

Marshall University Classified Staff Council Minutes

July 17th, 2025, Virtual Meeting via Microsoft Teams

Members Present: Jesse Baldwin, Nina Barrett, Lacie Bittinger, Mark Brumfield, Dean Crawford, Tiffani Daniels, Mary Layne, Becky Lusher, Nick Martin, Nathan Miller, Larry Morris, Carleen O'Neill, Michele Sigler, Sharon Stackpole, Heather Smith,

Members Absent: David Childers, Nancy Tresch-Reneau,

Members Absent (Excused):

Guests: Attached

Chair Lacie Bittinger called the meeting to order.

Dr. Bookwalter – Academic Affairs

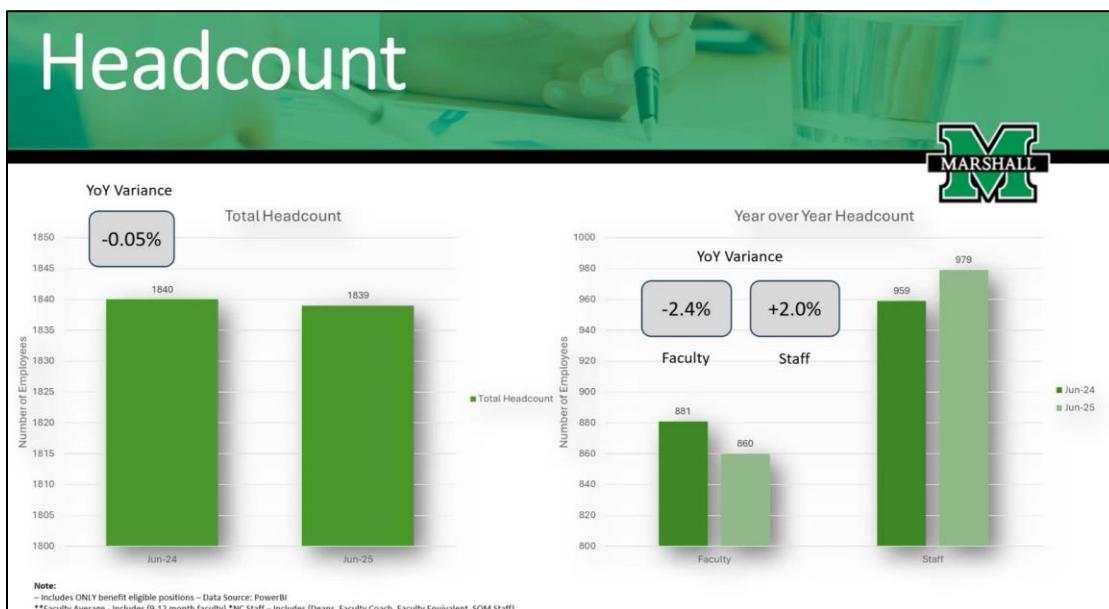
- **Leadership Transitions:** Dr. Bookwalter discussed the leadership transitions at Marshall University.
 - **New Deans:** Dr. Bookwalter announced the hiring of Dr. Kelly Bradley as the new Dean of the College of Education and Professional Development, starting in September, and Dr. Rohan Christie-David as the new Dean of the College of Business, starting on August 4th.
 - **Failed Search:** The search for a new Dean of the College of Liberal Arts failed, and the search has been reopened. The university is currently advertising and looking for new applicants.
 - **Interim Roles:** Dr. Bookwalter is serving as the interim Provost, and Dr. Kelli Prejean is serving as the interim Dean of the College of Liberal Arts until permanent appointments are made.
 - **Provost Search:** The search for a new Provost is underway, with the goal of having a new Provost selected and under contract by the end of October, to start in January.
 - **Dean Search:** The university aims to have a new Dean for the College of Liberal Arts by the first week of November, following the selection of the new Provost.
- **Enrollment**
 - **Enrollment Increase:** Robert Bookwalter reported a 6.7% increase in enrollment over the previous year, with a total of just over 10,000 students currently enrolled.
 - **Student Demographics:** Resident, metro, and international student enrollments have increased, while non-resident student enrollments have decreased, likely due to the expansion of the metro area to include more counties.
 - **Freshman Enrollment:** There are 2,081 freshman students enrolled, with an expectation of about 200 more students joining after the next round of orientation.
 - **Retention Rates:** The retention rate has increased from 72.2% last year to 76.5% this year, indicating a 4% improvement.

- **Interim Provost Priorities:** Dr. Bookwalter outlined the priorities for his interim Provost role.
 - **Accreditation Report:** Dr. Bookwalter emphasized the importance of the accreditation report, which is being prepared for the Higher Learning Commission (HLC) visit in January. The report will be reviewed by the Cabinet and Deans in the coming months.
 - **Leadership Development:** Dr. Bookwalter highlighted the need to help new Deans acclimate and build a cohesive team, ensuring they are well-integrated and effective in their roles.
 - **Adjust to Incentivized Budget Model:** The university is adjusting to an incentivized budget model, requiring a 4% reduction in spending across all departments. This model aims to create a leaner, more efficient operation while still providing a quality educational experience.
 - **Spending Reduction:** All university departments were required to submit budgets showing a 4% reduction in spending for the fiscal year, amounting to over \$13 million in total reductions.
 - **Operational Efficiency:** Despite the budget cuts, the university aims to maintain operational efficiency and continue attracting and serving students effectively.
 - **Appreciation:** Dr. Bookwalter expressed his appreciation for the faculty and staff.

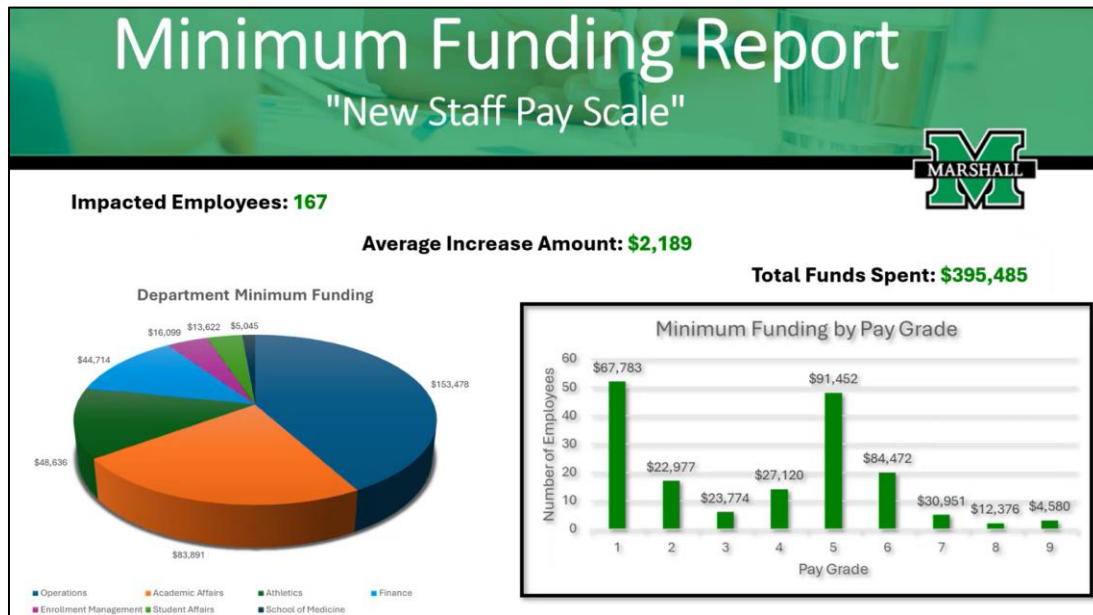
Bruce Felder – Human Resources

- **Open Enrollment:** Bruce Felder informed that open enrollment ended on May 15, 2025, and changes took effect on July 1, 2025, including increased PEIA premium rates.
- **Annual Employee Increment:** The annual employee increment (AEI) payments will be disbursed on July 18, 2025, providing additional income to eligible employees based on their years of service. Employees who have been at Marshall for a minimum of three years will receive \$60 for each year of employment.
- **Performance Evaluation:** The new performance evaluation process has started its second year, with supervisors encouraged to set plans early, identify goals, and provide feedback to improve departmental and employee performance. Emails went out to supervisors as well as a short survey for how we can improve the evaluation process since last year.


- **Headcount & Staffing Trends:** Bruce Felder presented a trend analysis showing the university's employee headcount from FY20 to FY25, highlighting the impact of the pandemic and subsequent recovery.
 - Year-to-year we are currently up around 0.5%. Faculty is down around 2.4% from June 2024 to June 2025, whereas staff is up about 2%.



- **Minimum Funding:** All employees are now at the minimum of their pay grade. The implementation of minimum funding affected 167 employees, with significant impacts on operations, housing, residence life, and academic affairs.
- **Pay Grade Impact:** Pay grades 5 and 6 saw the most significant impact from the minimum funding adjustments, addressing compression issues within these grades. These paygrades represent both classified and non-classified staff.



Average Compensation



		As of 7.03.2025	Year/Year
	June 2024	June 2025	June 24/June 25
Average Compensation	\$64,978	\$67,181	+3.4%
Faculty	\$78,913	\$81,544	+3.3%
NC Staff	\$78,572	\$79,094	+0.7%
Classified Staff	\$37,064	\$38,807	+4.7%
Combined Staff	\$57,818	\$58,951	+2.0%

Note:

*All benefit eligible, budgeted positions (snapshot – year over year)

*Faculty Average - Includes (9-12 month faculty) Excludes – SOM Faculty

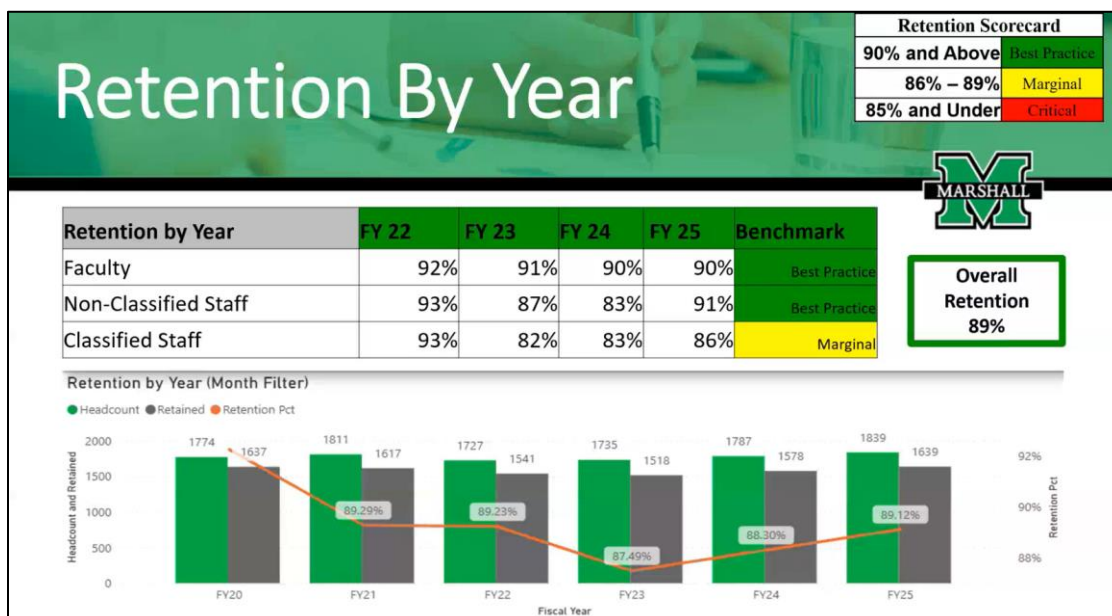
*NC Staff – Includes (Deans, Faculty Coach, Faculty Equivalent, SOM Staff)

Datasource: PowerBI


- **80% of Comparatio:** Now that all employees are at the minimum of their pay scale, our next step is to get everyone to 80% of their comparatio. This number may go higher as the market continues to move as well.



- **Retention Analysis:** Bruce Felder provided a detailed analysis of retention rates from FY22 to FY25, showing fluctuations in faculty, non-classified, and classified staff retention.
 - **Classified Staff:** Classified staff retention saw a significant drop in FY23, with an 11% decrease, highlighting the need for targeted retention strategies.
 - **Improvement Efforts:** Efforts to improve retention rates include the implementation of the Action Learning Team's recommendations and ongoing monitoring of retention metrics.



- **Action Learning Team:** Bruce outlined the initiatives identified by the Action Learning Team to attract and retain operational staff.



Action Learning Team

Recruitment and Retention Action Learning Team charge was to **identify actionable strategies to attract and retain operational talent**

1. Upskilling and developing leadership potential by offering employees **exposure to different trades and responsibilities** on campus.
2. **Expanding tuition assistance** to cover spouses and other educational fees beyond tuition.
3. Introducing **flexible work schedules** and a **four-day workweek** option.
4. **Strengthening retirement benefits** by increasing employee/employer contributions, as well as expanding AEI contributions.
5. Paying employees for 40 hours per week, including lunch breaks; partnering with dining services for flat-rate/reduced meal offerings for staff.
6. Providing cross-departmental **access to tools and equipment**. (HRL & F&O)
7. Implementing a **Total Rewards Statement** and offering **access** to "Perks at Work" for national and local discounts program. Creating a Local Discount Program with local MU Venders
8. **Restructuring** public safety and introducing a **wellness credit** for Officers.

- **Upskilling Initiatives:** The Action Learning Team recommended upskilling and developing leadership potential by offering exposure to different jobs and cross-training opportunities.
- **Tuition Assistance:** The team is exploring the expansion of tuition assistance to include spouses, with the Cabinet showing strong interest in this initiative.
- **Flexible Schedules:** Pilot programs for flexible work schedules, including four-day workweeks, are being tested in certain departments to improve work-life balance and retention.
- **Retirement Benefits:** Efforts to strengthen retirement benefits include exploring options to increase employer matching contributions and allowing employees to invest their AEI payments into retirement plans.
- **Meal Programs:** New meal programs are being developed to provide employees with reduced-rate meals, enhancing overall employee satisfaction and retention.
- **"Perks at Work" Program:** A program in the works to identify and keep track of all the local businesses that offer discounts to Marshall Employees.
- **Public Safety Restructuring:** Bruce said they are looking into ways of creating more position titles and a career path for officers.

Other Recruitment and Retention STRATEGIES

DAILY PAY



- Earned wage access or on-demand pay program
- Access up to 100% of net pay before payday
- Earnings visibility of all shifts worked

VIDEOS PROMOTING POSITIONS



- Creation of videos to promote frequently posted positions
- Provide day in the life experience of University personnel
- First-hand account of benefits
- Personalizes the position

TRACKING OF TIME TO FILL POSITIONS



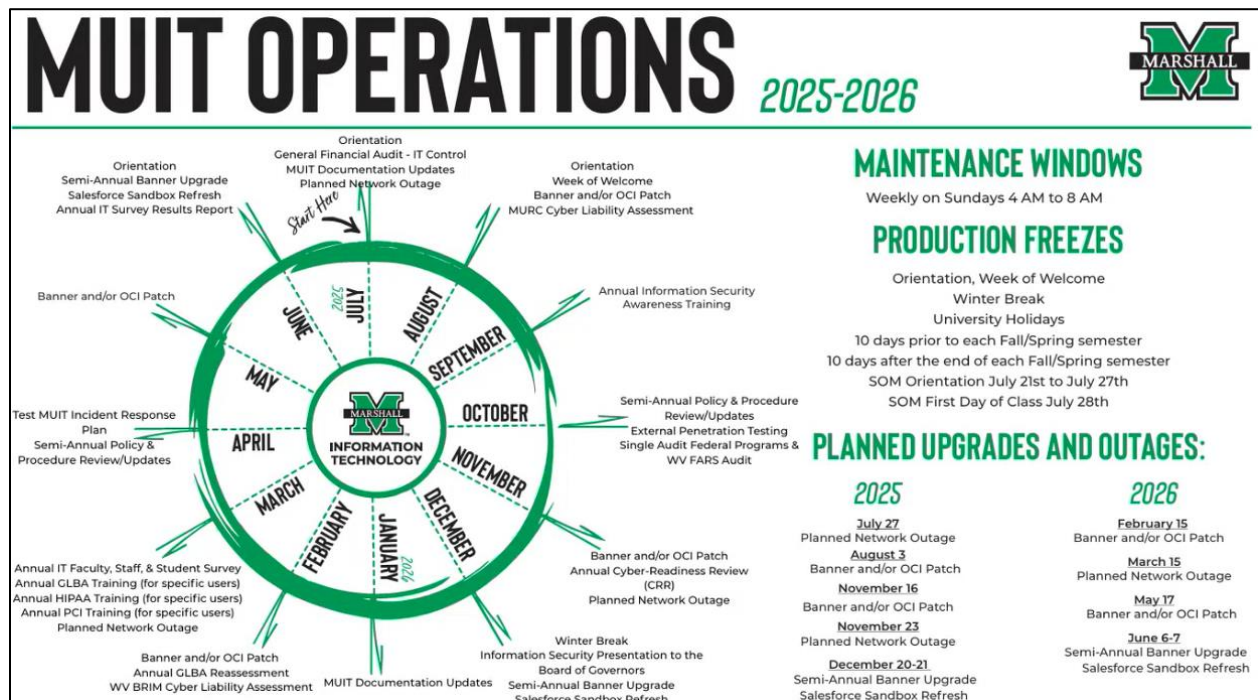
- Why is it taking so long?
- Are the qualifications correct?
- Is the salary too low?
- Is the job posted in the right platform?
- Do we need to boost advertisement options?
- Does the search committee need help?

- **Q:** Larry Morris asked for Bruce's opinion on the following.
 - WV State Code 6-1-7 states the following regarding officers' oaths:
 - No person elected or appointed to any office, civil or military, shall enter into the office, exercise any of the authority or discharge any of the duties pertaining thereto, or receive any compensation therefor, before taking the oath of office: Provided, That this section shall not apply to members of the Legislature of this state.
 - Larry added that MUPD does not take an oath of office, which should be done per state code. It has been suggested that an officer's oath is implied upon being hired with MUPD, but many disagree.
 - **A:** Bruce expressed his respect for the oath of office and the professional standards that officers, as well as many other professions, have. He added that it would be a good thing to have, in his opinion, but he is unsure of the legalities surrounding it. He asked to continue the conversation with Chief Terry and Tony Stroud.
- **Q:** Referencing the Average Compensation Slide, Dean Crawford asked if we can see the year-to-year salary increase broken down by paygrade as opposed to staff overall. It would be more impactful to see the percentage of salary growth based upon those paygrades.
 - **A:** Yes, we can break it down into classification and paygrade.
- **Q:** Benjamin Dean asked whether we should be able to see the previous year's performance evaluations for our employees in PeopleAdmin. It would be helpful to see what previous comments, goals, etc. were.
 - **A:** Bruce stated that you should be able to see previous evaluations, but he will need to check how to do so.

Eric Himes – Information Technology

- **MUIT Activity Wheel**

- The MUIT Activity Wheel shows many of the basic operations for the year, which have been scheduled and put on the calendar. <https://www.marshall.edu/it/files/MUIT-Activity-Wheel.pdf>



- **Adobe**

- Employees have access to use Adobe Acrobat, Adobe Express, and Adobe Creative Cloud.
 - <https://www.marshall.edu/it/adobecreative/>
- The Presidential AI Task Force released an AI page earlier this year:
 - www.marsahll.edu/ai
- Jimil Vineyard, Technology Education and Training Manager, would be happy to provide training on any of our Adobe or AI tools.
 - Book time with Jimil:
<https://outlook.office365.com/book/ITEducationandTrainingDiscussion@livemarsahll.onmicrosoft.com/?ismsaljsauthenabed=true>

Parliamentarian Becky Lusher verified that there was a quorum.

Minutes

- The April 17th, 2025 minutes were approved as written.
- The May 15th, 2025 minutes were approved as written.
- The June 19th, 2025 minutes were approved as written.

Heather Smith – ACCE

Heather announced the following:

Please join the WV Advisory Council of Classified Employees for an information and discussion session on issues affecting classified and non-classified staff across the state. This session is open to all staff via Zoom from 2- 3 pm on Monday, July 21: <https://wvncc.zoom.us/j/85277990280>

Potential topics could include:

- Legislative issues such as House Bill 3279, PEIA, or funding for higher education
- Staff Council presentations to the Board of Governors
- Staff Council projects across the state
- College policies and projects that benefit staff (remote/hybrid work, flexible schedules, etc.)
- Other topics as requested by you!

Committee Opportunities

Classified Staff Council members have the opportunity to be on committees for Classified Staff Council, Faculty Senate, and other various campus committees.

- **Classified Staff Council Committees**
 - Personnel/Finance Committee
 - Physical Environment Committee
 - Legislative Committee
 - Elections/Communications Committee
 - Staff Development/Service Committee
- **Faculty Senate Committees** – The following Faculty Senate Committees offer the opportunity for a classified staff council member to hold a non-voting seat on the committee.
 - Athletic Committee
 - Budget and Academic Policy Committee
 - Legislative Committee (Soon to be renamed the Government Affairs Committee)
 - Physical Facilities & Planning Committee
 - Student Conduct & Welfare Committee
- **John Marshall Service Awards Committee**
 - This committee is comprised of three Non-Classified Staff Council members, three Classified Staff Council members, an HR Representative and the Classified Staff Council Administrative Assistant.
 - There is currently an opening for one classified member.

Vice Chair & 2nd Vice Chair Nominations

Nominations for vice chair and second vice chair have been tabled until the August 2025 meeting.

Announcements

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

Minutes approved by: _____
Lacie Bittinger, Chair, Classified Staff Council

Minutes read by: _____
Brad D. Smith, University President

Adams, Diana	Holmes, Linda	O'Neill, Carleen
Adkins, Mike	Hunter, Todd	Patel, Jyotsna
Allen, Mike	Hurula, Carol	Persinger, Daniel
Al-Qawasmi, Husein	Jacobs, Brandi	Puckett, Tabby
Aretz, Sam	Jarrell, Jimmy	Ransbottom, Lisa
Bailey, Bonnie	King, Beverly	Rhodes, Jessica
Bailey, Cara	Langer, Jonathan	Riley, Erika
Bailey, Travis	Layne, Mary	Ross, Jerry
Baldwin, Jesse	Levering, Susan	Roth, Conner
Barrett, Nina	Lopez, Sebastian	Roush, Emily
Bell, Jodi	Louden, Chris	Rowe, Kandice
Bevans, Jean Ann	Lupashunski, Spencer	Russell, Megan
Bittinger, Lacie	Lusher, Becky	Saxton, Caleb
Blaisdell, Heidi	Marcum, Darian	Sharp, Tyler
Bond, Cassi	Marcum, Kelly	Sigler, Michele
Bookwalter, Robert	Martin, Madison	Simpson, Sara
Booth, Jim	Martin, Nick	Sims, Kristin
Brannock, Kathy	Mathis, Anita	Smith, Heather
Brown, Jennifer	Maynard, Kevin	Smith, Tracy
Brumfield, Mark	McDade, Michael	Smith-Holmes, Demeley
Burgess, Brent	McDavid, Cristina	Spradlin, Wes
Burriss, Butch	McDavid, Sherry	Stackpole, Sharon
Campbell, Pat	McGhee, Otesha	Taylor, John
Cantrell-Johnson, Sonja	McKenna, Char	Taylor, Robin
Carter, Justin	McKinley, Garnet	Ulrich, Sarah
Chaffin, Perry	McSweeney, Teresa	Vannatter, Kristen
Contreras, Kassandra	Means, Amanda	Vineyard, Jimil
Crawford, Dean	Meddings, Teresa	Walker, Lacey
Cyrus, Meg	Meek, Rebecca	Weaver, Amy
Daniels, Tiffani	Metcalf, Larry	Williamson, Sabrina
Dean, Benjamin	Midkiff, Glen	Xu, Cindy
Decker, Kaleigh	Midkiff, Susan	Young, Howard
Dorado, Bob	Miller, Hannah	Young, Miriah
Edmonds, Travis	Miller, Nathan	
Ellison, Marc	Mills, Cassandra	
Eskins, Katrina	Moore, Patrick	
Felder, Bruce	Moran, Terri	
Fry, Valerie	Morgan, Brian	
Gates, Lisa	Morris, Larry	
Hall, Cody	Morrison, Michelle	
Hanrahan, Elizabeth	Mummert, Carl	
Harber, Heath	Murphy, Katherine	
Hawthorne, Justin	Murray, Heather	
Himes, Eric	Neace, Becky	