

Marshall University Classified Staff Council Minutes

December 17th, 2015, John Spotts Room MSC 2E37

Members Present: Chris Atkins, Amber Bentley, Jason Baldwin, Nina Barrett, Missy Browning, Patty Carman, Tootie Carter, Joe Chambers, Toni Ferguson, Stacy Good, Carol Hurula, Jennifer Jimison, Leonard Lovely, Becky Lusher, Lisa Maynard, Shay McComas, Tim Melvin, Larry Morris, Marcos Serrat, Nancy Tresch-Reneau, Lisa Williamson, Rachel Williamson, Joe Wortham, Miriah Young

Members Absent: Donna Megquier, Greg Pickens, Tony Waugh

Members Absent (Excused):

Guests: Mary Ellen Heuton, Bruce Felder, Brandi Jacobs-Jones

The meeting was called to order by Chair Nina L. Barrett. Parliamentarian Joe Wortham confirmed we had a quorum.

Brandi Jacobs-Jones

Ms. Jacobs-Jones relayed a message from Interim President White to have a good and refreshing holiday break and we'll all come back rejuvenated in the New Year. She added that at midnight on January 16th Dr. Gilbert will take the Presidency.

Heidi Romero – Marshall Pharmacy

Ms. Romero introduced herself to Council as the Pharmacy Manager at Marshall Pharmacy. She then proceeded to list some of the benefits to having prescriptions filled with the Marshall Pharmacy:

- The Marshall Pharmacy accepts all prescriptions from all providers, not just those from Marshall Health. There is no requirement to see a Marshall Health doctor to use the Pharmacy.
- The Pharmacy offers Meds by Mail, in which medications can be mailed directly to your home. This excludes controlled medications per State Law.
- The Pharmacy offers text or email notifications to alert to completed prescriptions.
- They offer an app and website in which you can order refills, view how many refills are left, or request refills from your doctor using a request button online.

Benefits to those employed at Marshall who have PEIA insurance and a Marshall Health Provider as their Medical Home:

- Copay waivers on generic medications:
 - Up to \$5 off the \$10 30-day supply
 - Up to \$10 off the \$20 90-day supply

There are two different locations to utilize the Marshall Pharmacy:

- Cabell Huntington Hospital, 7am-7pm M-F
- Byrd Clinical Center, 8:30am-5:30pm M-F

Do you still do the “Meds to Beds” – Yes, if you’re a patient within the main hospital you can have medications filled in the Pharmacy and have them delivered to you upon your discharge. This goes for outpatient surgery in the main hospital building as well. You do not have to be a regular patient of the Pharmacy to do this either.

Attached at the end of the minutes is a handout Ms. Romero brought regarding the pharmacy.

Mary Ellen Heuton – CFO

- They did a reforecast of the budget for the Board meeting. She said they are very optimistic about getting through the current financial situation we’re in.
- Mary Ellen encouraged feedback and communication as we look to make changes to benefit the University.

University Communications sent out an email on December 9th about “right sizing”, “difficult decisions”, and “treating affected members of the University community with dignity and respect”. These statements make it sound like people will begin to lose their jobs; has there been any discussion of that? – The question was redirected to Bruce Felder, Director of Human Resources, who stated that there is absolutely no plan to eliminate jobs and there has been no discussion of a reduction in force. There are potential plans with the 20/20 initiative that may cause elimination of positions but not elimination of employees. No one will be displaced without a job, but employees could *potentially* be displaced from their position into a different position. If that were to take place it would be done with care to disrupt as few people as possible.

How does it save the University money to promote existing employees to be a “specialist” under their Budget Manager? – A conversation followed in which Mary Ellen said they are trying to work through some ideas and figure out what makes sense but with the help of those who are on the front end actually doing the work. Nothing is decided yet however.

Are hard hiring freezes and hard travel freezes going to occur? – There IS a new freeze process that is just a little different. Bruce Felder spoke up that it includes a “critical review assessment” prior to the freeze committee meeting now in which they try determine what the top 3-5 things that the position is responsible for, and figure out if anyone else in the University does the same thing and if anything can be redesigned to work better. Those findings are then taken back to the Freeze Committee. Regarding travel freezes, they’re still working on that process as it relates to everyone differently.

Do you have the figures for the raise pools for classified and non-classified staff? – Miriah spoke up that she had the figures for Classified: \$420,000. She also went ahead and passed out the new budget forecast with the raises. Miriah explained that in order to give classified employees over 15 years something of a raise in addition to those still on the 2001 Salary Schedule it had to be done in two steps: first the \$250 to everyone, and then bumped to the next step on the

salary schedule for anyone not already where they should be. But since it occurred on the same paycheck employees saw the two steps as one fluid raise.

Is Human Resources going to send anything out saying what each individual's pay will be after the raise? – Bruce Felder answered that he would make a note to take care of that.

Can the Staff Council list of all classified staff that we receive from Human Resources have pay grades added for each employee so that when individuals call for help with determining where they should be on the salary schedule we can assist them? – Katie Counts, Staff Council Program Assistant – Bruce answered that would be fine.

When we leave this room can we tell anyone who asks "There is no plan for a systematic displacement as a budget balancing mechanism"? – That is correct.

Are the people who are involved with possible moving of positions being told? – As of right now there's no one to be told anything as they're still in the initial conversation period.

- Pertaining to the Shared Services groups, if anyone is particularly passionate about a certain area or very knowledgeable and wants to participate in the ongoing conversations they should let Miriah Young know.

Miriah Young – Board of Governors

In addition to the discussion previously about the budget and raises, the Board did the following:

- Eliminated one degree program at the request of the program itself due to low interest: Bachelor of Arts in Applied Science.
- Electronics Management Policy is being updated and currently out for comment.
- The Board accepted the investment earnings update. They're moving forward with an investment committee which will be set up by Mike Sellards, and a subcommittee of the Finance Committee.
- Budget Reforecast:
 - The Thursday before the meeting they were at a -4.6 million, and then Mary Ellen Heuton and Mark Robinson found whatever they could to try and balance. After that they were at -2.6 million but the Board went ahead and approved it with President White's assurance that we'll be doing everything we can through the RRT initiatives and other things in operations.
 - The Board has asked that at every upcoming Board meeting another budget reforecast be presented since they're not allowed to have a deficit operating budget.

The next Board meeting will be in February.

Bruce Felder – Human Resources

- Update on the Mercer Salary Schedule Study: It is nearing completion and the preliminary study has already come back. Bruce said it still needs a little tweaking and

they have some homework to do over break and get to Mercer by January 1st. Mercer is ready to present their final findings to the HEPC, who hired them to perform the study.

- PEIA: There was an article in the Gazette a few days prior in which their Finance Board was encouraging the Legislature to provide more funding to lessen the burden on plan participants due to higher costs associated with a \$120 million deficit.

Have the changes to the Employee of the Month Award been approved? – No, they have not, and they won't be until they go to President Gilbert when he comes.

Carol Hurula – ACCE

ACCE met December 9th in South Charleston.

- Discussed legislative agenda items coming up in the spring session such as PEIA.
- The new ACCE website is almost ready to open, which should be beneficial for the legislative session.
- Carol said she is going to have a conference call with Bruce Cottrell, the new Director of Classification and Compensation from HEPC, and she will send Staff Council an update on what they discuss.
- The Mercer Study is due back to HEPC this month so that HEPC can relay the commitments it would require to the WV Legislature in January before the legislative session begins.

Recommendation

Chris Atkins made a recommendation that the numbers of the salary pool for Faculty and Non-Classified Staff raises be disclosed.

Leonard Lovely seconded.

Motion was approved by full Council.

Point of information by Parliamentarian Joe Wortham: that information will eventually come out; we just don't have it yet.

Committee Reports

Election Committee – Becky Lusher – No Report

Legislative Committee – Chris Atkins – No Report

Personnel/Finance Committee – Lisa Williamson – No Report

Physical Environment Committee – Nancy Tresch-Reneau – No Report

Staff Development Committee – Miriah Young –

The Holiday Project has gone really well this year with lots of donations for both the Veteran's Home and the Christmas Bags for Huntington's homeless and needy.

All tuition benefits have been awarded for everyone requesting eligible courses for the spring semester.

Announcements

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

Minutes approved by: _____
Nina L. Barrett, Chair, Staff Council

Minutes read by: _____
Gary White, Interim University President



Marshall Pharmacy

Marshall Pharmacy, located in the Marshall University Medical Center and the Byrd Clinical Center, accepts **all** prescriptions from **all** providers.

The pharmacy offers a variety of services including Meds by Mail, text notification for completed prescriptions, online refills, and the Marshall Pharmacy Rx mobile app, available on the iTunes and Amazon app stores.

Navigating co-pays and insurance coverage can be complicated and PEIA benefits are often different than other insurers, but the pharmacy staff can help you understand what to expect.

PEIA Summary of Benefits for July 1, 2015 – June 30, 2016

- PEIA deductible is \$75 for a single person and \$150 for a family. Deductibles start over every year on July 1st.
- PEIA's copays for generic medications increased to \$10 for a 30-day supply and \$20 for a 90 day supply.
- PEIA has also increased copays on brand name medications. Patients should consult their formulary, benefits summary, or talk to a PEIA representative for details about brand name copays or other questions about covered medications.
- There is an added benefit that Marshall Health offers to its PEIA patients who participate in their Medical Home and get their prescriptions filled at Marshall Pharmacy. For **generic** medications, Marshall Health continues to waive up to \$5 of the copay on a 30 day supply and up to \$10 on a 90 day supply. There is no copay waiver on brand name medications.

For additional questions, contact Marshall Pharmacy at the MUMC location at 304-691-MURx (6879) or the Byrd Clinical Center at 304-696-5000.