

Marshall University Classified Staff Council Minutes February 16th, 2023, Virtual Meeting via Microsoft Teams

Members Present: Rachel Amos, Clay Arens, Nina Barrett, Lacie Bittinger, Timothy Cline, Beretta Coleman, Anna Evans, Andrea Gray, Kyrsten Hodge, Carol Hurula, Dena Laton, Becky Lusher, Nick Martin, Teresa Meddings, Carleen O’Neill, Amy Saxton-Young, Kelly Sowards, Crystal Stewart, Terri Thompson, Tony Waugh,

Members Absent: David Childers, Darlene Howell, Eric Wallace, Rob Williamson

Members Absent (Excused): Jennifer Griffith,

Guests: Mike Adkins, Michaela Arthur, Yvette Blevins, Beverly Boggs, Teresa Bolt, Jim Booth, John Bowen, Kathy Brannock, Heather Brooks, Monica Brooks, Jennifer Brown, Butch Burriss, Pat Campbell, Mary Chapman, Judy Clark, Melinda Combs, Dean Crawford, Meg Cyrus, Tiffani Daniels, Jeb Dickerson, Misty DiSilvio, Bob Dorado, Laura Drake, Carey Dunfee, Wanda Dyke, Travis Edmonds, Amy Ethel, Bruce Felder, Karen Fischer, Cadyn Fraley, Trish Gallagher, Melanie Gallaher, Lindsey Harper, Joyce Harrah, Justin Hawthorne, Lisa Henry, Courtney Hessler, Katherine Hetzer, Austin Hoffman, Sam Holiskey, Jillian Hovatter, Brandi Jacobs-Jones, Jennifer Jimison, Chris Key, Trevor Lambert, Leonard Lovely, Lisa Maynard, Karen McComas, Carissa McDonald, Rebecca Meek, Nathan Miller, Avi Mukherjee, Nathan Mullins, Carl Mummert, Robbie Nance, Becky Neace, Hannah Osburn, Rebecca Pack, Ginny Painter, Dicky Parker, Leah Payne, Sara Payne, Tabby Puckett, Lisa Ransbottom, Jessica Rhodes, Angie Rose, Emily Roush, Rodney Sanders, Dustin Scarberry, Shawn Schulenberg, Tyler Sharp, Elizabeth Sheets, Marcie Simms, Sabrina Simpson, Carl Smith, Allen Taylor, Robin Taylor, Kim Thomas, Seth Thomas, Hannah Titus, Leah Tolliver, Mary Waller, Charlotte Weber, Teresa Wellman, Michelle Wheeler, Tracie Wheeler, Marie Willis, Miriah Young, Jodi Zimmerman

Chair Tony Waugh called the meeting to order.

Dr. Mukherjee – Provost

- **Searches** – Dean searches are moving fast.
 - Applicants are found through AGB Search, then narrowed down to a number of semifinalists who have interviews in Columbus. The finalists are then brought to campus, where they will hold campus-wide forums. The candidates can be seen in-person, or their presentations are also live streamed and available for watching at a later time. A feedback form gives the option to provide feedback on any candidate that you watch.
 - Dean for College of Arts and Media Search
 - Started with 44 applications.
 - Interviewed 8 semifinalists.
 - 3 finalists are on campus this week.
 - Dean for College of Science Search
 - Started with 38 applications.
 - 10 semifinalists

- 4 finalists
 - Dean for Lewis College of Business Search
 - 32 applications
 - 9 semifinalists
 - 3 finalists
 - Pharmacy Dean Search
 - 13 applications
 - 7 semifinalists
 - 4 finalists
 - Director of Journalism Search
 - 9 applications
 - 7 semifinalists
 - These were done virtually on Teams because it is a director search, not a dean search.
 - 3 finalists
 - Nursing Director Search
 - Still ongoing.
 - Chief Enrollment Officer and Vice President of Enrollment Management Search
 - Still in early stages
- **Enrollment & Recruitment**
 - We are currently at around 6500 applications.
 - We have 950 deposits.
 - Our goal is to double the number of deposits. We had 1500 first year students last year, and that number will be compared to whatever we have this year.
 - We removed the financial deposit for admissions this year, as well as all application fees, undergraduate and graduate, as well as some international fees and transfer fees. We have reduced the barriers in terms of admissions this year and it is helping.
 - We have 45% more deposits now compared to last year.
 - Transfer students are up 40% in applications and 54% in deposits.
 - Transfer students are up 18% in applications.
 - Graduate students applications are up 15%.
 - Weekly forums are held with the Enrollment Action Center (EAC), which serves to bring all relevant departments and people together to solve enrollment problems on the spot.
 - February Green and White Day was very successful. There were 178 potential students, whereas last February only had 99.
 - Our last Green and White Day will take place Saturday, April 1st, and will be two back-to-back sessions
- **Retention**
 - Our number of students in the first-year cohort who returned in the fall was up to 74.5%, which is about a 5% growth from fall 2021 to fall 2022, and we need to continue to grow that number this year.
 - We are also tracking retention in the other cohorts.

- From 2nd to 3rd year students – about 81% return
- From 3rd to 4th year students – about 87% return
- **Sabbatical**
 - 20 faculty members have been approved for sabbatical in the next school year.
 - 11 are for Fall 2023 only.
 - 7 are for Spring 2024 only.
 - 2 are for the full academic year.
- **Monetary Cost and Value of Education at Marshall**
 - The College Scorecard of the US Department of Education shows:
 - The annual cost of attendance at Marshall is approximately \$8,351.
 - The average four year institution annual cost is \$19,526.
 - Comparing Marshall to other state institutions:
 - Annual Cost
 - Marshall: \$8,351 (\$33,404 four year total cost)
 - Appalachian State: \$13,989
 - Georgia State: \$17,000.
 - Georgia Southern: \$15,500.
 - Median Income Upon Graduation
 - Marshall: \$41,700
 - Appalachian State: \$45,000
 - Georgia State: \$43,000
 - Georgia Southern: \$47,00
 - First Year Income Divided by Four-Year Cost of Attendance
 - Marshall: 125%
 - Appalachian State: 81%
 - Georgia State: 62%
 - Georgia Southern: 77%
- **Q:** Can you explain what sabbatical is?
 - **A:** It is a time when faculty members can, after being here for six years, request hours, months, or semesters to research a particular topic. Frequently, these are done in the form of research grants that can bring the university revenue, or other things with tangible outcomes. Faculty are paid part, but not all, of their salaries during the sabbatical.
- **Q:** What fees have we waived for students?
 - **A:** We have waived the enrollment fee for a month, but might consider extending it. The goal is to remove any barriers students have to enrolling.

Bruce Felder – Human Resources

- **Social Security Workshop**
 - April 4th there will be two virtual sessions for anyone who wants to know more about social security retirement benefits.
 - The sessions will be at 10am and 1pm. More information will be distributed via email.

- **Open Enrollment**
 - Benefits Open Enrollment will take place from April 2nd – May 15th.
- **Market Salary Survey**
 - The survey for all employees, classified staff, non-classified staff, faculty, is going well.
 - We're still on target for completion by April 1st.
- **Employee Engagement Survey**
 - We're currently sourcing vendors to work on this.
- **Q:** Is there a Title IX training that we are supposed to be doing?
 - **A:** Yes, there is a Title IX training available through myMU. The training is mandatory as Title IX Legislature states you have to have so many employees trained every year.

Tracy Smith – Safety

The following Safety report was given by Bruce Felder on behalf of Tracy Smith.

- **Active Shooter Tabletop Training**
 - Health and Safety collaborated with MUPD to do a tabletop training exercise on active shooter emergency plans.
 - Departments are encouraged to think about your emergency management, and continuity of operations plans.
- **Training Website**
 - Human Resources is working in collaboration with Health and Safety to create a website dedicated solely to training.
 - Training needs for students, staff and faculty will be found here once the site is completed.
- **COVID**
 - Protocols remain the same.
 - All vaccines and testing have been removed from campus.
 - Tracy continues to have monthly meetings with the Health Department.

Jessica Rhodes – Title IX Coordinator

- Jessica Rhodes has filled the position of Title IX Coordinator, and they are also working to fill the positions of Case Manager and Investigator, which is the position she previously held.
 - A new Case Manager will begin on the 27th.
- They are working with IT to send emails about the Title IX training.
 - Jessica would also be happy to conduct any additional training by request.
- They are also working on getting more signs in Old Main to make it easier to find the Title IX Office.
- The Title IX website will be completely new as compared to the previous Equity site, which they hope to have up and running by June. This will provide easy-to-find information for complainants, respondents, witnesses, staff and faculty reporting requirements, etc.

- The office is looking for more people to be part of the “Title IX Team”, such as advisors, review panel members, and appeal officers.
 - Reach out to Jessica if you or someone you know is interested.

Sarah Payne – Associate VP for Government Relations

- There have been 2,211 bills introduced.
 - 24 have gone past both chambers.
 - 15 have been signed by the governor.
 - 82 bills mention higher education directly.
 - We are actively tracking and following close to 80 bills from Marshall’s perspective.
- House Bill 2835 passed, which cleaned up some language in code relating to the West Virginia Graduate College and Marshall University.
- House Bill 2412 passed, which recognizes the Marshall plane crash as a Marshall Memorial Day. This will not be a State holiday, but rather a memorial day only.
- Senate Bill 10 – Campus Carry, was in House Judiciary the day before and passed. It will be on the House Floor the following week.
- House Bill 3024 – Hunger Free Campus Bill. Our student body leaders are very passionate about this bill and have introduced it in the House and Senate. The senate version passed out of senate education that week and went on to finance.
- House Bill 3273 – Establishes a West Virginia Tech Transfer Commission, which would handle IP intellectual property disputes. Marshall and WVU, as well as our respective Research Corporations, is working to get some amendments made to the bill.
- House Bill 3503 – Non-Discrimination bill. Relating to diversity, equity and inclusion, we are watching this bill and intend to speak to the lead sponsor for some insight into their reasoning and obtain more information the following week.

Parliamentarian Becky Lusher verified there was a quorum.

Approval of Minutes

- December 15th minutes approved as written.

Teresa Meddings – ACCE Report

- Teresa noted that the meeting had legislative updates from Matt Turner, but it had been some time since that report was presented and the information from Sarah Payne in today’s meeting is more accurate. Therefore, she only added information on bills not referenced above.
- House Bill 2005 – Dual Credit Pilot Program. It would mean that dual credit would be paid for at the State level.

- The current floor of \$25 per credit hour was proposed to increase to \$75, which would see the State covering an estimated \$6 million a year for classes that must be career track oriented.
- House Bill 2757 – Amending the Invest Program so Allied Health would be eligible.
- House Bill 2768 – This would require everyone, including Higher Education to use .gov emails. This was discussed as unlikely to pass, however.
- Senate Bill 10 – Campus Carry Bill.
 - During the ACCE call, a poll from the different campuses represented was taken and several opposed the bill, including Marshall and WVU.
- Deferred Maintenance – the Governor requested a one-time \$75 million be taken from the surplus fund for this. However, the actual need to complete all deferred maintenance is closer to \$300-\$400 million.
- Proposal for Raises – 5% raises for State employees has been proposed, but would only cover those on general revenue, which means institutions wouldn't get enough funds to cover all employees.
- ACCE Survey – HEPC has approved ACCE to use their SurveyMonkey to send surveys to all of the State institutions.
- ACCE would like to schedule meetings with all Chairs of the different institutions' Staff Councils.

Committee Reports

Election Committee – Nina Barrett – General Election process will begin in March. Every seat is up for re-election, and the election will take place in April.

Legislative Committee – Carol Hurula –

- House Bill 3024 – Campus Hunger Bill, introduced on January 25th. It's companion bill, Senate Bill 578, shows that Senate Education has sent it to Finance.
 - Hunger Free Campus Act – Establishing requirements for an institution to be designated as a hunger free campus, requiring, subject to availability of funding, Chancellor of Education to allocate grant funding to certain campuses and requiring the Chancellor to submit a report to the governor and to the legislature no later than two years after the establishment of the program.
 - It is under HEPC, and provides grants to public institutions that have one or more campuses that are designated by the Chancellor.
 - Addresses student hunger, leverage more sustainable solutions to address basic food needs on campus, raise awareness of services currently offered on campus, which addresses basic food needs, continue to build strategic partnerships at the local, state, and national levels to address food insecurity among students.
 - In order to be designated a Hunger Free Campus, the institution shall establish a Campus Hunger Task Force, which shall meet a minimum of three times per academic year to set at least two goals with action plans.

- Must have a designated staff member responsible for assisting students with enrollment in the West Virginia Supplemental Nutrition Assistance Program (SNAP).
- More details can be found in the bill.
- February 20th is the 41st day, when the last bill can be introduced on the Senate side. We've already passed the last day for the House.
- February 26th is the 47th day, which is when all bills are due out of committee in its house of origin.
- Bills must have three full days of readings.
- March 1st is the 50th day, and the last day to consider a bill on a 3rd reading, unless they suspend the rule and read it in concession.
- March 11th is the 60th day, when the legislative session ends.

Personnel/Finance Committee – Teresa Meddings – No report.

Physical Environment Committee – Becky Lusher – The committee is finishing up work with Physical Plant to designate building representatives setup for each building, and identify what they would be required to do. The goal is to have it completed by April.

- Ice on parking lots – Public Safety is responsible for parking lots, not Physical Plant. A contract is in place to shovel snow two inches or more and put sand down on parking lots at the discretion of Public Safety. In future, they will try to be more proactive instead of reactive, while also encouraging sensible shoes.

Service/Staff Development Committee – Eric Wallace – No report.

Announcements

- The University Libraries is partnering with Facing Hunger Foodbank to provide on demand non-perishable food pickups for students whenever the Drinko Library is open. Pilot / Beta program will be in 3 weeks. The program will use OrderAhead and allow students to "shop" online and select the exact food they need, etc.

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