

Marshall University Classified Staff Council Minutes

January 20th, 2022, Virtual Meeting via Microsoft Teams

Members Present: Clay Arens, Nina Barrett, David Childers, Beretta Coleman, Andrea Gray, Carol Hurula, Dena Laton, Becky Lusher, Teresa Meddings, Amy Saxton, Kelly Sowards, Crystal Stewart, Terri Thompson, Eric Wallace, Tony Waugh, Rob Williamson

Members Absent: Ray Blevins,

Members Absent (Excused): Lacie Bittinger, Timothy Cline, Chris Hodge,

Guests: John Apel, Michaela Arthur, Travis Bailey, Jean Ann Bevans, Billy Biggs, Beverly Boggs, Jim Booth, Monica Brooks, Jennifer Brown, Pat Campbell, Paul Carico, Mallory Carpenter, Mary Chapman, Judy Clark, Jon Cutler, Bob Dorado, Anthony Drumm, Cicero Fain, Bruce Felder, Trish Gallagher, Melanie Gallaher, Cody Hall, Lindsey Harper, Debra Hart, Katherine Hetzer, Jillian Hovatter, Darlene Howell, AJ Hubbard, Erin Jordan, Chris Key, Leonard Lovely, Jessica Lowman, Kate McComas, Christina McDavid, Leigh McDonald, Michael McGuffey, Rebecca Meek, Susan Midkiff, Nathan Miller, Avinandan Mukherjee, Carl Mummert, Katherine Murphy, Angela White Negley, Rebecca Pack, Ginny Painter, Lisa Pitkin, Erika Riley, Alice Roberts, Mark Robinson, Kandice Rowe, Rodney Sanders, Dustin Scarberry, Sabrina Simpson, Carl Smith, Tracy Smith, Chris Sochor, Gillian Sochor, Wes Spradlin, Robin Stafford, Angela Strait, Allen Taylor, Kim Thomas, Lance West, Rachel Williamson, Amy Marie Workman, Miriah Young

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

Avi Mukherjee – Interim Provost

- **Health and Safety**
 - Overall we are doing well with submissions of the health and safety form.
 - Starting a new semester of class and instruction, we have put together a lot of resources and safety precautions.
 - The COVID dashboard shows around 80% of students and 89% of staff are vaccinated, for a total average of 82%.
 - Things are good on campus, except we just have to ensure we have enough staff for continuing operations since many are out.
- **President Smith Listening Tour**
 - President Smith has met with several groups already, including staff, and will continue to meet with more.
 - They are collecting feedback from the listening sessions, and plan to come up with some strategies and solutions for things that arise from those conversations.
- **Department Chair Leadership Academy**
 - They will address a variety of topics at this.
 - There will be presidents, provosts, deans, vice presidents, and other administrators from other universities as well as Marshall.

- The goal is to invest in leadership development at the University in a way that compliments the already successful John Marshall Leadership Fellows program.

Mark Robinson – CFO

- Core tuition and fees are down by over \$4 million versus budget, which is about the same or less than FY 21.
- We still anticipate using Cares Act funds to backfill the shortfall.
- FY 23 budgets will go out soon, and pose a challenge.

Bruce Felder – Human Resources

- **John Marshall Awards**
 - Classified Staff Council has partnered with Human Resources to run the awarding of the John Marshall awards. The committee will continue to meet on a monthly basis.
 - Six awards were given in December at the same time the Bob Hayes Awards were given out.
 - Employees are encouraged to submit a nomination for any deserving employees. There is a form online which can be emailed or put in campus mail. Hopefully there will soon be an automated online form as well.
- **Electronic Evaluations** – Two pilot groups have started for this purpose.
 - A pilot group on campus started with the electronic evaluation system in January and will continue for a year. After that, it will roll out to the campus community at large.
 - Another pilot group began a six session training with leadership coaches, who will be coaching supervisors on how to properly do performance evaluations and on management. Once this group finishes, it will be rolled out to all other leaders and individuals who do performance evaluations.
- **Staff Training and Leadership Programs**
 - Bruce stated that they hope to merge some new training with the LinkedIn learning platform already being utilized.
 - One roadblock to this goal is funding needed.
 - It's an exciting opportunity to move forward with once we have key people in the right places and the resources to do so.
- **BOG Policy FA-6 – Compensation Policy**
 - The changes to the compensation policy were approved by the Board of Governor's during their December meeting.
 - The following comment period received no comments and so the policy is considered to be official.
 - The policy expands on the different ways in which employees, including both Classified and Non-Classified, can receive salary enhancements.
 - Resources and funding must be made available for salary enhancements to be made.
- **Classification and Compensation Procedures**

- Bruce stated that they have been trying to have the guidelines completed within 60 days of the December BOG meeting, which they are very close to accomplishing.
- A draft will be sent to Classified Staff Council very soon for review. Answers to previous questions sent are answered by identifying where to find the answer in the updated draft.

Tracy Smith – Director of Safety

- **COVID-19 Updates**
 - We are currently at a high rate of positives at over 8%, but our percentage of positives is extremely low compared to the community at large, which is at over 20%.
 - We expected the increase in positive cases, and have had plans in place. Contact tracers have done an amazing job identifying and quarantining where necessary.
 - Holderby Hall still serves as a housing option for those in quarantine who want to remain on campus.
 - Quarantine time has gone from 14 days to 5 days.
 - COVID-19 testing is available every day from 9am-2pm in the Memorial Student Center.
 - COVID-19 vaccinations are available Tuesdays, Wednesdays, and Thursdays from 9am-4pm in the Memorial Student Center.
- **COVID-19 Home Tests**
 - You can go to a government website and request at-home tests.
 - When employees take an at-home test, Tracy requests that those results are submitted to the University, whether negative or positive. There is a quick and easy form on the website to do so.
- **COVID-19 Masks**
 - N95 masks are being made available by the government at local pharmacies.
 - We have a supply of N95 masks on campus, which we have made known, although we haven't received a lot of request for them.

Minutes

December 16th, 2021 minutes approved as written.

Committee Reports

Election Committee – Nina Barrett – Classified Staff Council is holding an election to fill the following vacancies:

- One vacancy on EEO 40.
- Two vacancies on EEO 50.
- Two vacancies on EEO 60/70.

Nominations are due no later than February 3rd, and the election will take place online from 6am Thursday, February 17th – 11:59pm Monday, February 21st. Those elected will finish the remainder of the current term which will end on June 30th, 2023.

Legislative Committee – Carol Hurula – Carol gave the following report regarding the current legislative session:

Update as of January 19, 2022 from the “BLOG”

- The House passed its first two bills of the session today.
- House Bill 4059 clarifies that all newly hired deputy commissioners within DHHR are in policy-making positions exempt from civil service.
- House Bill 4060 removes outdated health code sections relating to Coalition for Diabetes Management, Coalition for Responsible Pain Management, and State Advisory Coalition on Palliative Care.
- Senate Bill 8 (first reading) makes updates and continues several state saving and investment programs including, the Savings and Investment Program Fulfillment Fund and WV College Prepaid Tuition and Savings Program Act.

Committees –January 20, 2022

- The Finance Committee will hear a budget hearing at 9 a.m. from the Department of Homeland Security in Room 460.
- The Committee on Energy and Manufacturing will meet at 1 p.m. in Room 410.
- The Education Committee will meet at 3 p.m. in Room 434 for a budget presentation.

To LISTEN LIVE go to: www.wvlegislature.gov/live.cfm

- Click on time of 3:00pm House Education and you should be able to hear meeting that takes place. Sometimes meetings do not occur exactly on time; some are delayed but you should be able to stay logged on and listen when the meeting concurs.

To see current bills being introduced, go to: [Bill Status - All Bills \(wvlegislature.gov\)](#)

- Make sure to select 2022 year and regular session
- Then I click on COMMITTEE (in blue header) – it will then sort and I look first at HOUSE EDUCATION & SENATE EDUCATION, and the bill TITLE for anything that pertain to higher ed.



BILL STATUS - 2022 REGULAR SESSION

Select Bill Type	Select Year	Select Session	
Bill	2022	Regular Session	SUBMIT

SB 250 Budget Bill

HB 4289 Establishing the behavioral health workforce education initiative at the Higher Education Policy Commission

HB 4291 Relating to authorizing legislative rules regarding higher education

SB 208 & 228 Providing tuition and fee waivers at state higher education institutions for volunteers who have completed service in AmeriCorps programs in WV

SB 201 Providing tax credit to new graduates of in-state or out-of-state higher educational institution, community or technical college, or trade school

SB 194 Establishing Promise for All Scholarship Program

SB 222 Relating generally to in-field master's degree

SB 194 Implementing Business PROMISE+ Scholarship

HB 4072 Increase amount of Promise Scholarship to present day costs

HB 4102 To allow money paid to state employees to go to their estate if they pass away before their retirement date

HB 4264 Change name of Glenville State College to "Glenville State University"

HB 2084 Amend section providing for waiver of tuition and fees for older persons auditing certain college classes.

HB 2061 Katherine Johnson College Award Program

HB 2110 Relating to senior citizens attending college classes at state institutions without receiving college credit

HB 2233 Coordinating a plan to provide the first two years of post-secondary education for free

HB 2210 Exempting personal income earned by individuals working as teachers at primary and secondary schools from personal income tax

HB 2279 Establishing a higher education scholarship program for foster children

HB 2315 Relating to PROMISE Scholarship Program requirements

HB 2341 Reducing federal adjusted gross income for interest paid on student loans

HB 2586 Expanding the amount of promise scholarship funds awarded to persons majoring in science, technology, engineering and mathematics

HB 2547 Establishing the "Stay in State" tax credit

HB 2484 Relating to relocation or closure of state higher education institutions

HB 2978 Gun carry allowed on college campuses

HB 3019 Creating the Campus Free Expression Act

HB 3190 Allow anyone with a master's degree to sit for WV Bar exam and become licensed attorney

HB 2622 College Graduate Tax Credit

Personnel/Finance Committee – Teresa Meddings – No report.

Physical Environment Committee – Becky Lusher – No report.

Service/Staff Development Committee – Eric Wallace – Eric reiterated that Staff Council is now helping to make the John Marshall Awards, and he encouraged anyone to fill out an application.

When submitting a nomination, ensure that you go into great detail about why this person is deserving, exactly how they do a good job, and what they have done beyond the scope of their normal job duties. These are the criteria that the committee will be looking for.

Announcements and Additional Information

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