

Marshall University Classified Staff Council Minutes

February 20th, 2020, Drinko Library 349

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

Members Absent:

Members Absent (Excused):

Guests: Bruce Felder, Miriah Young, Lacy Ward, Brandi Jacobs Jones

Chair Chris Atkins called the meeting to order. Parliamentarian Becky Lusher verified there was a quorum.

Brandi Jacobs-Jones – Sr. VP of Operations

- Brandi reported that Dr. Gilbert would like to plan a festival or carnival type event for faculty and staff over the summer.
 - The President's Office would cover the cost of the event.
 - 5-6 awards would be offered in the amount of \$300-\$500 each.
 - It would not compete with nor take away from existing awards such as those awarded at the annual luncheon and the John Marshall Service Award.

Miriah Young – Finance

- The request made by the physical environment committee on parking information is being pulled, but isn't ready yet.
 - The request by the committee was to know where the money from parking passes and tickets goes.

Also regarding parking, Crystal Stewart asked about the new College of Business Facility being built on 4th Avenue and 15th street. Will this be on the current parking lot that employees use? – Brandi responded that the location has not been finalized but the project has been narrowed down to two final proposals, both of which have plans for 4th Avenue. As part of the RFP they offered that parking lot as well as Marshall Plaza, where Husson's Pizza is located. Other properties were also mentioned, although they were properties that Marshall does not yet own. We won't know what the project will look like until the end of March or mid-April.

If the 4th Ave and 15th Street parking lot is used for the plans, will employees be able to park somewhere else? – Crystal Stewart – At this point there hasn't been a discussion about where those displaced parking spots will go. It's something that we will need to talk about further down the road.

Do we own the empty lot on the corner of 16th Ave and 5th Ave? – Crystal Stewart – We do own that but there are deed restrictions on how it can be used.

There was a 20/20 committee on parking, which did a survey that we never heard anything about. – Crystal Stewart – Miriah stated that they did not have that survey, and Crystal replied that she has access to it because she put it together. Miriah added that they will communicate with Jim Terry on whether any action was ever taken by the committee after the survey took place.

Bruce Felder – Human Resources

- Bruce stated that they put out an email that week regarding observing a half day holiday on March 27th. Offices will be open until 12:00 noon, and employees are required to work 3.75 hours.

There is an office that has been required to sign-in on paper in addition to clocking in on TCP, which is concerning since it's only that one office with that requirement. Is there a reason that a paper sign-in sheet would be required on top of the employee clocking in and out? – Chris Atkins – No, there should be no reason to duplicate their time that Bruce is aware of, and he will find out more. Employees that encounter a question in their department should feel free to come see him in Human Resources any time or choose to visit Lacy Ward, the University's new Ombudsman.

There is still the same ongoing issue with TCP going offline and causing issues around 1am. It's not the same as when it does an update because it behaves differently. – Justin Tyler – Bruce stated he would put in a ticket with IT to take a look at it.

Lacy Ward - Ombudsman/Civic Engagement Coordinator

- Lacy thanked Chris for circulating the Charter and getting questions back.
 - The main concern in the comments was how the Ombudsman can both report to the President and not work for the University.
 - Lacy stated that while it does seem odd, he relies on two things: the Code of Ethics and Standards of Operating for Ombuds, which comes from an external international organization. The actual language in it states that the Ombudsman is independent in structure, function and appearance to the highest degree possible within the organization.
 - In writing the Charter, they stated that the Ombudsman's relationship with the President's Office is an administrative relationship for supplies, travel, etc.
 - Who is the boss of the Ombudsman? – It's more of a procedural boss ruled by a code of ethics, which are published and available to everyone. The following four components are included in that:
 - Independence, as reference above.
 - Neutrality and impartiality – the position doesn't take the side of the employee of the employer.
 - Confidentiality
 - Informality
 - If the Ombudsman doesn't abide by that code of ethics, that what you call attention to.

- The Charter has one more stop through Faculty Senate, and then the Staff Council Chair can sign on as a signature to the Charter, which holds the Ombudsman to that code of ethics.

How are you going to keep things separate when doing communication with HR and elsewhere? – Tony Waugh – Lacy stated that he uses the analogy of speaking to your grandparent who is impartial. It's a means of giving another form of communication that isn't formal and doesn't produce a record. He doesn't share what is discussed unless given permission. He isn't required to report to anyone what is discussed.

Minutes

January 16th, 2020 Minutes approved as written.

Teresa Meddings – ACCE

- ACCE met at the HEPC Headquarters in January
- Senator Rucker was there for a time, and her focus of the conversation was the bill regarding exemption for schools.
 - Wants to establish criteria to determine and define what an exempt school is, of which Marshall already is exempt.
 - They don't want to rush through the development of a definition for exempt status.
 - Working on a funding formula. Senator Rucker stated she was happy with the model that was developed by the HEPC prior to the Blue Ribbon Commission.
 - Senator Rucker stated that the definition will not affect the current status of the three exempt schools, but the legislature may review what these schools are exempted from in the future.
 - It is rumored that Fairmont and Shepherd are both seeking exempt status.
 - The number one criteria that they are seeking determination for exempt status is financial stability.
- There is a call to move WVNET to Cabell County, and discussion was going to place on it that same day.
- Sarah Tucker and Matt Turner met with ACCE.
 - They mentioned there's a bill about having two chancellors rather than one.
 - Sarah talked about trying to get help for the opioid crisis.
 - There are more than 43,000 children under the age of 18 living out of the normal family structure and it's affecting how they can fill out their FAFSA.
 - She's working with Bonnie Dunn from WV State University's Healthy Grandfamilies on how aid is processed so that colleges and universities can help the students.
- Bruce Cottrell, the HEPC Director of Classification and Compensation left to move to Virginia but came to speak to ACCE before he left.
 - Said that the goal of the compensation system should be to get all employees in the 2nd and 3rd quartile, which is within 10% of the midpoint.

- When asked what the average cost to advertise a job was, he stated that the average was \$10,000-\$30,000 to replace or hire a new employee.

Does HEPC still send out a list of the bills that affect Higher Ed? – Carol Hurula – Teresa said yes, and that she can start forwarding those to Staff Council.

Carol Hurula stated that SB760 is about the funding formula and how they are wanting to adopt the Tennessee model. They are supposed to pass a resolution to look further into it.

Carol Hurula – BOG

- Approved minutes from December.
- Reviewed two additional policies, which were approved and will go out for 30 day comment period.
 - AA-15: Course Withdrawal
 - IT-6: Electronic Records Management Policy moved to an AA Policy
- The College of Business has been doing some restructuring.
 - Degree Deletion: BBA Economics, BBA Finance, BBA Intl Business, BBA Management, BBA Marketing, BBA MIS
 - Degree Addition: Combined Bachelor of Business Administration with seven majors under it.
 - Approved Re-naming the “College of Information Technology and Engineering” to the “College of Engineering and Computer Sciences”
- Proposed a Policy No. GA-19, Minor Protection, which had many questions and comments and was tabled for now.
- Approved a Combined Bachelor of Science/Doctor of Philosophy (BS/PhD) program in BioMedical Research
 - Makes it possible to get a PhD in 7 years.
 - For any high school student or current freshman at Marshall.
 - Intent will be to take 4 initially and then get up to a class size of 8 or 10.
- Approved Financial Report
- Approved Investment Earnings
- Approved a notice to investment firm to be able to talk to other investment firms.
- Approved a procurement for purchasing airplanes.

President’s Report

- The President was happy about the renaming of the engineering school and the approval to purchase the airplanes.
- Thanked the College of Business for the CEO Panel in Huntington.
- They are meeting at Yeager about buildings to be constructed.
- Headed to DC on February 21st to tour the Carter G. Woodson Home.
- Dr. Gilbert and Brad Smith talk once a month about how to help the Mountain State.
- Working well with WVU on many issues.

Committee Reports

Election Committee – Nina Barrett – We will soon be having a special election to fill vacancies in EEO 30 and EEO 50. The plan as of that time was to start the election process the following week and hold the election March 19th-23rd.

Legislative Committee – Carol Hurula – No report. There should be no new bills at this point, it will just be watching bills that were introduced already. The next big date will be crossover day.

Personnel/Finance Committee – Lacie Bittinger – The committee met and reviewed Section I of the HR Document on Compensation. There were some comments and questions that they had but nothing worth passing on until we can see the rest of the document.

Carol added that the Classification and Compensation committee has been meeting every Tuesday and they are now on Section III.

Physical Environment Committee – Crystal Stewart – Discussed the parking issues already in Miriah’s report.

Service/Staff Development Committee – Missy Morrison – We have had several large boxes of books donated to the ongoing children’s book drive, which we will gather and transport in a few weeks.

Announcements

Chris Atkins announced that the President approved Staff Council’s Recommendation for HR to release the additional compensation document. Bruce Felder’s response to being asked about releasing the rest of the document is as follows:

The majority of the MU Salary Administration Guidelines has been and will be derived from the salary administration guidelines that were developed and released by Mercer and HEPC. The guidelines have been posted on our website from the very beginning. Furthermore, these are the guidelines that we have been following as of now. As stated in your request, I will release what we have even if in draft form. Please note that after the Compensation Steering committee completes/reviews the first draft of each section I will forward that electronic version to you. As of today the committee has been provided with sections 1-3 and I am awaiting feedback on those sections. Once the members bless the first draft of these sections I will forward them to you as requested.

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

Minutes approved by: _____
Tony Waugh, Interim Chair, Staff Council

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