

Marshall University Classified Staff Council Minutes

December 19th, 2019, MSC 2E37 John Spotts Room

Members Present: Chris Atkins, Lacie Bittering, Karena Burriss, Patty Carman, David Childers, Timothy Cline, Samantha Fox, Carol Hurula, Becky Lusher, Lisa Maynard, Teresa Meddings, Missy Morrison, Denise Parks, Rodney Sanders, Marcos Serrat, Crystal Stewart, Justin Tyler, Eric Wallace,

Members Absent:

Members Absent (Excused): Nina Barrett, Amber Bentley, Dena Laton, Mitzi Meade, Tony Waugh,

Guests: Dr. Gilbert, Bruce Felder, Jaime Taylor, Mark Robinson, Lacy Ward, Brandi Jacobs Jones

Chair Chris Atkins called the meeting to order.

Dr. Gilbert – University President

- Dr. Gilbert first thanked Staff Council for putting on the Thanksgiving dinner for students, adding that it's the type of service Marshall is all about.
- The John Marshall Fellows Program is starting again in January. The new members have been named and had a recognition ceremony. Becky Lusher from Staff Council is one of the new members.
- There will be no mid-year budget cut from the State. However, there may be a cut in July.
 - As vacant positions become open they are trying to figure out what can wait to be filled to help with the budget. This is being done more so with faculty than staff positions.
- We are down around 400-500 paying students on campus this fall, which means we're down around \$1 million in tuition.

Dr. Taylor – Provost

- Dr. Taylor also stated that we are down in tuition and have been consistently for the past few years, which has been around \$6 million overall per year. They have been using empty positions as one of the ways to help fill that hole.
- There are a few new positions:
 - A person to handle alternative suspensions.
 - Hired in the Spring.
 - Previously, when students were suspended they left the University for a semester, and were expected to come back changed and ready to learn.
 - This alternative suspension program has students staying on campus and in classes with someone helping them to succeed.
 - The success from this program proved that the tuition made from the student retention was enough to justify hiring someone for this position.
 - New Advisor Positions
 - Director of Advising and additional Advisors

- Studied how far we have to move our retention numbers to pay for the advisors.
- There will be more than one phase to this plan, but we won't move past the first phase until we can see that the retention numbers are paying for the positions.

Mark Robinson – CFO

Mark had nothing additional to add, and no questions were asked.

Bruce Felder – Human Resources

- The Governor issued a proclamation giving an additional half day holiday on Christmas Eve, which Marshall was already observing as a full day off. That additional half day will be observed at some point in the spring semester. If the Governor grants an additional half day on New Year's Eve also, the two half days will be combined.
 - A conversation followed regarding the different ways of observing the half day holiday(s) including observing it on the Friday of Spring Break, using a floating holiday (as in years past), or simply adding the additional leave hours to an employee's leave bank. Bruce stated they would look into what is feasible.

If the additional holiday time is "banked", what sort of leave would it be banked as? – Tim Cline – Annual leave, which does have a cap as well as a payout value. Which means it's also a legal question as to whether or not we can bank it.

Once you know the legality of banking the time, can you let Chris know? – Crystal Stewart – Yes that can be done. Bruce also asked Council what the preference would be to do with the time. Many voted to bank it, and some voiced an opinion to have it observed on a different day.

- FLSA – Fair Labor Standards Act Changes
 - Converted 30 employees to hourly employees.
 - 8 classifications converted
 - 7 of those employees were already above the \$35,568 threshold.
 - The total mitigated savings to convert these employees to hourly is \$107,000 (as opposed to leaving them exempt and increasing their salaries to the \$35,568).
 - Maintained an exempt status for 49 employees.
 - Cost to increase salaries to threshold was \$192,000.
 - 12 Classifications
 - Total Cost to the University is over \$250,000 before we know how much overtime could be used on those converted to hourly.

If something happened and the overtime for the 30 converted employees exceeded the \$107,000 mitigated savings would we go back and change them back to exempt and raise their salaries? – Justin Tyler – Bruce stated that a lot of thought and effort went into making the decision, and don't anticipate that happening.

How were the 30 employees who were converted to hourly notified of that change? Some concern is that employees see the move from exempt status to non-exempt status as a negative thing that somehow

reflects on their performance. – Chris Atkins – The managers were charged with having a conversation with the employees, and the employees will also receive a letter in campus mail today.

There isn't a lot of training for supervisors on how to handle certain things relating to being a supervisor, which may be a good idea to consider having. – Lacie Bittinger – Bruce mentioned that LinkedIn Learning may have something along those lines soon that they've been working on.

When we have an upcoming holiday in which we need to approve and submit all time before the days have actually been worked, what do we do if someone has to take an unexpected sick day? – Lacie Bittinger – Bruce suggested sending an email to the TCP email address since it copies both Katherine Hetzer and Carla Adkins.

For evening employees who have to clock out at 1am, we sometimes have an issue with the system going offline and not capturing clock-outs. Can we adjust the time that the system is doing an update or whatever is taking place? – Justin Tyler – Bruce requested a screenshot showing what it looks like when it happens. Justin added that there is just a red bar on the actual time clock where it is normally green when it happens.

January will be a month in which we receive 3 paychecks. Which paycheck will be different? – Patti Carman – The 3rd paycheck will be more because it has less deductions.

Minutes

November 21st, 2019 Minutes approved with a correction to page 7 to make the following change:

Original wording:

Approval of real estate property/lots/parcels City of Huntington funded via Marshall Health & UP&S.

Corrected wording:

Approval of real estate property/lots/parcels City of Huntington funded via Marshall Health & UP&S doing business as Marshall Health.

Teresa Meddings – ACCE

*Disclaimer: These are a combination of my notes and draft minutes from the meetings. If you have any questions, please let me know.

ACCE Representative – Teresa Meddings

ACCE Meetings – November 22, 2019 New River CTC

December 12, 2019 Bridge Valley CTC

Since the last Staff Council meeting there have been two ACCE meetings.

Notes from November 22, 2019 at New River CTC:

ACCE discussed its presentation planned for CCTCE on December 5, 2019.

Dr. Copenhaver, President of New River CTC (past year or so) discussed current challenges facing New River, budget cuts, etc. Working to keep impact as low as possible for students.

Council discussion:

- Pierpont President's Council changed its mission statement without consulting the general population on campus. President's Council does not have recorded minutes. Open meetings are defined in title v administrative procedures act. This includes the BOG, Foundation Board and Research Corporation boards. Included in WV Code 6-9A.
- A list of examples for discussion with HEPC chairman Mike Ferrell was put together for the meeting on December 5.

No major discussion, but a few bullets:

- Lack of communication from and with the HEPC Liaison.
- No meeting of the JCC (Job Classification Committee) except for one.
- No meetings of the CPRC (Compensation Planning and Review Committee).
- External Market review should happen in 2021
- Need to work to change code so it says the Market Study "shall be done" and not "may be done" every five years.
- Need to have the appropriate staff who can coordinate the process of the review including the request for proposal.
- There is supposed to be an annual review of salary schedule including the minimums.

Notes from December 12, 2019 meeting at Bridge Valley CTC:

President Eunice Bellinger (President of Bridge Valley) spoke of 5.6% increase in fall enrollment with the expectation that will continue in spring 2020. They are looking into purchasing the old Stone and Thomas building in downtown Charleston to move into. There was much discussion with council members who did not seem to agree, but President Bellinger did not seem to want to hear these reasons for disagreeing (**my observation**). This purchase has not been made to date.

Executive Vice Chancellor Matt Turner from HEPC visited with us for a Q&A session:

- To date, there is no language to define what an "exempt" institution actually is. The HEPC has very little oversight, but more of a coordination function.
- He is not aware of any legislation being drafted that would extend exemption status to other institutions.

- Last thing he addressed was possible mid-year cuts. State revenue is up. There does not look like there will be a mid-year cut based on current state revenues.

Council discussion regarding new salary schedule:

During roundtable discussion about implementing the new salary schedule on campuses, the following issues/concerns were identified:

- WVU-Parkersburg -- New employees are being hired at the new system but existing employees are on the old schedule. When did new hires start getting hired on the new salary schedule? Maintenance employees were brought up to minimum on the new salary schedule, but not all incumbents have moved to the new schedule. Classification and Compensation policy was last approved in 2012.
- WVNET -- not on the new salary schedule
- Everyone needs to look at their institutional policies on Classification and Compensation or something that says the institution will follow the Council or Commission policy on Classification and Compensation.
- WVU -- what is being used to place employees at salary. WVU may have created their own salary schedule.
- Most of the institutions have moved to the new salary system/schedule.

Carol Hurula – Board of Governor’s Representative

The Board met earlier in the same day.

- Approved minutes from October meeting.
- Approved 4 programs that were all previously intent to plans.
 - Masters of Science in Cyber Forensics and Security
 - Doctor of Business Administration
 - Bachelors in General Business
 - Masters of Science in Data Science
- Approved investment earnings.
- Approved a special fee change for the STEM program in Ohio.
 - There previously wasn't a fee.
 - \$167 per semester.
- Approved amendments to the Employee Dependent Undergraduate Tuition Assistance Program.
 - Added a paragraph stating that if both parents of a child worked at Marshall and are now deceased, that child has a 15 year cap to attend Marshall with the Dependent Tuition Assistance Program. This will be done with in-State tuition rates.
- Finished reviewing policies on the agenda.

- 3 were deferred because Faculty Senate is looking at them, and will go out for comment.
- Mary Beth Reynolds invited Carol as the Staff BOG Representative as well as the Faculty BOG Representative and Faculty Senate Chair to be included in reviewing and making revisions to policies before going to the Board.
- Approved 3 month statement.
- Discussed the Capital Project Program Statement.
 - The Board is supporting the Baseball Facility, but didn't make any action at this time. The proposal was supposed to go out for bid that same day.
- Discussed GA-7, which was approved at the last meeting and is supposed to be part of the strategic plan.

President's Report:

- Winter break begins the following day and wished everyone happy holidays.
- Had a legislative reception of the Wayne and Cabell Delegates at his house on December 3rd.
 - Dr. Gilbert included a 2 page agenda of what he would like to see happen in the Legislative Session.
- Strategic plan is being written by David Hatfield and they anticipate the completion by August of 2020.
- Winter Commencement
 - Christie Kinsey represented the Board of Governors and gave a greeting.
 - April Fugett was the commencement speaker.
 - 1200 students graduated, and around 700 attended.
- Mayor Steve Williams and Vickie Lester with the Housing Authority put out a RFQ for the Fairfield Development Plan.
 - Working on an implementation grant.
 - Would include a grocery store, apartments and retail space.
- Dr. Gilbert stated that on his last bi-weekly conference call with Brad Smith, they discussed tentatively having a speaker series on February 19th at the Keith Albee including the following attendees:
 - CEO of Nike
 - CEO of PayPal
 - CEO of Adobe
- Aviation Program received a \$1.5 million Mayor Foundation Fund to build and equip a classroom at the Yeager Airport near the runway.
 - Hope to have the program to Faculty Senate in January.
 - May have a special BOG meeting to discuss the finalization program and also the purchase of an airplane.

Chairman Bailes Report:

- Had a training session the previous day for new members at MURC.
- Wished everyone a wonderful holiday.

Committee Reports

Election Committee – Nina Barrett – No report.

Legislative Committee – Carol Hurula – No report.

Personnel/Finance Committee – Lacie Bittinger – No report.

Physical Environment Committee – Crystal Stewart –

- Committee met and spoke about what the lost and found options are on campus after having had the issue raised in Executive Committee.
 - There is a website associated with campus lost and found:
www.marshall.edu/lostandfound
 - You can use the website to list lost and found items.
 - Additional information can be found on the MUPD and Student Center site.
 - In general, MUPD is the official location for lost and found items.
 - Two alternative locations are the Drinko Library front desk, and the Student Center information and concession desk.
 - The Campus Rec Center has their own lost and found.

Service/Staff Development Committee – Missy Morrison –

- Thanksgiving Dinner
 - Around 300 students and some staff attended.
 - Leftovers were boxed as individual meals and delivered to the Twin Towers for the students.
 - Food items that were unprepared and unopened went to the City Mission for their Thanksgiving meal the next day.
 - Leftover gift card funds were used to purchase food for the student food pantry on campus to ensure those funds still went towards feeding Marshall University students.
- Holiday Project Donations
 - Donations were lower than usual so all of the donations are being given to the student food pantry as well.
- A tentative future project pending a grant will be to donate baby board books and parenting books for parents at Lily's Place.

Announcements

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

Minutes approved by: _____
Chris Atkins, Chair, Staff Council

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