

Marshall University Classified Staff Council Minutes

January 19th, 2023, Virtual Meeting via Microsoft Teams

Members Present: Clay Arens, Nina Barrett, Lacie Bittinger, David Childers, Timothy Cline, Beretta Coleman, Anna Evans, Andrea Gray, Kyrsten Hodge, Carol Hurula, Dena Laton, Becky Lusher, Nick Martin, Carleen O’Neill, Kelly Sowards, Crystal Stewart, Terri Thompson, Eric Wallace, Tony Waugh, Rob Williamson

Members Absent: Rachel Amos, Darlene Howell,

Members Absent (Excused): Jennifer Griffith, Teresa Meddings, Amy Saxton-Young,

Guests: Diana Adams, Mike Adkins, Samantha Aretz, Michaela Arthur, Travis Bailey, Jason Baldwin, Beverly Boggs, Jim Booth, Sharon Booth, Monica Brooks, Jennifer Brown, Butch Burriss, Pat Campbell, Perry Chaffin, Mary Chapman, Judy Clark, Caroline Copenhaver, Meg Cyrus, Tiffani Daniels, Kaleigh Decker, Jeb Dickerson, Bob Dorado, Carey Dunfee, Holly Dunmore, Travis Edmonds, Bruce Felder, Karen Fischer, Trish Gallagher, Cody Hall, Joyce Harrah, Debra Hart, Lisa Henry, Katherine Hetzer, Eric Himes, Jenny Holderby, Linda Holmes, Jillian Hovatter, Tammy Johnson, Chris Key, Trevor Lambert, Jonathan Langer, Linda Massie, Kevin Maynard, Lisa Maynard, Karen McComas, Michael McGuffey, Char McKenna, Mitzi Meade, Rebecca Meek, Susan Midkiff, Bobby Miller, Nathan Miller, Avi Mukherjee, Katherine Murphy, Robbie Nance, Rebecca Pack, Dicky Parker, Leah Payne, Sara Payne, Jodie Penrod, Daniel Persinger, Jeanette Porter, Tina Powell, Tabby Puckett, Lisa Ransbottom, Jessica Rhodes, Alice Roberts, Angie Rose, Emily Roush, Dustin Scarberry, Shawn Schulenberg, Skyler Schultz, Tyler Sharp, Elizabeth Sheets, Sabrina Simpson, Will Skaggs, Carl Smith, Tracy Smith, Wes Spradlin, Allen Taylor, John Taylor, Robin Taylor, Kim Thomas, Seth Thomas, Matt Tidd, Justin Tyler, Charlotte Weber, Teresa Wellman, Lance West, Michelle Wheeler, Tracie Wheeler, Rachel Williamson, Marie Willis, Miriah Young, Jodi Zimmerman

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

Dr. Mukherjee – Provost

- **Enrollment & Recruitment**
 - We’ve had close to 6000 new first year student applications for undergraduate programs for fall 2023.
 - 149 students attended accepted students day in the College of Engineering.
 - Two Green and White Days are scheduled for this semester: February 4th and April 1st.
 - We are in the process of hiring a Chief Enrollment Officer, as Tammy Johnson recently moved to become a faculty member in the College of Education and Professional Development. This person will also hold the title of Vice President of Enrollment Management.
- **Glennville State University Visit**
 - 25 individuals from Marshall, including deans and President Smith, are visiting Glennville State University that same day.

- Marshall has been helping Glenville to move from a college status to a university status, and we have started a joint nursing program with them.
- Their leadership team will be invited to visit Marshall, probably sometime in May.
- **Mountwest Community and Technical College**
 - We are working to strengthen our partnership with MCTC.
 - We are identifying programs where they are strong, and see how students can seamlessly move from getting their 2 year degree at MCTC, to attending Marshall.
- **Customer Relationship Management System**
 - This CRM system just implemented in admissions is coming on board.
 - It's system, called Slate, took some time to implement, but is now being led by our new CIO, Jodie Penrod.
 - This program will revolutionize our way of tracking students through the application funnel, and help get them admitted without too many steps along the way.
- **Anthology**
 - This company we are working with owns Blackboard, which we use in our classes.
 - They will be helping us with enrollment management solutions as well by optimizing the application funnel.
- **Online Programs**
 - Online programs are coming into a High Flex format, which means that the faculty will teach live in the classroom, but will also have an online synchronous instruction for the same class as well as an asynchronous online program that will run with the same class being videotaped and seen by people later.
 - We are working on classroom technology and flexibility this semester with a pilot group, after which we will roll it out bigger based on the feedback.
- **Q:** Will you also be having a meeting with Bridge Valley?
 - **A:** Yes, we had a meeting in December, and we will have a meeting every month thereafter. They have a lot of great micro credentials and certifications they offer for the workforce development, and we want to collaborate with them as much as possible.
- **Q:** Is there a specific person tasked with leading the collaborations with the community colleges?
 - **A:** Yes. Transfer students are one of the 10 segments of students being recruited, and each segment has a champion for them, but we also need as many people from Marshall as possible helping.

Matt Tidd - CFO

- **Moody Bond Rating**
 - Moody's Investor Services downgraded Marshall University's bond rating from A1 to A2.
 - This didn't come as a surprise, as declining enrollment played a big role in the decision.

- Marshall's decision to not raise our prices for several years was also a factor in the downgrade, but Marshall has an affordability mission that we want to continue.
- Controlling expenses was also a factor in the decision. We will be looking for creative ways to grow our revenue lines.
- **Enrollment Impact**
 - Enrollment impacts our finances in the following way:
 - For every 100 students who come to Marshall, it equates to just over \$1,000,000 million.
- **Purchasing**
 - It was announced some months ago that Finance would now oversee Purchasing.
 - Purchasing will become fully and appropriately staffed and get out in front of issues as opposed to being reactive.

Bruce Felder – Human Resources

- **Governor's Proclamation**
 - In December, the governor issued a proclamation providing a ½ day holiday on December 23rd and December 30th. Marshall combined both half days to observe an additional holiday on January 3rd.
 - The Governor then issued a proclamation changing Friday, December 23rd from a half day holiday to a full day holiday.
 - We are left with a half day holiday, which will be observed on Friday, March 17th. The observation of the holiday will begin around noon.
- **External Market Analysis**
 - We are working with payscale.com to benchmark all of our jobs to equivalent jobs in the market. This will be done for classified staff, non-classified staff, and faculty. This will allow us to know what the job should be getting paid, how far our employees are under market, and how much money we need to start planning for.
- **Diversity, Equity and Inclusion**
 - Diversity, Equity and Inclusion (DEI) boils down to belonging.
 - Diversity is a fact, inclusion is a behavior, but belonging is an emotional outcome that people want in their organization.
 - A DEI triad has been formed, consisting of Bruce representing staff, Cicero Fain representing faculty, and Marcie Simms representing students.
 - There has also been a DEI Advisory Council assembled, which will begin meeting the next day to start putting a plan together. The Council is led by Maurice Cooley, and also includes Montserrat Miller, Patricia Proctor, Ernest Morris, Shaunte Polk, David Cartwright, Georgianna Logan, Dr. Monica Brooks, Dean Bookwalter, Dr. Tim Melvin, Dr. Shelby Campbell, and Dr. April Fugett.

- This will involve creating a new department, the Center of Diversity, Equity and Inclusion and hopefully we will be able to create some micro credentials and certification programs.

Tracy Smith - Safety

- After three long years since COVID started, the State of WV is ending the state of emergency due to COVID.
- We are transitioning from a pandemic to an endemic, and there will still be cases. The COVID-19 email address is still active, and sends automated replies but is also still monitored.
- Employees still need to let their supervisor know when they test positive.
- We are still following current CDC Guidelines of five days isolation, return on 6th day if no symptoms, and remain masked for five more days.
- Barriers in classrooms have begun to be removed, and work orders can be put in to take down office barriers.
- Masking has been reinstated in the hospitals due to the prevalence of RSV, Flu, and COVID.

Sarah Payne – Associate VP for Government Relations

- The legislative session is in it's 7th day, and the following is what we are watching:
 - Campus Carry Bill – President Smith from Marshall and President Gee from WVU put out a joint statement opposing campus carry. There are several versions of campus carry in the legislature, some of which have more considerations to limit guns in certain areas.
 - SB 10 has some of these considerations, including: guns wouldn't be permitted in areas or capacities over 1000 people, wouldn't be allowed at day care centers, wouldn't be permitted in any building used by law enforcement, wouldn't be permitted where colleges and universities have implemented security measures, wouldn't be permitted at hearings, workshops and labs with flammable substances, wouldn't be permitted at mental health counseling, in patient care, areas exclusively used by K-12 or private entities, areas prohibited by state or federal law. Guns would not be permitted in campus residence halls, except for common areas.
 - Autism Training Center Funding – a request is in the governor's office for funding to build out the building and increase their services.
 - Deferred Maintenance – the presidents are asking for collectively \$100 million to go to HEPC, to be split up between institutions.
- January 31st – Marshall and WVU will hold a joint reception for the legislators to meet and greet, as well as focus on our efforts to expand workforce development and economic development.
- February 1st is Marshall Day at the Capitol.
- There had been 1138 bills introduced in the legislature, of which 32 mention higher education.
- A house bill was introduced to declare November 14th a special memorial day in remembrance of the Marshall University plane crash.

Approval of Minutes

- November 17th minutes approved as written.

Carol Hurula – Board of Governors

- The Board of Governors had a special called meeting on January 5th to discuss certain personnel matters.
- The Athletics Committee entered into an executive session to discuss certain personnel matters.
- When they exited, they made a recommendation to the Board Chair Chris Miller for certain personnel contracts.
- The board approved, and at a 4pm press conference that day, it was announced that Greg Beals would be the 29th head baseball coach.

Committee Reports

Election Committee – Nina Barrett – No report.

Legislative Committee – Carol Hurula – The 86th session of the West Virginia Legislature started on January 11th. A daily legislative wrap-up can be found on the legislative webpage, and Twitter is also a great place for the most up-to-date information.

Personnel/Finance Committee – Teresa Meddings – No report.

Physical Environment Committee – Becky Lusher – No report.

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

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