

Marshall University Classified Staff Council Minutes February 25th, 2021, Virtual Meeting via Microsoft Teams

Members Present: Nina Barrett, Lacie Bittinger, Karena Burriss, David Childers, Timothy Cline, Toni Ferguson, Chris Hodge, Dena Laton, Mary Layne, Becky Lusher, Mitzi Meade, Teresa Meddings, Missy Morrison, Denise Parks, Crystal Stewart, Terri Thompson, Justin Tyler, Eric Wallace, Tony Waugh, Rob Williamson

Members Absent: Lisa Maynard, Marcos Serrat,

Members Absent (Excused): Carol Hurula,

Guests: Bruce Felder, Beverly Boggs, Sharon Booth, Monica Brooks, Butch Burriss, Pat Campbell, Mallory Carpenter, Mary Chapman, Margaret Cyrus, Anthony Drumm, Trish Gallaher, Melanie Gallaher, Cody Hall, Joe Hamed, Alex Jones, Jessica Lowman, Sarah-Frances Lyon, Kate McComas, Cristina McDavid, Susan Midkiff, Nathan Miller, Katherine Murphy, Becky Neace, Rebecca Pack, Libby Rayment, Bre Salyers, Dustin Scarberry, Sabrina Simpson, Will Skaggs, Angela Strait, Beth Waugh, Rachel Williamson

Chair Tony Waugh called the meeting to order. Parliamentarian Becky Lusher verified there was a quorum.

Bruce Felder – Human Resources

- **STO** – In accordance with our inclement weather policy, substitute time off is being given to any “essential worker” employees who were required to report to campus to work during the recent weather related university closures. Employees will be paid their regular salary in addition to receiving STO leave for the same number of hours worked during the closures. This leave should be taken with supervisor’s approval. Additionally, any employees who exceeded 40 hours per week will be given either comp time or overtime.
- **Vaccinations** – All employees have been given the opportunity to sign up for COVID-19 vaccinations via multiple email surveys that went out to the campus community. Roughly 1,675 employees signed up to be vaccinated, and as of this date 75% of those employees have received at least once dose, and 50% have received the 2nd dose as well. The hope is to have all employees fully vaccinated by mid-April.
- **Q. Vaccine Effectiveness against New Strains** – Do we know if the vaccine administered to the staff at MU is effective to other emerging strains of COVID-19?
 - **A.** According to Tracy Smith, as of now, my understanding is that the vaccines that we are using are effective against the current variant of COVID-19. This too could change if another variant were to surface.
- **Q. Electronic Staff Evaluation System** – Are we still on track to roll out the new electronic evaluation system in April 2021? Is there an ETA on when training will be offered to employees and supervisors for the new system?
 - **A.** We will be ready to start a “soft” rollout of the electronic evaluation system in April. We will have a couple of departments pilot the system in an official capacity. We will bring other departments online throughout the year for training and practice using the software. The goal is to have everyone online and officially using the software by April

2022 in an official capacity for performance evaluations. In addition to changing from paper evaluations to electronic, we will also move from a system in which evaluations are scheduled on employees' individual anniversary dates, to an annual system where the entire campus will all do evaluations in the same month.

- **Q. Staff Compensation Plan** – Did the staff compensation committee get a chance to review the plan over the Winter Break? Is there a timeline when the draft plan will be shared with Staff Council?
 - **A.** The compensation committee didn't review the plan over the winter break, however the review has restarted and is underway. The current timeline for review is scheduled to wrap up mid-April 2021. I would anticipate sharing a draft copy with others in May 2021.

Will the entire campus have evaluations all in the same month, or will each department have a specific month? – *Becky Lusher* – The intention is to have the entire campus complete theirs in the same month. However, there could be problems arise regarding what time of year would be best. If so, some departments could potentially be done separately.

Can employees who used their own sick leave be compensated for that if they were required to quarantine? – *Tim Cline* – Bruce stated that the Families First Coronavirus Act provision allowing additional 2 weeks leave for time off relating to COVID expired on December 31st, 2020 and has not been extended. If any legislation is passed to extend the act it must have a provision to retroactively give the leave for us to repay any leave already taken.

Can those who are working from home return to campus once fully vaccinated? – *Nina Barrett* – Yes, they can, and there will be a memo forthcoming regarding returning to full staff. Current telecommuting requests will expire at the end of spring semester, and future telecommuting requests will be more closely scrutinized as we need to be fully staffed once the students return. Hopefully they will be able to return in the fall.

Will summer classes be online or virtual? – *Becky Lusher* – Bruce stated that he is unsure, although he believes it's leaning towards virtual.

Will those staff with children still learning remote for the remainder of the spring term have the option to telecommute? – *Cristina McDavid* – Yes, if there is truly a need due to no childcare options and the schools being closed, as long as the supervisor feels the work can be completed remotely.

Will the evaluation system be stored or backed up in the cloud or on site? What departments will be the pilot departments? Have they been decided? What system are we going to use (e.g. PeopleAdmin). – *Chris Hodge* – We will use an evaluation module on PeopleAdmin, and pilot departments have not been decided yet other than Human Resources. Information will be stored on the PeopleAdmin server.

Minutes

January 21st, 2020 minutes approved as written.

Committee Reports

Election Committee – Nina Barrett – Per state code there will be a general election to elect all Staff Council positions (25 EEO positions, Chair, BOG Representative, ACCE Representative) in the month of April. Communications will be coming out in the next month.

Legislative Committee – Carol Hurula – No report.

Personnel/Finance Committee – Lacie Bittinger – No report.

Physical Environment Committee – Crystal Stewart – Crystal stated that she has been made aware of a pothole issue in the parking lot across from Smith Hall, which she intends to email Parking about.

Service/Staff Development Committee – Missy Morrison – COVID care bags have continued to be produced with the help Rebecca Pack and the Rotaract club, which has completed the last few deliveries themselves. However, they are out of drawstring bags and need donations of those if anyone on campus has any to give. Any donations for filling the bags can be sent to Crystal Stewart or put in a drop-off box on the first floor of Drinko, preferably with a 24 count of each type of item.

Announcements

The following questions were posed to Mark Robinson prior to the meeting, and answered via email:

- **Q.** PROMISE Scholarships: Is there an update about the restoration of our Promise Scholarship funding?
 - **A.** As you may be aware, the Promise shortfall was discussed at last week’s Marshall budget presentation before the Senate Finance Committee. I will be meeting with the Governor’s Office on Tuesday to discuss and hopefully resolve.
- **Q.** Did this budget shortfall contribute to the overall shortfall that led to a reduction of salaries and other cost-saving measures?
 - **A.** No. The salary reductions were developed, recommended and approved independent of the unpaid scholarship awards and were based on the probability of a significant enrollment reduction due to the pandemic. The shortfall was from the Spring 2020 term and not realized until fiscal year end June 2020.
- **Q.** Could we get further clarification on this situation and how it impacted our University budget and how the shortfall (or future shortfalls) will be communicated to members of the MUBOG, Staff Council, SGA and Faculty Senate, etc?
 - **A.** I and/or the Budget Office would be happy to address any questions or attend any meetings that may be helpful in clarifying this matter. I certainly will report the outcomes of the meeting with the Governor’s Office at the next Staff Council Meeting.

The following statement is from Physical Plant Director Travis Bailey regarding the loss of electricity in Morrow Library:

- Morrow Library has experienced a significant power outage. The outage duration is unknown, but we feel it will be at least a week before a temporary fix can be achieved. The permanent fix will then be scheduled when parts are available.

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: _____
Dr. Jerry Gilbert, University President