canvas scorecard, and engaging lean startup principles to move toward problem-solution fit. Intended outcomes for the students include developing a growth mindset, gaining better financial understanding, and improving communication skills. This week of July 19, the students will be on campus to enjoy their last week of the program. They will experience debriefing sessions, group activities, and socializing with the other students. Pitch presentations, judging, and the awards ceremony are on the final day-Wednesday, July 21.

### **Summer Enrollments/Graduation**

Most of the college's summer classes were online, with a couple virtual, but none were in-person except for the MPNA classes. As a college (undergrad, grad, and MPNA), we offered 61 classes in the summer with a total number of 1,044 students enrolled. Four-hundred and ninety-three unique LCOB students took summer classes.

In May, the college graduated 126 undergraduate students, 70 graduate students and 24 MNPA students. In July, we graduated another 5 undergraduate students and another 5 graduate students. August graduation will see a tentative 20 more graduates.

#### **DBA Program Recruiting and Kickoff**

The DBA program is starting this Fall. The DBA Program Task Force has been busy reviewing applications and interviewing candidates. As of July 18, we have accepted a total of 17 students to the program. Twelve of them have made their initial deposit and two students have contacted the university to confirm for payment options. Our budget estimate was for 15 students making this very good news. Because we have reached capacity, we are no longer considering applications for Fall 2021. Our DBA homepage clearly shows that we are now accepting applications for Fall 2022. The first on-campus retreat is scheduled for Friday/Saturday (8/26 & 8/27). This event remains very important for our college and the program and includes speakers, panels, and activities to help the cohort get to know us and each other. On Saturday, students will begin their first set of classes.

#### **New Building**

Work on the new Lewis College of Business, Brad D. Smith Center for Business and Innovation building project continues. The architects recently wrapped up the schematic design phase and are now in the design development phase that will determine the look and the feel of the building both inside and outside. The New Building Task Force is currently brainstorming flooring, ceiling textures and furniture types. They are also making recommendations for the exterior shell in terms of the amount and color of the brick facade. The college, with the help of university communications, has been designing a formal fundraising brochure that will be used for marketing purposes.

#### **TCR (Transformative Consumer Research) Conference 2021**

The TCR conference focuses on cutting-edge research topics related to consumer well-being, marketing ethics, and social marketing. Unlike typical academic conferences, the TCR encourages dialogues between coauthors in developing research ideas for the paper in works. **Dr. Avinandan Mukherjee, Monica Wei and Tyson Ang** participated in the conference. The preliminary title of their research idea was "In Search of Consumer Protection in the World of Big Data." The research focuses on how digital platform characteristics affect perceived consumer online vulnerability and discrimination. Their research outcomes will bring awareness to businesses and policymakers about the importance of protecting consumers' digital footprints.

#### **Center Activities**

During summer 2021, the Transformative Sales & Service Excellence Center (the Sales Center) has secured partnerships with additional companies including N3, Northwestern Mutual, and Service Wire. With the financial support of the corporate partners, the Sales Center is able to (1) hire a Sales Development Manager and (2) create new programs including building a sales team to compete in the 2022 National Collegiate Sales Competition and other regional

competitions and developing new sales training programs for MU students and local workforces.

The Center for Entrepreneurship and Business Innovation (iCenter) is collaborating with the EdVenture Group, West Virginia University, and the WV Department of Education on the creation of an entrepreneurship pathway for WV CTE students as part of an ARC POWER grant. The first of the four experiential courses in the pathway will be piloted at six schools this fall. Pilot-school teachers and the grant partners will be coming to Marshall University on July 28-29 for a professional development session and will take place in a virtual Design for Delight (D4D) Master Educators course taught by Intuit Education.

The iCenter also recently hired **David Wiley** as the center's third Entrepreneur in Residence. Wiley, Chief Academic Officer of Lumen Learning, will be assisting the center in the development of a design thinking certification program.

### SCHOOL OF PHARMACY

DEAN: Gayle Brazeau

#### Events

- The school published the 2020 annual report titled Herd Scripts, which is available online at [www.marshall.edu/pharmacy](http://www.marshall.edu/pharmacy).
- Many SOP employees volunteered during the United Way of the River Cities Month of Action in June to help clean up the AD Lewis Center and the Fairfield Community Building.
- The Substance Use Disorder (SUD) continuing education certificate program is now available on the MUSOP website.
- The school has multiple posters being presented at the upcoming AACP Annual Meeting.
- MUSOP held an "Ask the Pharmacist" station at the Juneteenth celebration at the AD Lewis Center.

#### Student/Alumni Update and Accomplishments

- **Denise Dawley** was our second graduate of the Master of Science in Pharmaceutical Science program. Dawley was a student in the lab of **Dr. Velvet Journigan** and she has been accepted to the WVU School of Medicine.
- Graduates **Dr. Kyler "Gator" Hazelett ('21)** and **Dr. Keaton Kaplan ('21)** started their residencies at Marshall Health Pharmacy.
- **Dr. Haleigh Hogue ('20)** completed her residency at Marshall Health Pharmacy and is starting her new position as neurology clinical pharmacist at WVU Medicine.

#### Employee Accomplishments

- **Dean Gayle Brazeau** was announced as the Board Vice Chair for the American Red Cross, Tri-state Chapter, Central Appalachia Region.
- In her role as Editor-in-Chief of the American Journal of Pharmaceutical Education, **Dean Gayle Brazeau** was the moderator for the Joseph T. DiPiro Publishing Workshop: Learning from the Greats which was held on July 12, 2021.



- **Drs. Omar Attarabeen, Kimberly Broedel-Zaugg, and Chelsea Gresham-Dolby** had an article published in the June edition of *Currents in Pharmacy Teaching and Learning*. The title is *Pharmacy student stress with transition to online education during the COVID-19 pandemic*.
- **Dr. Michael Hambuchen** joined the advisory board of the *Journal of Pharmacy and Pharmaceutical Sciences*.
- **Dr. A. R. M. Ruhul Amin's lab** published an article in the *European Journal of Pharmacology*, 2021; 906:174266. The title is *Perspectives for synthetic curcumins in chemoprevention and treatment of cancer: an update with promising analogues*. The full list of authors is **Adeoluwa Adeluola (MSPS Student), Abu Hasanat Md Zulfiker, Dr. Daniel Brazeau, Dr. A R M Ruhul Amin**
- **Dr. Timothy Long** served on NIH grant study section ZRG1 AIDC-S (80).
- **Dr. Tyler Clay** collaborated with pharmacy residents at St. Mary's Medical Center on an award-winning poster presentation titled *Evaluation of the cost-effectiveness of a 62% alcohol antiseptic nasal decolonization protocol*. The authors are **Meaghan Gosciak, PharmD; Morgan Bridwell, PharmD; Raice Stevens, PharmD; Tyler B. Clay, PharmD**, and the poster won the Patient Safety Award at the 8<sup>th</sup> Annual Quality & Safety Summit.
- **Dr. Kim Broedel-Zaugg** is serving as honorary chair of the Social and Administrative Sciences section of AACP for 2021-2022.

### **STUDENT AFFAIRS & INTERCULTURAL AFFAIRS**

Vice President: Maurice Cooley

#### **Community Engagement:**

- The office is bringing back the Spring Break student travel abroad experience in 2022 with a trip to Florence and Rome; partnering with the Office of Student Involvement to begin registration soon.

#### **Counseling Center:**

- Planning for fall outreach and re-evaluating organizational structure due to tremendous growth.

#### **Disability Services:**

- ODS has been meeting with incoming freshmen to register for services for the upcoming year.
- End of year numbers for the 2020-2021 academic year:
  - 346 – registered students for Fall 2020 (106 graduated)
  - 314 – registered students for the Spring 2021 (73 graduated)

#### **Fraternity & Sorority Life:**

- FSL has worked with the PanHellenic Council to create their recruitment info link for Fall recruitment.

- The office has also worked with the Interfraternity Council to create their new Men's Mental Health Initiatives and Programs for Fall 2021.
- FSL is also currently working alongside our National Pan-Hellenic Council advisors to push new routes of communication and council branding for Fall events of our historically black Greek organizations.

**International & Intercultural Affairs:**

- *LGBTQ+ Office*
  - Participating in the Student Affairs component of New Student Orientation.
  - In the process of moving to new East Hall location... (Intercultural Center opening soon)
  - Finalizing Fall programming calendars.
- *Center for African American Students*
  - Participating in the Student Affairs component of New Student Orientation.
  - In the process of moving to new East Hall location... (Intercultural Center opening soon)
  - Finalizing Fall programming calendars.
- *International Affairs*
  - Currently Intercultural Affairs is working on the remodeling and relaunch of the Intercultural Center, at East Hall. We have been approved to bring the project and revitalization of the space to serve as a lighthouse on our campus for our underserved students and allies.
  - International Student Affairs is currently finishing up planning to return to a full, in-person orientation for the Fall 2021 semester; additionally, this will help international students meet each other and we'll be hosting an International Student Reception at the beginning of Fall.

**Louis Stokes Alliance for Minority Participation (LSAMP Grant Program):**

- Staff is currently working to distribute stipends to students and planning programs for next year.

**Military & Veterans Affairs:**

- Now that VA offices have begun reopening to the public, MVA is working with the Huntington Regional Office to host Federal Resume workshops and benefit seminars for students and community.

**Student Activities:**

- Working with campus partners to create an in-person activities schedule for WOW in August.

**Student Advocacy & Support/GEAR-UP:**

- Collaborating with Housing on a new program to assist students who face unexpected homelessness.

- Parent & Family Programs are collaborating with campus partners to provide a program for parents and family members on resources for students with disabilities.
- GEAR UP will be hosting the 2021 Transition Academy for incoming freshmen on August 15<sup>th</sup> & 16<sup>th</sup> to supplement the learning and access loss from the past pandemic year.
- The Success Ambassador's Pathway was featured and presented at the statewide Student Success Summit (Conference) via HEPC on July 14<sup>th</sup>.
- GEAR UP is seeking a statewide one-year extension of the College Transition positions to serve the high school graduating class of 2021; TBD in August/September.

#### **Student Conduct:**

- The office recently purged over 600 student conduct records that were 7 years old.
- Student Conduct is updating language in the conduct letters sent to students.
- Student Affairs/Student Conduct will host a virtual Behavior Intervention Team (BIT) certification class August 31<sup>st</sup>, September 7<sup>th</sup>, and September 14<sup>th</sup>; this class will be open to all University personnel.

#### **Student Government Association:**

- **Alyssa Parks**, Student Body President, & **Isabella Griffiths**, Student Body Vice President, attended the Campus Leadership Summit this month in Tampa, FL to learn more about leadership & development.

#### **Student Involvement & Leadership:**

- Individually contacted 346+ new students regarding customized involvement opportunities this Fall.
- Actively recruiting student organizations to host free/sponsored events during Week of Welcome 2021.

#### **Wellness Center, Women's & Gender Center, and Violence Prevention & Response:**

- *Wellness Center:*
  - Continuing to coordinate COVID19 Contact Tracing efforts for the campus.
  - Continuing to provide Alcohol Education classes for students sanctioned for violations of the Student Code of Conduct.
  - Search Committee actively reviewing candidates for the Wellness Center Coordinator position.
- *Women's & Gender Center:*
  - Continuing to finalize programs for upcoming Fall and Spring semesters.
  - Working with the University's Commission on the Status of Women to develop goals and objectives for 2021-22 year.
  - Currently seeking to fill Coordinator's position for Women's and Gender Center.
- *Violence Prevention & Response Program:*
  - Provided Bystander Intervention training for Governor's Honors Academy Staff.
  - Staff provided Bystander Intervention training for UNI 100 facilitators on July 11<sup>th</sup>.

- Working with Title IX Committee to review and update University policy and procedures.

# MU Internal Audit BOG Informational Report August 6, 2021

## 1 ACTIVITIES SINCE LAST MEETING

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- A. Advisory Services – Federal CARES/CRRSAA grant reporting.
- B. Audit Projects – Year End closing and Audit Schedule Preparation – MU and BGSF.
- C. Other – Miscellaneous tax and accounting research.

## 2 ACTIVITIES PLANNED BEFORE NEXT MEETING

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- A. Year-End Closing and External Audit Assistance.
- B. Quarterly Reporting and Monitoring of Federal Awards CARES/CRRSAA/ARP.
- C. Adhere to planned activities in the approved Audit Plan, and Continued Monitoring of other Institutional Activities.
- D. Other Audit and Consulting projects as requested.

## 3 PROFESSIONAL DEVELOPMENT ACTIVITIES

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- A. NONE THIS REPORTING PERIOD



## Facilities and Operations Update August 6, 2021

### Facilities and Planning Projects

#### **Hal Greer Memorial Plaza**

**Vendor: Tri-State Construction**

Estimated Expense of Project: \$299,640

Amount paid/ encumbered to date: \$89,280

Percent of project completed: 30%

Target date of completion: September 2021

#### **Science Building – Lab**

**Vendor: In-design phase/TBD**

Estimated Expense of Project: \$300,000

Amount paid/ encumbered to date: \$0

Percent of project completed: 0%

Target date of completion: December 2021

#### **RCBI Roof**

**Vendor: Fairfax**

Estimated Expense of Project: \$249,000

Amount paid/ encumbered to date \$ 0

Percent of project completed: 0%

Target date of completion: October 2021

#### **Shewey Building Interior Renovations**

**Vendor: SQP Construction**

Estimated Expense of Project: \$975,000

Amount paid/ encumbered to date: \$0

Percent of project completed: 50%

Target date of completion: August 2021

### Environmental Health and Safety


- Environmental Health and Safety continues to provide University leadership on COVID-19 Health and Safety related matters. Real time information on campus case and testing data is available on the University dashboard: <https://www.marshall.edu/coronavirus/dashboard/>

### Housing and Residence Life:

- Preparing for move-in. Freshman Move-In is Aug 16-17. Upperclass move-in is Aug. 20-22.
- Working closely with Health and Safety to finalize fall COVID protocols for residence halls and move-in.
- Beginning to work with Facilities Planning to discuss a plan for Twin Towers bathroom renovations.
- Hosted Group Cares Work Group this past week. This group was part of the City of Huntington initiative that volunteered to do housing rehabilitation in the Highlawn neighborhood.

Advisory Council of Classified Employees  
**Retreat**  
Canaan Valley Resort  
July 19 – 20, 2021

**Your Responsibilities  
as  
Classified Staff Leaders**

*“If your actions inspire others to  
dream more, learn more, do more and  
become more, you are a leader.”* 

*John Quincy Adams*

**In this session we will give suggestions on  
setting directions and goals for effective staff  
councils and institution classified leadership.**

***We ask that you participate by sharing with us  
what works well at your institution.***

## **EACH INSTITUTION IS DIFFERENT**

Some are large with many personnel & funding resources, and some are small with few personnel & funding resources.

## **REGARDLESS OF YOUR RESOURCES**

Better staff to staff relationships and better staff to administration relationships can be achieved with professional staff leadership.

## **YOUR RESPONSIBILITIES**

### **♦ THE STAFF COUNCIL CHAIR**

- ♦ Provide complete & proper agendas
- ♦ Promote strong attendance & participation
- ♦ Assure complete and aimed minutes
- ♦ Develop classified leaders by asking capable staff to chair a committee, do research, plan an event, etc.
- ♦ Establish and ensure working committees (legislative, social/events, staff development, elections, working conditions, emeritus, scholarship, supervision, constitution & bylaws, welfare, others?)
- ♦ Help committee chairs set goals for the coming year

## **YOUR RESPONSIBILITIES**

### **♦ THE GOVERNING BOARD REPRESENTATIVE**

- ♦ Understand the needs and concerns of classified employees by attending all Staff Council meetings
- ♦ Communicate those needs and concerns to your governing board
- ♦ Advocate for action of those needs and concerns
- ♦ Promote successes of classified employees
- ♦ Attend institutional meetings affecting classified employees and report back to your Staff Council



## YOUR RESPONSIBILITIES

- ♦ **THE GOVERNING BOARD REPRESENTATIVE**
  - ♦ Invite Board members to classified meetings and activities (state law?)
  - ♦ Seek their support in contacting government officials on issues of importance to classified employees
  - ♦ Others

## YOUR RESPONSIBILITIES

- ♦ **THE ACCE REPRESENTATIVE**
  - ♦ Attend all Staff Council meetings
  - ♦ Attend & report on BOG meetings to SC
  - ♦ Present ideas and concerns from your Staff Council & fellow employees to: ACCE, HEPC, CCTCE, Chancellors, Vice Chancellor HR, local legislators (with staff council's legislative committee), institution's leadership (with staff council)
  - ♦ Help the Staff Council Chair mediate problems
  - ♦ Attend institutional meetings affecting classified employees
  - ♦ Be a clearing house for information

## YOUR RESPONSIBILITIES

- ♦ **THE STAFF COUNCIL CHAIR, ACCE REP, & BOG REP**
  - ♦ Develop a positive working relationship with your Chief Human Resources Officer, President, and upper management
  - ♦ Communicate needs, concerns, and ideas to: President, CHROs, VPs, Directors, BOG Rep., ACCE Rep., the Campus
  - ♦ Maintain & express a positive attitude about all employees, your institution, & higher education
  - ♦ Help mediate and solve problems

## YOUR RESPONSIBILITIES

- ♦ **THE STAFF COUNCIL CHAIR, ACCE REP, & BOG REP**
  - ♦ Initiate campus discussions relative to institutional goals that result in classified employee enhancements
  - ♦ Heal any conflicts and settle any disagreements within your council and with your administration
  - ♦ Speak with one voice
  - ♦ Others?

## YOUR RESPONSIBILITIES

- ♦ **SUGGESTIONS – For All Classified Leaders**
  - ♦ **Always be professional with your actions !**
  - ♦ Mentor new committee members
  - ♦ Recruit employees to be on committees
  - ♦ Send cards, e-mails, and notes
  - ♦ Attend social functions of the institution
  - ♦ Develop positive relationships with all campus leaders
  - ♦ Delegate wherever you can
  - ♦ Pick your battles carefully
  - ♦ Do not always assume that the classified are always right

## YOUR RESPONSIBILITIES

- ♦ **SUGGESTIONS – For All Classified Leaders**
  - ♦ Praise in public, rebuke in private
  - ♦ Always find time to listen to your constituency
  - ♦ Stop and talk to the ones who believe no one cares about them
  - ♦ Work on getting classified staff on all major institution committees
  - ♦ Work in concert with all classified leaders to articulate needs and concerns of classified employees
  - ♦ Familiarize yourself with your council's constitution
  - ♦ Familiarize yourself with your BOG's policies
  - ♦ Others?

## **SUCCESSFUL LEADERSHIP TRAITS**

- ♦ **PLANNING**
  - Know Your Subject
  - Do Your Homework
- ♦ **ORGANIZING**
  - Place Materials And Thoughts In Orderly Fashion For Ease Of Access
- ♦ **PREPARING**
  - Be Prepared Through Reviewing And Rehearsing
  - Be Confident In Your Ability
- ♦ **DELIVERING**
  - Be A Good Listener
  - Understand And Be Respectful Of Opposing Viewpoints
  - Never Underestimate Your Ability And Effectiveness
  - Address Appropriately For Occasion
  - Dress Appropriately For Occasion
  - Utilize Resources
    - \* Code, Rules And Policies
    - \* Colleagues

## **LEADERSHIP**

**Always realize that the primary responsibility of your position is to advocate for your classified employees.**

**Take the responsibilities seriously as many individuals livelihood hinges upon your ability to look out for their best interest.**

***We wish you the best of success for the coming year and we promise our support to all classified leaders.***



# Higher Funding in West Virginia: An Overview

**Advisory Council for Classified Employees  
Annual Planning Retreat  
July 19-20, 2021**

## Revenue Sources

- State Appropriations
- Tuition and Fee
- Auxiliary Enterprises
- Grants
- Contract
- Research Corporation

## Revenue Sources

- State Appropriations
  - Determined by Legislature
  - Referred to as “Base Budget”
  - Has been declining
  - Dependent upon state economic conditions (tax collections, etc.)
  - Not distributed based on any formula (enrollment, meeting goals, etc.)
  - Increases (or decreases) by action of the Legislature
  - New Funding Formula Model to be developed

## Revenue Sources

- State Appropriations cont.
  - Received on a quarterly basis
    - July 20%
    - October 22%
    - January 25%
    - April 33%
  - This allows for any mid-year budget reductions to be taken out of the appropriated amounts not yet released to school

4

## Revenue Sources

- Tuition/Fees
  - Paid by students for participation each semester
  - Levels recommended by Board of Governors (BOG)
  - Requires approval by the HEPC/CTCS (HB2815 above 10%), also cannot average more than 7% for any three period

5

## Revenue Sources

- Grants
  - Funds provided by outside source(s)
    - Federal (ARC, DOL, DOE etc.)
    - State
    - Other (Foundations, Companies, etc.)
  - Generally **restricted** to support particular programs, activities, services
  - May be **unrestricted** but typically have some basic intent/purpose/guidelines concerning use

6

# Revenue Sources

- Auxiliary Enterprises
  - Bookstore
  - Food Services
- Non-credit Activities
  - Continuing education courses
  - Community interest activities
  - Business/Industry training
- Contract Services
- Research Corporation



What is a grievance?

In short, a grievance is a claim by an employee alleging a violation, a misapplication or a misinterpretation of the statutes, policies, rules or written agreements applicable to an employee. See W. Va. Code §6C-2-2(i)(1)

### **What are some things that can't be the subject of a grievance?**

Matters related to employee pensions, retirement, public employee insurance or any other matter in which the employer does not have the authority to act. See W. Va. Code §6C-2-2(i)(2)

Who can file a grievance?

Any person who is hired by a covered employer for permanent employment for a probationary, full- or part-time position, civilian employees of the State Police, an employee of a constitutional officer covered under the civil service system. A substitute education employee is considered an employee only on matters related to days worked or when there is a violation, misapplication or misinterpretation of a statute, policy, rule or written agreement relating to the substitute.

Covered employers are: most state agencies, departments, boards, commissions, colleges, universities, institutions, the State Board of Education, the Department of Education, county boards of education, regional educational service agencies or multicounty vocational centers.

How long after an event or incident do I have to file a grievance?

An employee has fifteen days following the occurrence of the event OR within fifteen days of the date which the event became known to the employee OR within fifteen days of the most recent occurrence of a continuing practice giving rise to the grievance. See W. Va. Code §6C-2-4(a)(1)

"Days" means working days excluding Saturday, Sunday, official holidays and any other day which the employee's workplace is legally closed under the authority of the chief administrator due to weather or other cause. See W. Va. Code §6C-2-2(c)

How many levels are there in the grievance process?

There are three levels available to an employee as part of the Public Employees Grievance Board process. Decisions issued by the Grievance Board are appealable to the Circuit Court of Kanawha County.

What is the difference between a Level One Hearing and a Level One Conference?

Employees filing a level one grievance have the option to select either a level one hearing, or a level one conference.

A level one hearing shall be held within fifteen business days of the chief administrator or designee receiving the grievance form. A level one hearing is recorded. The parties may present witnesses and offer documents to be admitted into evidence.

A level one conference shall be held within ten business days of the chief administrator or designee receiving the grievance form. A level one conference is a private, informal meeting to discuss the issues raised in the grievance, exchange information, and attempt to resolve the grievance.

Both hearings and conferences are held by the chief administrator of the employee's agency or the chief administrator's designee. Unlike a level one hearing, a conference is not recorded.

What happens at Level Two?

The purpose of level two is to allow the parties the opportunity to resolve the grievance without proceeding to an evidentiary hearing before a Grievance Board ALJ. In mediation, the mediator assists the parties in discussing the grievance in an attempt to settle the grievance through the agreement of the parties. Private arbitration is a less formal hearing process, in which the final decision is made by an arbitrator that the parties select and pay for themselves.

The grievant may choose one of three options at level two.

- Mediation conducted by an Administrative Law Judge (ALJ) employed by the Public Employees Grievance

Board. Both the grievant and respondent may be represented, both of which shall have the authority to resolve the alleged dispute. Agreements made by the parties at level two shall be binding and enforceable.

- Mediation conducted by a private mediator, not employed by the Public Employees Grievance Board. The parties involved must agree in writing to private mediation which includes sharing any costs associated with private mediation. Agreements made using private mediation shall be binding and enforceable.

- Arbitration conducted by a private arbitrator who is not an employed by the Public Employees Grievance Board. The parties involved must agree in writing to private arbitration which includes sharing any costs associated with private arbitration. Agreements made using private arbitration shall be binding and enforceable.

Link to Level Two Mediation Form: [Level Two Mediation Form](#)

### Can I file directly to Level Three?

An employee may proceed directly to level three if all parties agree to waive levels one and two, or when the grievant has been terminated, suspended without pay or demoted or reclassified resulting in a loss of compensation or benefits. Level one and level two proceedings are waived in these matters. See W. Va. Code §6C-2-4(a)(4)

A grievant may choose to proceed at level one, even if he or she was entitled to proceed directly to level three but may not then skip level two if he or she is unsuccessful at level one.

### Will I have the same administrative law judge at Level Three as I had at Level Two?

No. A different ALJ will be assigned to conduct the level three hearing and draft the level three decision. The ALJ who conducted the level two mediation is considered to be 'conflicted out' of any and all further proceedings after the mediation is completed.

### What happens at Level Three?

Upon receiving a request for a level three hearing, the Grievance Board will assign an ALJ to conduct a hearing. The Grievance Board will notify all parties including representatives of the assignment. Once notified of the assignment, the parties will deliver all documents and correspondence to the ALJ assigned to conduct the hearing.

The ALJ may conduct a prehearing conference with the parties or their representatives, in person or by telephone, to explore and resolve matters to expedite the grievance process.

The level three hearing is a relatively formal proceeding with certain rules and procedures that must be followed.

The hearing is recorded digitally on audio. The party having the burden of proof will proceed first. Each side will have the opportunity to call witnesses to testify and grievants may testify on their own behalf. Each party has the right to ask questions of any witness the other side calls to testify. Witnesses may participate by telephone at the discretion of the ALJ, but this must be requested in writing prior to the hearing, absent an emergency.

At the conclusion of the hearing, the parties will have the opportunity to submit written Proposed Findings of Fact and Conclusions of Law. This is an opportunity for the parties to provide a written argument about the evidence and the law relating to the grievance. To assist in preparing this document, a copy of the audio recording can be requested from Grievance Board staff.

### I don't have a lawyer or a representative, what should I do to prepare for my level three hearing?

Make sure to read and follow the instructions of any document you receive from the Grievance Board. Your Notice of Hearing will contain deadlines to submit a list of your witnesses and to request subpoenas. You are also required to follow the procedural rules of the Grievance Board, so be sure to review them.

If the burden of proof is yours, you must present evidence in the form of testimony and/or documents to prove your case. Testifying on your own behalf alone may not be enough to prove your case, so it is important to consider prior to your hearing what documents or other witnesses support your claim. It may be helpful to write



down questions to ask the witnesses. Follow the instructions in your Notice of Hearing and the procedural rules to make sure you can present that evidence in your hearing.

You can find previous decisions that have been made on grievances similar to yours to assist you in understanding the law relating to your grievance, what evidence may be important, and what you may wish to include in your written Proposed Findings of Fact Conclusions of Law. [Case Search](#)

**Do I have options regarding representation during a grievance?**

Employees are entitled to representation at any step of the procedure, including meetings held for the purpose of discussing or considering disciplinary action, prior to the filing of a grievance. See W. Va. Code §6C-2-3(g)(1); 156 C.S.R. 1 § 8

Each party in a grievance is entitled to have a representative act on their behalf during all levels of the grievance process. Representatives can include: any employee organization, fellow employee, attorney or other person designated by the grievant or intervenor as his or her representative. However, a representative may not include a supervisor who evaluates the grievant. See W. Va. Code §6C-2-2(n).

**Does the Grievance Board provide representation to employees or employers?**

No. The Grievance Board does not provide representation to any party of a grievance. Additionally, the Grievance Board will not recommend a representative to any party of a grievance. Obtaining representation is the sole responsibility of each party involved in a grievance proceeding.

**Who has the burden of proof in a grievance?**

The grievant bears the burden of proving their case, except in disciplinary matters, where the burden of proof is on the employer to prove the action taken was justified.

Probationary employees grieving the termination of their employment for non-disciplinary reasons must prove that their services were satisfactory.

At-will employees grieving the termination of their employment must allege and prove that the motivation for their termination was to contravene some substantial public policy.

**Can I discuss my grievance with employees of the Grievance Board or Board members?**

No. Informal communications regarding your grievance are not allowed. This means that aside from formal hearings and documents, parties may not confer or correspond with any member of the Board, ALJ, staff, or agents, concerning the merits or substance of a pending grievance. All parties must be present when discussing your grievance and all parties must receive copies of documents you intend to use as part of your grievance. Any one-sided communication is improper, and must be promptly disclosed to the other parties involved in your grievance.

**How do I request subpoenas?**

Any party that wishes to obtain subpoenas must submit a written request to the Grievance Board, and all other parties to the grievance must be copied on the request. The request shall include the full name and address of each person to be subpoenaed. (Work addresses are sufficient.) The ALJ assigned to the grievance will review the request and approve or deny the request. If approved, the Board will prepare the subpoenas and the originals will be mailed (or picked up by) the requesting party. See W. Va. Code §29A-5-1(b); 156 C.S.R. 1 § 6.5.

**Do I have to serve the subpoenas myself?**

Yes. The party that requests the subpoenas is responsible for the service and all related costs. (i.e. mileage and fees) See W. Va. Code §29A-5-1(b)

**How do I obtain documents from my employer for the level three hearing?**

You should request documents as soon as possible. Send your request to your employer in writing, listing the documents you want to obtain. Your employer must produce any document you request that is relevant and not privileged. If there is a dispute about the request, you must attempt to resolve the disagreement yourself, but if you cannot do so, you may request that the ALJ order your employer to produce the documents. You may

request such an order by written motion that states you have attempted to resolve the dispute and why the documents are needed. 156 C.S.R. §§ 6.12, and 6.12.2.

You may also request that the ALJ issue a subpoena duces tecum, which requires an individual to appear at the level three hearing and to bring the document(s) described in the subpoena duces tecum to the hearing. The request for a subpoena duces tecum is made in the same manner as a request for a subpoena. 156 C.S.R. §§ 2.1.9 and 6.5.

**Am I required to take annual leave to attend my grievance/hearing?**

No. Grievants (and their representative/counsel if applicable) shall be granted reasonable and necessary time off, during work hours, to attend grievance proceedings without loss of pay and without charge to annual leave. See W. Va. Code § 6C-2-3(p)(1)

**What do I do if I need to postpone my mediation session or level three hearing?**

This is called a "continuance." The party requesting the continuance must first attempt to obtain an agreement to the continuance from all parties and obtain five agreed dates for rescheduling the mediation session or level three hearing. The party must then request the continuance in writing from the Grievance Board, with a copy to all other parties. The statement must include the reasons why the continuance is needed, a statement as to whether the other parties have agreed to the continuance, and the five agreed dates for rescheduling the mediation session or level three hearing. The ALJ assigned to the grievance will decide whether the continuance request will be granted. 156 C.S.R. 1 § 6.7.

**Can adverse actions be taken against me by my employer for filing a grievance?**

No. Reprisal or retaliation of any kind may not be taken by an employer against a grievant or participant of any grievance proceeding because of his or her participation. Reprisal or retaliation constitutes a grievance. See W. Va. Code § 6C-2-3(h)

**Does the Grievance Board provide legal advice?**

No. Employees of the Grievance Board cannot give legal advice to any party to a grievance or to any employee, employer, or representative of an employee or employer. The Grievance Board website does offer a search feature where employees and employers can find past synopsis and full case decisions that may benefit them.

**Are grievance documents public record?**

Documents related to the filing of a grievance are not public record and not open to public inspection. Decisions issued by the Grievance Board are made available to the public once all parties involved in a grievance have received notification of the final decision. The Grievance Board website provides a searchable database of all final decisions issued.

**Where can I find the laws and rules that govern the grievance procedure?**

Information concerning the laws and rules can be found in W. Va. Code §6C-2-1 through §6C-2-8 and Title 156 Series 1 of the WV Code of State Rules. Links to these documents can be found below.

**[West Virginia Public Employees Grievance Procedure](#)**

**[West Virginia Public Employees Grievance Procedure Rule](#)**

**Can I fax or email my grievance forms to the Grievance Board?**

Yes. The Grievance Board accepts grievance forms (at any level of the grievance procedure) via fax or e-mail.

Fax: (304) 558-1106

Email: [wvqb@wv.gov](mailto:wvqb@wv.gov)

**I would recommend you call to confirm receipt.**

## Meeting with Legislators

Our goal is for the legislative leaders and our own local legislators to know who we are and who we represent (classified, all staff employees & our institutions) and that they can feel comfortable with contacting us for our trustworthy and sincere input in matters of West Virginia Higher Education. Remember that as an ACCE representative, you need to see the big picture for the entire West Virginia Higher Education system and not just your own institution. Legislative chairs will always be looking out for the good of the whole system, not just single institutions.

### *Know your local legislators & those who border your district(s)*

- Their legislative webpage
  - read their biographical profile
  - personal website
  - facebook page
- Your personal contacts with them
- Your friends' and family's contacts with them
- Higher Education connections
  - their college(s)
  - their degree(s)

### *Know what they are passionate about*

- Legislative website for bills that they have sponsored or supported
- Organizations
  - social
  - charitable
  - religious
  - educational – alumni associations, etc.
- Sports/Hobbies
  - hunting/gardening/traveling/etc.
  - team sports/collegiate/national/etc.
- Google them

### *Arrange a meeting with them*

- Contacting the Legislator
  - find their Capitol address, their home district address, email address(s)
  - compose letter for the meeting requested
    - use their official title, e.g.  
The Honorable Patricia Rucker  
Dear Senator Rucker,
    - include a brief statement of who you are and who you represent
    - reason for the requested meeting
    - ask them to share their vision for the future of Higher Education in WV
    - if the meeting is during session, you can ask them to discuss bills of interest
      - be specific about the bill number and title, i.g. SB330, Higher Education Personnel
    - thank them for their service

- One or more at a time (*it's always best to meet one on one with the most important legislators*)
  - best to keep those in the meeting within party lines
  - most important, legislative leaders (*education, then finance committee*)
  - education committee members (*Chair, Vice Chair*)
  - legislative Oversight Committee on Education Accountability
  - finance committee members (*Chair, Vice Chair*)
- Use your legislative committee or use just a few staff leaders
  - **do not include Presidents/Faculty**
  - be sure this committee includes YOU! (*lead the meeting*)
  - try to keep it less than 4 staff leaders, 2 or 3 is ideal
  - name badges or place cards are always nice
  - business cards should be handed to them
- Set a convenient location and time “for them” and confirm they know
  - on campus
  - at their office
  - local library
  - no more than one hour (unless they ask for more time)
  - be open for weekends, early morning, later in the day, etc.
- Make them feel at ease, but keep it professional
  - offer a cup of good coffee, bottle of water, etc.
  - thank them for their service
- Make an education connection
  - their college years (*if they went to college, some have not*)
  - their kids, spouse, significant other, grandchildren, etc. (*be careful with the amount of time*)
- Discuss higher education items that are appropriate and need to be addressed
  - state appropriations
  - increase to higher education base funding
  - stop cutting support for higher ed
  - advocate for fairness in compensation between the constituent groups
  - be careful not to get into discussions on topics that they are known to feel strongly about
  - support a system of fairness, accountability, credibility, transparency, and a systematic approach to progress in personnel decision-making in higher education
- Carry through
  - send a nice thank you note within a day or two after the meeting
  - make another contact, preferably at their office in the Capitol
    - stop by just to say hi (or if they are not in, attach a note wrapped around a candy bar)
    - develop a good relationship with their staff (*very important*)
  - stay in contact with them in the future
    - facebook
    - emails
    - community meetings
  - invite them to staff social events (*works very well in election years*)
    - give them the opportunity to say a few words
    - try to have them interact with staff employees (but not presidents)

# Sample Meeting Request Letters

Good Afternoon Senator Washington,

My name is Abigail Adams and I am a member of the Legislative Subcommittee of the Classified Employees Council at Shepherd University which represents more than xxx classified employees. The subcommittee has been charged with communicating with our elected officials to see if they would be willing to meet with us to discuss the upcoming legislative session and issues important to Shepherd University and its Classified Employees.

It is our understanding that major legislation will be introduced concerning higher education personnel issues in the next legislative session that will affect classified employees and their families. We know that your Education committee will be very involved with this legislation. It is very important that we discuss some of these issues with you in order to give you a better understanding of the importance this legislation will have for classified employees and their families.

We understand that this is a busy time for you, but the committee would greatly appreciate it if you would be able to find time on your calendar to meet with us before the legislative session to allow us to share some of our concerns and to have you share with us your vision for the future of Higher Education in West Virginia. We would be happy to meet with you on the university/college campus or at a location and time convenient to you.

I can be reached by phone at (304) xxx-xxxxx or by e-mail at [xxxxxxxxxxxxxxxx](mailto:xxxxxxxxxxxxxxxx)

Thank you for your service and for taking the time to read and respond to my request.

Cordially,

Abigail Adams  
HR Assistant  
Shepherd University  
P. O. Box 5000  
Shepherdstown, WV 25443  
304-876-xxxx

Good morning Delegate Xxxxxxxxxxxxxx,

As a member of the Shepherd University Classified Employees Council and their representative on the Advisory Council of Classified Employees, I am writing to ask if you could so kindly help to set up a meeting with the Eastern Panhandle Legislative Caucus and our legislative subcommittee to discuss important issues for higher education and the staff employees of Shepherd. We find that this is also a time when we have the chance to hear of your visions of the direction that higher education should be heading. Our committee is charged with communicating the concerns of more than XXX members and their families to their state representatives.

Knowing that you and your fellow legislators are all very busy during the whole year, we would be more than willing to accommodate your wishes for any time or location, at Shepherd or elsewhere. I believe that the meeting should not take over one hour. For our part, the Personnel Studies of SB603 dealing with classification, compensation, performance management, reduction in workforce policy, outsourcing issues and overall a better system of personnel management is what we wish to help educate our representatives on. If you wish to read a bit on the personnel study, please go to [http://www.wvhepc.com/wp-content/uploads/2014/01/SB\\_330\\_FAQs.pdf](http://www.wvhepc.com/wp-content/uploads/2014/01/SB_330_FAQs.pdf) for a well presented overview of this very important issue to more than 6000 classified employees in the state system.

I can be reached by phone at 304/876-5252 or by e-mail at [kharbaug@shepherd.edu](mailto:kharbaug@shepherd.edu)

Thank you for strong and fair representation of your district and the citizenry of this great state.

Sincerely,

Ken Harbaugh  
Shepherd University  
PO Box 5000  
Shepherdstown, WV 25443-5000