

## Marshall University Classified Staff Council Minutes

January 16<sup>th</sup>, 2020, MSC 2E37 John Spotts Room

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

**Members Absent:** David Childers,

**Members Absent (Excused):** Lisa Maynard,

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

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

### Dr. Gilbert – University President

- Dr. Gilbert welcomed everyone back for the New Year, and mentioned that it was his 4 year anniversary since coming to work at Marshall.
- Putting together a committee to look at improvements that can be made in our student facing offices to improve our level of service to make students feel more welcomed and served. Dr. Gilbert stated they would like a representative from Staff Council to be on the committee. They will be using the Design for Delight process, which was designed by Intuit and uses deep empathy. The offices included in this process will include Registrar, Financial Aid, Bursar, Library, Admissions, Housing, and maybe others.
  - *It would be great to have someone from the IT Service Desk included in the process as well since they serve students also. – Crystal Stewart*

### Dr. Taylor – Provost

- Enrollment
  - Working on ways of increasing enrollment.
  - Each year we have around 6,000 students who have turned everything in and been admitted.
  - Last year we only wound up with around 1,800 of those students who came to Marshall.
  - Will begin using Navigate to text message the students.
    - The goal will be for the texts to come from academic units. If students make a connection with someone on campus it will dramatically increase the chances of them coming to Marshall.
    - At the bottom of the text there will be someone to contact for more information. Anyone involved should respond within 24 hours to a student's inquiry for more information.

### **Mark Robinson – CFO**

- There doesn't appear to be a budget cut this year, but there is still a risk for one next year.
- W-2's will come out at the end of the month in mail and online.

*Is there a consistent message you want from Marshall University when we speak to legislators? – Chris Atkins* – The administration will share a list of points.

### **Bruce Felder – Human Resources**

- The Governor made a proclamation to give an additional ½ day holiday on Christmas Eve for State Employees. Since Marshall already observed a full day holiday we have 4 hours to use elsewhere.
  - Due to the way the proclamation is written, it cannot be converted to annual leave.
  - The intention is to close the University half a day early on the Friday of Spring Break and observe the 4 hours at that time.

*How will that affect night shift? – Justin Tyler* – Bruce stated they would have to communicate with supervisors to see what to do that day.

- PEIA has introduced a free plan called Naturally Slim for all employees of the State.
  - Employees should have received a communication from PEIA.
  - Marshall will also send out a communication to employees about it.
  - Not intended to be used for the employee's spouse.
  - There are specific perimeters such as a minimum BMI of 25.

*Have we heard anything about the issue with TCP going offline at 1am? – Justin Tyler* – Bruce stated that he has a meeting scheduled with TCP on January 23<sup>rd</sup> and plans to ask about it.

*Have we done any assessments of how TCP is working for employees to get better a sense of any ongoing issues? Or to see the cost benefit analysis of the program. – Chris Atkins* – Bruce stated that there are a lot of cost benefits on the administrative side, but there could be a general survey done to see how it has changed from paper and how it's working from the side of the end user.

### **Minutes**

December 19<sup>th</sup>, 2019 Minutes approved as written.

### **Committee Reports**

***Election Committee – Nina Barrett*** – No report.

***Legislative Committee – Carol Hurula*** – Carol had sent Council copies of House and Senate agendas, and will also forward legislative talking points.

***Personnel/Finance Committee – Lacie Bittinger*** – No report.

**Physical Environment Committee – Crystal Stewart** – No report. However, Crystal urges everyone to take a look at the active shooter message that was sent to the campus community.

**Service/Staff Development Committee – Missy Morrison** – Staff Council will begin collecting children’s books to donate to Lily’s Place and Project Hope through early March.

**Announcements**

Open conversation took place on the classification and compensation system, the unfinished compensation procedures, etc.

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