

## Marshall University Classified Staff Council Minutes

July 18<sup>th</sup>, 2019, MSC 2W22

**Members Present:** Chris Atkins, Nina Barrett, Lacie Bittinger, Karena Burriss, Patty Carman, David Childers, Timothy Cline, Carol Hurula, Dena Laton, Becky Lusher, Mitzi Meade, Teresa Meddings, Missy Morrison, Denise Parks, Rodney Sanders, Marcos Serrat, Samantha Stalnaker, Justin Tyler, Eric Wallace, Tony Waugh, Tracie Wheeler

**Members Absent:**

**Members Absent (Excused):** Amber Bentley, Lisa Maynard, Crystal Stewart,

**Guests:** Bruce Felder, Brandi Jacobs-Jones, Mark Robinson, Sherri Smith

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

Since it was the first meeting of a new term, members spent a few minutes introducing themselves.

### **Sherri Smith – Academic Affairs**

- Deposits are up by approximately 5% compared to last year. This number was previously higher but has since declined.
- Orientation is tracking 13% higher than last year.
- We will probably yield somewhere between 5% and 13% higher enrollment.
- Development of a Freshmen Advising Center
  - This will be housed in the current University College location plus tutoring.
  - There will be a new position created, Director of Advising, which will be posted in the near future.
  - We will hire 5 new freshmen advisers to join the University College advisors to form Phase 1 of the Freshman Advising Center. These positions will hopefully be filled by February.
  - A Proforma will show how the department will be able to self-fund, and later stages of the project will not commence until the first stages have been successful and paid for.

### **Mark Robinson – CFO**

- Mark pointed out that despite the rise in incoming freshmen numbers, we still may have less students overall due to a smaller senior class than the past year.
- FY 19 ended in a slight deficit.
- FY 20 will have a very tight budget, with the investment into the people and raises contributing to that.

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

- There will be 3 paychecks in August: the 2<sup>nd</sup>, 16<sup>th</sup> and 30<sup>th</sup>. The 3<sup>rd</sup> of these will not have deductions for benefits, etc.

- The pay increase was effective 7/6 and should be on the 8/2 paycheck.
- AEI pay will occur on July 26<sup>th</sup>.
  - AEI, or Annual Employee Increment, is for employees who have been employed 3 year or more. They receive a check amounting to \$60/year for all of their years of service. The years of service are considered by July 1<sup>st</sup>.
- Compensation Plan and Procedures
  - The goal had been to have a draft document in hand by now, but hopefully that will happen by 8/15.
  - Training will take place in mid-October.

*When do you want feedback from Staff Council on the compensation plan and procedures prior to the intended mid-October training? – Chris Atkins – Roughly 30 days out.*

*Who would we email to see how many years of service we have? – Lacie Bittinger – Human Resources. They will also be able to tell when an employee’s “adjusted seniority date” is, which is what happens when an employee leaves and comes back, or if they are taken off of payroll for any reason.*

*While the AEI is calculated based on your years of service as of July 1, your leave accruals are calculated using your actual hire date, or adjusted seniority date, correct? – Lacie Bittinger – Yes, that is correct.*

*Letters sent to employees in EEO 60/70 indicating their pay classification was changing showed the effective date of that change to be July 20<sup>th</sup>. Is that still taking place on that date? – David Childers – Yes, it will still go into effect on July 20<sup>th</sup>, but due to the arrears pay it won’t be reflected until mid-August.*

## **Minutes**

June 20<sup>th</sup>, 2019 Minutes were approved with one spelling correction.

### **BOG Report – Carol Hurula**

Carol sent the following report to Staff Council and discussed the points in the meeting:

#### **BOG Representative – Carol Hurula**

*\*Disclaimer: This is my interpretation of each meeting and presentation and are not verbatim conversations. Any questions or clarification, please notify me.*

**BOG Retreat** – training meeting on June 27, 2019. Topic Sessions were:

- Overall Budget function & review
- Athletics Budget
- Board Ethics
- Enrollment updates and Fall 2019 expectations
- Strategic Plan
- Clery Act

**BOG Meeting** on June 28, 2019 at Glade Springs

**Approvals:**

- Approved minutes from April 25<sup>th</sup> meeting.
- Reviewed the following polices with some recommended edits which were then approved. Will go out for thirty day comment period if any edits. \*Comment period ends August 1, 2019.
  - AA-1, AA-2, AA-3, AA-4, AA-14, AA-16, AA-18, AA-20, AA-39 and AA-40
  - FA-4, FA-5, FA-7, and FA-8
  - GA-6, GA-7, GA-8, and GA-9
  - HR-2, HR-8, HR-9, HR-10 and HR-14
- Approved Intent to Plan (combined Bachelor of Business Administration).
- Approved Intent to Plan – BS – Aviation Services (new program fund to startup will be paid back once profitable). S Chas campus for fixed and rotor wing. Fixed wing anticipates high school enrollment; rotor wing is anticipated to attract 25YO and up. Proposed to begin Fall 2021. The 2 year maintenance degree agreement with Mountwest.
- Approved Intent to Plan – BS – Civil Engineering. No additional costs. Clarifying program and will seek new accreditation in 2021-22. More than 100 students in current program but anticipate this to increase with the degree and able to market better.
- Approved Intent to Plan – MS – Data Sciences. Top 5 new positions and listed as best job in US News. Core courses already exist – no new courses or finances. May add electives.
- Approved Investment Earnings (positive note.) YTD FY2019 is at 2.64% overall.
- Approved Actual to Budget Compensation Report as of March 31, 2019.
- Approved 2020-25 Capital Budget Request.
- Nominating Committee recommended the following to continue in their executive roles. Chairman – Jim Bailes, Vice Chair – Gary White and Secretary – Christy Kinsey.

**President's report:**

- Thanked BOG for approving the intent to plan Aviation & partnership with SUU & Mountwest.
- Discussed R2 status.
- Cornerstone Group meeting in Washington DC (leverage expertise to expand research funding).
- Athletic Director & President met at WVU to plan a group effort on drug opioid issues.
- June 10<sup>th</sup> Japanese Partners dinner.
- Hal Greer Boulevard map of Fairfield Alliance shown at meeting. City will be creating islands in center for students crossing to have a place to stand. Safety purposes and also slow down traffic on this roadway. President and Kevin Fowler meeting with personnel from state highway division next week.

**Chairman's report:**

- Recognition and appreciation for members whose terms have expired. Continue to serve until Governor fills seats.

The following **committee reports & updates** are scanned and attached.

Operations & Facilities Planning  
Athletics  
School of Medicine  
Academic Affairs (colleges & units)  
Student Affairs  
Student Government Association

Board entered into Executive Session under authority of WV Code 6-9-A-4

After some time, the Board came back into open session.

Motion & approval to purchase parcel of land next to School of Pharmacy Academic Building. Lot is vacant and structure has been torn down.

Motion & approval of two new appointments to Autism; Natalie Hinchman and Christie Robinson.

Meeting adjourned 1:00 pm

The next Board of Governor's meeting will be September 05, 2019.

### **Vice Chair Elections**

Tony Waugh was nominated for Vice Chair.  
Tony accepted.  
No additional nominations were made.  
It was moved and seconded to close nominations.  
Motion passed.

### **2<sup>nd</sup> Vice Chair Elections**

Missy Morrison was nominated for 2<sup>nd</sup> Vice Chair.  
Missy accepted.  
No additional nominations were made.  
It was moved and seconded to close nominations.  
Motion passed.

### **Committee Reports**

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

***Legislative Committee*** – No report.

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

***Physical Environment Committee – Crystal Stewart*** – No report.

**Service/Staff Development Committee – Missy Morrison** – Missy thanked everyone for the donations from the previous month of collections.

- Harmony house is in need of new deodorant, particularly men’s deodorant. Staff Council will spend the following month taking up donations for this cause. Donations can be brought to the August meeting.

**Announcements**

- Chris encouraged anyone to bring issues forward; either by bringing it up during Staff Council meetings, or by contacting him directly.
- Committee assignments will be made by Chris and announced at a later time.
- Chris stressed that he would like the committees in the new term to have issues and projects they focus on, and if anyone has anything to recommend for a certain committee whether they are sitting on that committee or not, to bring that to his attention.
- Chris explained to new members that there are two ways of sending things to the President to influence change or inform him of the staff stance and opinions on things: a Recommendation or a Resolution. These can be formed from committees or from the executive committee. A Recommendation requires the President to approve or deny, and a Resolution only informs the President of something.
- Buddy Lists will stay the same for returning members, and new members will receive information about buddy lists and which is theirs before the next meeting.

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