

Marshall University Classified Staff Council Minutes

February 20th, 2025, Virtual Meeting via Microsoft Teams

Members Present: Jesse Baldwin, Nina Barrett, Lacie Bittinger, Mark Brumfield, Karena Burriss, Carol Hurula, Dena Laton, Mary Layne, Heather Lowe, Becky Lusher, Nick Martin, Anita Mathis, Larry Morris, Heather Smith, Lisa Ransbottom,

Members Absent: Andrea Gray, Maegan Gruber-Basenback, Kyrsten Hodge, Samantha Holiskey, Cody Mills,

Members Absent (Excused):

Guests: Attached

Chair Tony Waugh called the meeting to order.

John Marshall Service Awards

- Two employees from housing, **Joe Eplin and Dylan Rose**, were recognized for their exceptional work and service to students during the recent ice storms.
 - Both employees stayed overnight on campus to ensure they could clear walkways.
 - Additionally, they encountered a student having a medical emergency and quickly acted to help the student.
 - Great job, Joe and Dylan! Thank you for your services to Marshall and our students.
- If you know of an employee who goes above and beyond in their job, please let us know by submitting a nomination for them here: <https://www.marshall.edu/human-resources/john-marshall-service-award/>. (Please be sure to be very detailed in your submission).

Avi Mukherjee – Provost

- **Enrollment & Retention**
 - Census Numbers - We established census data for the first time, which is 21 days from the start of the first day of class, which was February 3rd for this semester.
 - Total Spring Enrollment
 - 2025: 11,418
 - 2024: 10,494
 - Enrollment increased 8.8% from Spring 2024 and 16% from Spring 2023.
 - Fall 2024 Enrollment
 - Enrollment increased from Fall 2023 to Fall 2024.
 - Fall 2024 to Spring 2025 Retention
 - 1625 students returned from fall semester.
 - Fully admitted student retention numbers are at 91.7%.
 - All combined student retention numbers are at 89.4%.
 - Fall 2025 Applications
 - 7,611 applications so far, which is 3% lower than this time last year, but we're catching up.
 - Our target is 10,000 applications.
 - Intend-to-enroll numbers are at 1,431.

- 1.6% lower than this day last year.
 - Target will be closer to 2000.
 - Graduate Applications – up by 50%
 - Distance Applications – up by 62%
 - International Applications – up by 22%
 - Adult & Non-Traditional Students – up by 36%
 - Transfer Applications – up by 9%
 - Dual Enrollment Applications – up by 87%
 - Metro Applications – down by -4.5%
 - Non-Resident Applications – down by -3%
 -
- **Recruitment**
 - Direct Admission Memorandum of Understanding (MOU) are being signed with Boyd County Kentucky, as well as Cabell, Kanawha, Wayne, Putnam and Lincoln counties in West Virginia. These are direct-to-admission MOUs where students from high schools will be directly admitted to Marshall without an application.
 - Recruitment Fairs – Admissions has been visiting several, particularly the ones that belong to NACAC, or the National Association for College Admission Counseling.
 - Green & White Days:
 - April 11th – High school event
 - April 12th – 182 students signed up
 - Admitted Students Day, which has been rebranded as “Marshall Bound,” is in March and has around 100 students enrolled.
- **Carnegie Classification**
 - We have recently obtained our reaffirmation as a Carnegie R2 University, which takes place every three years. Only around 6.5-7% of universities in the country are Carnegie R2.
 - According to this year’s data, our research expenditures are at \$33.6 million.
 - Our research doctorates for 2022-2023 is at 27 annual production of research doctoral graduates.
 - Carnegie has introduced a new institutional categorization, which will come out in April.
- **Dean Searches (For College of Liberal Arts, College of Education, and College of Business)**
 - All searches are moving well.
 - The last date for applications is the following day.
 - Applicants will be screened, 8-10 will be chosen for a semifinal interview, and the finalists will visit campus in late March to mid-April.
- **WV Free Tuition Program**
 - Program for families making less than \$65,000 in which students will get free undergraduate tuition.
- **Q:** Are we looking at why students are not returning from fall to spring semester?
 - **A:** Yes, we are looking at every student. We are contacting them and finding out what is holding them back from returning.

Bruce Felder – Human Resources

- **Retirement Event**
 - Bruce announced an upcoming retirement seminar hosted by the Social Security Administration and TIAA, open to all employees interested in retirement planning.
 - There will be two sessions on March 5th, from 10am-12pm and 1pm-3pm. The sessions will take place in BE5 with light refreshments.
- **Master Job Specs**
 - Bruce explained the update to the master job specs, which will be available on the university's website, providing detailed information on job duties and responsibilities.
 - What is a master job spec?
 - Anytime you enter into a salary study, you must ask each position:
 - What are the major duties of that position?
 - What are the education requirements?
 - What are the responsibilities?
 - Does it require a license or certificate?
 - These questions are used by a 3rd party company to grade the job in the market, and they find all of the other jobs that fit in the same category.
 - HEPC did a salary review in 2017 and gave new master job specs for everyone. Only Marshall made this available for everyone to see.
 - After our own salary study in 2024, we used new master job specs.
 - Human Resources will be putting up master job specs specific to Marshall University. These are used to grade our jobs, and has nothing to do with any other schools.
- **Total Reward Statements**
 - Bruce discussed the rollout of total reward statements, which will provide employees with a comprehensive view of their compensation and benefits.
 - They have created videos and a Q&A for understanding the total reward statements. Once completed, employees will get a link to their own total rewards statement.
- **Q:** Can you explain the process of how you grade jobs and do a market study?
 - **A:** The major job duties are used. We send out a request form, on which each department director has to tell what the major duties are that a role is performing. The 3rd party company, such as payscale.com, then captures the five or six major job duties and matches it to other jobs in the market that are doing a minimum of 60% of those same major duties. Once they find that match, they determine the average salary that position makes and what our position should be making. When it comes to a 50% match, it will be linked to the one that pays the most.
- **Q:** Do we use master job specs or people's job descriptions? Master job specs. A master job spec is not a job description, it's a generalization and broad scope.
- **Q:** Are we going to have Marshall Master Job Specs that are different than the ones that HEPC originally used?
 - **A:** Yes.

Mary Chapman added that we sent the master job specs from the HEPC to the different departments for them to look at. In some cases, they made some tweaks to better fit our positions, and other parts they left the same. Scope of responsibility for positions was also taken into consideration with pay factors. In

the case of Office Administrators for instance, there are so many different levels of office administration employees, so scope of responsibility was considered.

- **Q:** Would they still be titled an Office Administrator or fall somewhere else?
 - **A:** We recently worked to minimize the number of administrative position titles, but there are different levels of the remaining titles, such as Office Administrator or Office Manager. Those are what we have to determine in our hierarchy.
- **Q:** Does that put them somewhere different on the pay range?
 - **A:** Yes, different classifications would put you in a different salary range.
- **Q:** Can we get an explanation for the change in the ability to work remotely on bad weather days?
 - **A:** There has never been a policy that specifically stated that employees are permitted to work remotely when there is bad weather. The ability to do this resides exclusively between the department director, the employee, and the division VP.
 - It has always been university policy that when the university is open, and employees have used their own discretion to determine that it was too hazardous to get to work, they would need to use annual leave for that day.
- **Q:** Can we get clarification on whether there will be another retirement buyout like we did a few years ago?
 - **A:** In a previous year we did a retirement severance to offer employees 6 months of salary to retire, with the understanding that they couldn't work for the State again for more than \$5,000. We don't have any current plans to have another, but it's a possibility and we will have to wait until the end of the legislative session to see what the budget cut is.

Jodie Penrod – Information Technology

- **Training**
 - Jodie reminded employees to complete their information security awareness training, noting that about half of the university has completed it so far.
- **Policies**
 - There are two policies that will soon go through the university shared governance procedure.
 - **IT Procedure for Technology Communications Management**
 - This is setting a standard for how IT will send information (ex. Planned and unplanned outages).
 - **Updated Reviewed Information Security Policy**
 - It has been around 10 years since this was last reviewed. Any feedback or comments are appreciated.
- **Password Updates**
 - Employees will be asked to update their password to a minimum of 12 characters. The rollout will start with the MUIT team, followed by staff, faculty, and students. The change aims to enhance security and comply with NIST guidelines.
- **Technology Survey**
 - MUIT will send out an annual technology survey the following week.

- **Banner Outage**
 - There will be a minor Banner outage on March 2nd, as they have to apply a security patch to the database.
- **Budgets**
 - MUIT has recently shared their initial budget submission with the Faculty Technology Council and the Administrative Technology Council and are working through some decisions on what will be needed to budget for in the different units.
- **Computers that can't be updated**
 - As of October 2025, Windows 10 has been deprecated by Microsoft, and MUIT is trying to find any devices around campus that cannot be upgraded to Windows 11.

Sara Payne – Government Relations

- **Legislative Session**
 - The legislative session completed it's first full week, and there have been many bills.
 - Only two bills have completed legislation, which are tax bills.
 - HEPC made a presentation to House Finance.
 - 23 insurance bills have been introduced, several relating to PEIA.
 - Budget Bill
 - There have been some changes in Marshall's budget.
 - Working with the Marshall Campus Community and internal teams to formulate a strategy moving forward.
 - It's still early in the process. The governor proposes a bill, then both chambers have to take it up, and they can make changes and amendments or reintroduce a whole different bill. It's a complex process.
 - 19 higher education bills have been introduced.
 - They're also watching bills that might impact higher education even though it's not in the subject line. In that case there are about 40 bills to watch, and there are more every day.
 - March 4th – Marshall Day at the Capitol
 - The Hunger Free Campus Act bill appears to be adjusting to address some of the concerns seen last year.
- **Q:** What do you think about the bill to abolish public employees insurance?
 - Sara said they are watching it, but it has a long way to go. PEIA is one of the top three concerns, however.
 - **Q:** Is there an alternative if it passes?
 - **A:** The senate version indicates that it would want us to go to the free market.

Parliamentarian Becky Lusher verified there was a quorum.

Approval of Minutes

- The January 16th, 2025, minutes were approved as written.
- The September 18th, 2024, minutes were approved as written.

Carol Hurula – Board of Governors Report

BOG Representative – Carol Hurula

** This is my interpretation of each meeting, presentation, and individual reports. Notes are written in my words and are not verbatim words of speakers. I have attempted to share the updates as closely as possible to the content. Any questions or clarification, please notify me.*

BOG Meeting on Wednesday, February 5th – Shawkey Dining Room.

Committee of the Whole

- Approval of minutes for December 4, 2024.

Academic and Student Affairs Committee / Provost Update: Avi Mukherjee and BOG Committee Chair – Kathy D’Antoni

- Approved the Adoption of the Shared Governance Charter.

Provost Report: Avi Mukherjee (*handout provided with further details*)

- COHP-Dean Prewitt gave a presentation during the committee meeting on the College programs.
- Karen McComas on behalf of Michelle Biggs gave a presentation during the committee meeting on HERD Academy.
- College of Arts and Media - The recognition of A Doll’s House for the Kennedy Center American College Theatre Festival in Washington, D.C. showcased Marshall’s strength in performing arts at a national level.
- College of Engineering and Computer Science - The Marshall University Institute for Cyber Security (ICS) Cyber Safety Summit had a profound impact by engaging middle school students in cybersecurity awareness, which is a critical issue for future generations.
- College of Education and Professional Development - Dr. Tarabeth Heineman being named the "Education Champion of Children" is a significant accolade, highlighting her exceptional impact on children's education and advocacy in West Virginia.
- College of Health Professions - The Rite Care Clinic received a \$50,000 grant from the Benedum Foundation to reduce its waiting list and hire a part-time feeding specialist. This will improve care for pediatric patients with feeding and swallowing disorders.
- College of Liberal Arts - The Andrew Mellon Foundation awarded \$2.8 million to fund 75 paid internships annually in the non-profit sector for students. This program will also offer mentoring to boost career success and community involvement.
- College of Science - Marshall planted an Artemis Moon Tree outside Old Main, grown from seeds that orbited the moon on NASA’s Artemis I mission. This tree symbolizes Marshall’s dedication to space science and environmental stewardship.
- Division of Aviation - The Bill Noe Flight School’s first graduating class finished ahead of schedule, earning flight instructor roles.
- Lewis College of Business - The Fifth Annual Business Research Conference featured 51 researchers presenting 33 innovative papers from 17 universities.

- School of Pharmacy - The new Dean's Academic Excellence Scholarship offers full tuition coverage, excluding \$10,000, for top incoming students.
- University Libraries - University Archives completed inventories for 136 collections, and the A-Z Databases List was enhanced for better accessibility. In addition to the successes of our academic units, our student support services and programs have played a vital role in enhancing the educational experience and fostering growth.
- Center for Student Success - The FAM Peer Mentoring program empowered 990 students, achieving a 90%+ retention rate for first-time students, while the Supplemental Instruction program boosted success in high-risk courses and the Alternative Suspension program saw a 77% success rate.
- Intercultural & Student Affairs - The Office of Accessibility supported 824 students with essential accommodations, and the Office of Student Advocacy processed over 3,100 reports, while many students were honored at winter commencement activities.
- Online Education - Marshall Online introduced cutting-edge Microcredentials in Generative AI and Ethics, supported faculty with over 1,100 inquiries, and strengthened student engagement through workshops and the launch of the Online Student Advisory Council.

Student Representative Update: Brea Belville, SGA President.

- Spring semester is an exciting time. Students got to enjoy some snow days & sun filled days.
- Kicked off the first Provost Student Advisory Board meeting for the semester. The Advisory Board is an incredible opportunity for students to not only learn new skills but also share feedback on what the university is doing well and what we can improve upon.
- Focus last month was on artificial intelligence with David Wiley guiding us through the basics of prompt driving. Students learn how to effectively study for exams using copilot and they provided a lot of positive feedback to David.
- Throughout the semester, students are serving on various committees; notably the three dean searches. Brea is serving on search committee for Lewis College of Business, Connor Waller serving on search committee for Liberal Arts, and Abby Kearney is serving on the search committee for College of Education and Professional Development with all three committees on track to conduct interviews by the end of March.
- West Virginia Advisory Council of Students, in which Brea represents Marshall University, will be seeking state funds via the WV Higher Education Policy Commission Health Sciences Grant. The purpose of this bill is to provide grants to public institutions of higher education to address student food insecurity and health and hygiene insecurities. If passed could receive funds for the food pantry.
- Community service effort in SGA through the February Food Fight initiative. Marshall is competing with all other Sunbelt schools. Food drive operates on a point system for high demand items like hygiene products, bottled water, and mac & cheese and they are worth four points and all other items are worth two points for every dollar. Last year was the first year for this initiative and Marshall won with 90,000 points while the next school on the leaderboard was JMU with 50,000 points. To increase participation, Brea has pledged to match one item for every five students that donate. All items and/or money will go directly to Marshall Food Pantry. Website being shared where others can donate.

- Students are seeking guidance as we navigate a new political landscape. Brea is confident through dedicated leadership and unwavering commitment to our values, that we will continue to thrive.
- Students are looking forward to the February break from classes and Brea is looking forward to sharing more exciting news at the April meeting.

School of Medicine Update: Dr. David Gozal (*handout provided with details*)

Athletic Committee: Christian Spears & BOG Member Jim Smith (*Handout provided with further details*)

- No action items.
- Athletic Team Updates.
- NCAA Legislation Updates.
- National Issues Updates.
- Budget Update.

Finance, Audit, and Facilities Planning Committee (Matt Tidd, Brandi Jacob Jones, Christian Spears & BOG Committee Chair – Donald Holcomb)

- Approval of proposed changes to 2024-25 Academic Year Housing Rates of 2.5% increase for the Landing and meal plan rate change is minor to address inflation and other expenses associated with the summer meal plan. This is moved up from the normal April board meeting to get out ahead of leases for the Landing in anticipation of summer school for School of Pharmacy, School of Physical Therapy and School of Medicine.
- Approval of construction of Shewey Deck to generate additional revenue for our student athletes. Funding via corporate partnerships and third-party funding. Project will be managed by Thunder Trust (athlete advantage will collect revenue & distribute to student athletes as identified by the partners). Cleaning facility will be the only cost to the university.
- Finance update by Matt Tidd.
- Facilities & Operations update by Brandi Jacob Jones. Project update on elevators, April completion date on target for the MRI building – Food Pantry. Strayer Building SOM initiative & project. Update on the 2nd part of our first phase of Signage & Ways Findings project. Reminder of Community Cares Week (*handout provided with further details*)
- Internal Audit update by Perry Chaffin. (*handout provided with further details*)
- Presentation during committee meeting by Jodi Penrod & Jon Cutler on GLBA Assessment & Information Security update. (*handout provided with further details*).

Presidents Update (Brad D. Smith) *summarized highlights.

- Focus on **People, Purpose and Perseverance**.
- Every member of campus contributes to the success of our campus.
- **People.** In December completed our annual employee engagement survey. Highlighting some results. 66% participation, up from the first engagement survey. No notable declines on the survey form the prior year. 83% proud to work at Marshall. 76% motivated to go above and beyond, and Marshall scored higher than our higher education peers in 18 areas. Confidence in the future of Marshall - 10 points higher, leaderships words align with their actions - 9 points higher, environment that supports innovation - 12 points higher, clear direction from senior leaders - 12 points higher, Marshall making the changes to compete effective in the current

situation - 14 points higher. While we celebrate the wins, we also recognize we still have areas to improve. Three areas came to the top. Accountability, collaboration and compensation. For Accountability only 45% felt we were setting clear expectations and tracking results effectively. Collaboration 56% viewed us as very collaborative but 44% did not, so opportunity to improve. Compensation made year over year improvement, but we are 9% below our peers in terms of perception of fair pay. Not filing the survey away, we're focusing on strengthening accountability by rolling out a performance evaluation - this spring we are challenging our leaders to set clear goals, measure progress and celebrate successes. In terms of collaboration, breaking down silos with the amazing shared governance charter. Compensation, continuing multi-year commitment to bring all employees to 80% of the mid-point of their pay grade by 2027. This is not about improving scores, but about making this a place where everyone feels valued, heard, and empowered to do the best work of their lives. I want to thank our employees for their candor, commitment, and care.

- **Purpose.** University vision is to inspire learning and creativity, that ignites the mind, nurtures the spirit, and fulfills the promise of a better future.
- We know the role we play in the community; we are a prosperity platform. We're here to accelerate every individual's success, every innovative idea, and have an economic impact in our community and state.
- We have chartered a course to do it through the Marshall for All, Marshall Forever, that not only embraces who we are, but embraces who we serve.
- We are proud of the fact that half our students are first in their family to go to college, and many may come from humble beginnings, but they go out to shock the world.
- Many of the students are Pell eligible.
- What many may not know is that Pell eligible students on a national level tends to lag behind other student peers by 20 points in graduation rates, meaning the odds are stacked against them in completing a college degree.
- Marshall did not shy away from that, not only are we embracing the head winds facing higher education, but we're choosing to do it by serving students that we know already have odds stacked against them. But we're going to help them be successful.
- Update on our first 200 students. 100 admitted fall 2023, second 100 in fall 2024 thanks to Jim & Pam Smith generous donation.
- These students are now setting the standard for what is possible to the rest of the nation for Pell eligible students.
- Fall 2024 cohort had an average GPA of 3.8 compared to our peers Pell eligible of 2.69.
- Retention rate of Pell eligible students is at 79%. This is 13 points higher than their Pell eligible peers at 66%. This is showing that this model is working.
- Excited as we enter the fall of 2025 as we will have these first 200 already in their years, we're going to admit 200 more, we're going to double the size of the program and we're going to continue to grow this so that by 2037, we have every single student who is Pell eligible, graduating on time with higher grade point average, better retention, and no student loan debt.
- **Perseverance** in times of change.
- Our strategies are working, we remain confident in our path forward, we're making measurable progress, but we have to remain agile as we're navigating the ever-changing landscape for which we're operating.

- As we're engaging in our fiscal year '26 budget planning process, we're rolling out the incentivize budget model but we're also capitalizing on our new shared governance charter.
- We have a budget advisory committee we've asked them not only help us roll up a base case plan which we've been showing you for the last two years, but we've asked them to anticipate what happens if a head wind comes at us we haven't seen. Where could we save an additional 2% and lay that scenario out and where could we save an additional 4%.
- To be clear, we're not facing those scenarios as we speak, our efforts to grow enrollment are working as you heard earlier, our student success is improving, and we've been implementing reductions in save to serve. We are committed to making sure we're ready for fiscal challenges.
- We're focusing on the shift in the ever-changing landscape in NCAA athletics.
- December brought a mix of emotions in our university football program.
- We had the highs of the Sunbelt championship and the hiring of Coach Tony Gibson.
- We had the lows of our inability to fill the team to play in the Independence Bowl and the subsequent fall out of that decision.
- As a university that prides itself on having overcome the tragedy of a plane crash and the adversity that came with that, this decision was not taken lightly by anyone who was involved.
- While we publicly recognized and apologized for the impact this decision had on the Sunbelt conference, on our bowl partners of Army, and the broader collegiate athletic programs, everyone involved agreed that the ultimate decision Marshall made to prioritize and protect player safety was the right decision.
- In a period of six days, we went from winning the Sunbelt championship to the decision to withdraw from the bowl game, navigated the departure of a head coach, most of the staff, as well as experienced an unprecedented wave of student athlete departures through the transfer portal. As a result, our player roster was depleted to 41 scholarship players, only 23 of whom had taken a snap since August. That fell well below the Covid error safety threshold at 53 scholarship players, let alone having shortages in key skill positions.
- During the six days, as all on this board knows, but this is for the public to hear, we tried desperately to exhaust all avenues to safely fill the team, but as the hours passed and our independent medical team informed us that participating in a bowl game could compromise the safety and well-being of our student athletes we made the decision to withdraw.
- We called the commissioner, and everyone involved to let them know, that even though this was challenging our core values of competitive spirit, concentrating on player safety and program integrity - it was the right thing to do.
- We reviewed this with the Sunbelt conference. We captured lessons that will help us in the future, and we also agreed to pay \$100,000 penalty to the Sunbelt who in turn donated that to a philanthropy and did not issue a formal reprimand to Marshall University.
- Together, all in the Sunbelt conference have shifted energy to transforming this disappointment into a catalyst for meaningful change.
- We're leaning in to advocate for transfer portal reform, coaching transition protocols, and developing minimum roster standards to define clear, consistent benchmarks for safe and competitive participation in bowl games. While these are not going to happen overnight, Marshall University once again found itself serving as a case study for the rest of the nation to drive meaningful change for all.
- I am pleased to report, we've already seen a shift in transfer portal timing, which is encouraging.
- Final note, the shifting political landscape.

- The new year welcomed a new president, a new governor, and many other elected officials and in the recent weeks, several executive orders have been issued at a federal & state level that impact higher education, including elements like diversity, equity, and inclusion.
- Marshall University has been diligently reviewing these orders and we've been engaging with all the key stakeholders.
- We've conveyed our universities shared governance representatives which include Faculty Senate, Graduate Council, Student Government, Classified and Nonclassified Staff Council.
- We've engaged with our higher education policy commission, peers, the governor's office, legislative leaders, and other colleagues in higher eds in other states.
- As a public institution we are here to serve our students, and we're also here to serve the State of West Virginia.
- We're a place where students, faculty, and staff learn, grow, and thrive.
- In addition, we're an important state partner that embraces challenges and opportunities and our responsibility is that we're going to honor the ongoing commitments we have to our students while ensuring we adhere to the executive orders that have been passed.
- Sharing what has been out in the media. Some institutions have recently announced things like dismantling a Diversity, Equity, and Inclusion Division (DEI).
- Marshall University did not need to do that, because in April 2023 we had a Presidential Commission on DEI that we had already transitioned over to focus on Marshall for All, to ensure that all students had a level playing field.
- We did not have an official DEI office because we were focused on all students through Marshall for All, Marshall forever.
- We are committed to merit-based hiring, equal pay for equal work, and compliance of all the federal & state laws.
- I'm excited that we are leaning forward, and we are reviewing every single executive order and comparing it against every program we have on campus, so we can assure that we provide the support for our students, faculty, and staff while adhering to the laws.
- Closing with three examples. The fiscal scenario planning, navigating NCAA athletics, and the execution of all the federal & state directives reinforces Marshall's commitment to perseverance.
- For 188 years Marshall University has adapted and evolved in every environment in which we've operated.
- Time after time, we have served as a demonstration project for the rest of the nation.
- We have navigated what some considered to be seemingly intractable and difficult challenges.
- In the Civil War it was Salina Hite Mason and her sister who stepped up and convinced all sides to leave Marshall Academy standing, and we remain to this day.
- Out of a plane crash in 1970 we rose together and we stand here today.
- Confident the way we're navigating through this together as a campus, we will remain strong and continue to remain strong, as fiscal challenges, NCAA athletics challenges, and anything else that comes our way, is something we have to be prepared to respond to.
- I am excited about the progress we're seeing on campus. I'm humbled by those I get to serve and serve with every day, and I'm appreciative for this privilege.
- God bless Marshall, Go HERD.

Entered into Executive Session:

- Return from executive session, no votes or action taken.

Chairman Report: Mr. Geoff Sheils

- None

Future Meeting Dates

April 9, 2025

June 11, 2025

Heather Smith – ACCE Report

ACCE Meeting – Friday, February 7th

- Discussed executive orders.
 - DEI Executive Order on Campuses – Some schools expressed concerns about it affecting their ability to recruit students from out of state, especially when combined with the campus carry laws.
 - ACCE will speak with liaisons at HEPC about making sure things don't go so far as to make students feel unwelcome.
- Spoke with Glenville State's President
- Spoke with Glenville State's Student Body President.
 - As a Herndon Fellow at the legislature, he said that they are working to change the Hunger Free Campus Bill to add a focus on hygiene items in addition to the food insecurity.
- Presentation to HEPC
 - The chair of ACCE will be making a presentation to HEPC, and ACCE worked to determine what they will have in the presentation. In particular, they want to address the Market Salary Study, and PEIA Funding.

Committee Reports

Election Committee – Nina Barrett – No report

Legislative Committee – Carol Hurula

- Visit https://www.wvlegislature.gov/Bill_Status/bill_status.cfm to see bills that affect Higher Ed by selecting "Code Affected" from the lefthand side, and 18B in the dropdown box.
- The rest of Carol's legislative report can be found after the minutes.

Personnel/Finance Committee – No report

Physical Environment Committee

- Receiving has made drop off points for all packages. Departments will be alerted when a package has been delivered to the drop off location, and they can pick it up from there.
- Receiving needs more people to step up to be a drop off location.

Service/Staff Development Committee

- Tuition Benefits
 - Visit <https://www.marshall.edu/staff-council/tuition-benefits/> for tuition benefits.
 - No maximum hours per semester.
 - No need to wait 6 months before applying.

Announcements

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: _____
Brad D. Smith, University President

Adkins, Jason	Dragovich, Isabella	McDavid, Cristina	Stackpole, Sharon
Adkins, Mike	Dunfee, Carey	McDavid, Sherry	Stafford, Robyn
Adkins, Ryan	Edmonds, Ashley	McDonald, Carissa	Stephens, Sarah
Allen, Mike	Edmonds, Travis	McGhee, Otesha	Stephenson, Drew
Arthur, Michaela	Eggleston, Tracey	McKenna, Char	Stewart, Crystal
Atkins, Christopher	Ellison, Marc	McKinley, Garnet	Taylor, John
Bailey, Bonnie	Felder, Bruce	McSweeney, Teresa	Taylor, Robin
Bailey, Cara	Fischer, Karen	Means, Amanda	Thomas, Erica
Bailey, Travis	Greenwood, Kenneth	Mendoza, Carrie	Thomas, Kim
Baldwin, Jesse	Hall, Cody	Metcalfe, Larry	Thornton, Mindy
Barrett, Nina	Hanrahan, Elizabeth	Midkiff, Glen	Tidd, Matt
Bevans, Jean Ann	Harper, Lindsey	Midkiff, Susan	Walker, Laura
Bibbee, Mistie	Harrold, Lisa	Miller, Nathan	Wagh, Tony
Biggs, Michelle	Henry, Lisa	Morgan, Brian	Weaver, Amy
Bittinger, Lacie	Henshaw, Kit	Morris, Larry	Weber, Charlotte
Bond, Cassi	Hessler, Courtney	Morrison, Michelle	West, Lance
Booth, Jim	Himes, Eric	Mukherjee, Avinandan	Wheeler, Tracie
Booth, Sharon	Holland, Lori	Mummert, Carl	Williams, Allen
Boyce, Charlotte	Holmes, Linda	Murray, Heather	Williamson, Sabrina
Branham, Maddy	Howell, Darlene	Neace, Becky	Wintz, Kathi
Brannock, Kathy	Hurula, Carol	Nick Martin	Xu, Cindy
Brooks, Monica	Jacobs, Brandi	Painter, Ginny	Young, Howard
Brown, Jennifer	Jones, Angela	Parker, Dicky	Young, Miriah
Brumfield, Mark	Kennedy, Paige	Patel, Jyotsna	Zimmerman, Jodi
Burriss, Butch	King, Beverly	Payne, Leah	
Burriss, Karena	Kompanek, Simone	Payne, Sara	
Bush, Jesseka	LaFon, Erin	Penrod, Jodie	
Call, Cody	Lapole, Christopher	Persinger, Daniel	
Campbell, Pat	Laton, Dena	Price, Kelli	
Cantrell-Johnson, Sonja	Layne, Mary	Price, Willa	
Carothers, Kelly	Lockard, Sybil	Ransbottom, Lisa	
Chaffin, Perry	Lopez, Sebastian	Rhodes, Jessica	
Chapman, Courtney	Lowe, Heather	Riley, Erika	
Chapman, Mary	Lukhmanov, Ed	Roberts, Alice	
Clark, Ralph	Lupashunski, Spencer	Rookard, Alissa	
Counts, Katie	Lusher, Becky	Ross, Jerry	
Crawford, Dean	Lykins, Karrie	Roush, Emily	
Cutler, Jon	Mannan, Bindu	Salyers, Joey	
Cyrus, Meg	Marcum, Darian	Sandefur, Kourtney	
Daniels, Tiffani	Marcum, Kelly	Sharp, Tyler	
Davis, Amy Marie	Marion, Ashley	Sheets, Elizabeth	
Davis, Sarah	Martin, Lisa	Simms, Marcie	
Decker, Kaleigh	Mathis, Anita	Sims, Kristin	
Dorado, Bob	McComas, Karen	Smith, Heather	
Doss, Karen	McDade, Michael	Smith, Tracy	

106 - Marshall University –			
General Administration Fund			
(W.V. Code Chapter 18B)			
Fund 0348 FY 2025 Org 0471			
1	Marshall University.....	44800	\$ 53,609,703
2	Marshall University Minority Health Institute.....	42301	100,000
3	Luke Lee Listening Language and Learning Lab (R).....	44801	157,901
4	VISTA E-Learning (R).....	51900	229,019
5	State Priorities – Brownfield Professional Development (R).....	53100	809,606
6	Marshall University Graduate College Writing Project (R).....	80700	25,412
82			
7	WV Autism Training Center (R).....	93200	1,992,337
8	Total.....		\$ 56,923,978
9	Any unexpended balances remaining in the appropriations for Luke Lee Listening		
10	Language and Learning Lab (fund 0348, appropriation 44801), VISTA E-Learning (fund 0348,		
11	appropriation 51900), State Priorities – Brownfield Professional Development (fund 0348,		
12	appropriation 53100), Marshall University Graduate College Writing Project (fund 0348,		
13	appropriation 80700), WV Autism Training Center (fund 0348, appropriation 93200), Marshall		
14	University Minority Health Institute (fund 0348, appropriation 42301), and Marshall University		
15	Cybersecurity Program – Surplus (fund 0348, appropriation 42302) at the close of the fiscal year		
16	2024 are hereby reappropriated for expenditure during the fiscal year 2025.		

2/18/25

Senate (2025) Topical Index

Education (Higher) *(9 Bills)*

SB 48 - Creating mobile training team for school safety

SB 86 - Creating Unmatched Medical Graduate Advisory Council

SB 108 - Relating to voluntary immunization in private schools

SB 118 - Creating Forensic Pathology Recruitment Program

SB 149 - Exempting certain military veterans and their dependents from tuition

SB 216 - Providing medical examination transportation services for students who seek support after experiencing sexual violence

SB 245 - Hunger-Free Campus Act

SB 424 - Restoring Sanity Act

SB 499 - Non-Profit Athletics Act

House (2025) Topical Index

Education (Higher) *(7 Bills)*

HB 2151 - Requiring publicly funded medical schools to teach certain life-saving methods

HB 2166 - Establishing the behavioral health workforce education initiative at the Higher Education Policy Commission

HB 2190 - Including Potomac State College in the definition of community and technical college education program for participation in the "Learn and Earn Program"

HB 2517 - Relating to voluntary private school immunization

HB 2574 - Relating to nondiscrimination at institutions of higher education

HB 2576 - NIL Protection Act

HB 2595 - Non Profit Athletics Act