

Marshall University Classified Staff Council Minutes

July 21st, 2022, Virtual Meeting via Microsoft Teams

Members Present: Clay Arens, Nina Barrett, David Childers, Timothy Cline, Beretta Coleman, Andrea Gray, Chris Hodge, Carol Hurula, Dena Laton, Becky Lusher, Nick Martin, Carleen O’Neill, Kelly Sowards, Crystal Stewart, Tony Waugh,

Members Absent: Rachel Amos, Jennifer Griffith, Amy Saxton-Young, Rob Williamson

Members Absent (Excused): Lacie Bittinger, Teresa Meddings, Terri Thompson, Eric Wallace,

Guests: Diana Adams, Jason Adkins, Mike Adkins, John Apel, Travis Bailey, Jean Ann Bevans, Jim Booth, Sharon Booth, Johnny Bradley, Eddie Bradshaw, Monica Brooks, Cody Hall, Eric Casto, Mary Chapman, Judy Clark, Dean Crawford, Ella Curry, Meg Cyrus, Jeb Dickerson, Hannah Dillenbeck, Misty DiSilvio, Bob Dorado, Holly Dunmore, Elizabeth Sheets, Anna Evans, Sharrod Everett, Bruce Felder, Laura Gunther, Cody Hall, Lindsey Harper, Justin Hawthorne, Eric Himes, Jillian Hovatter, Darlene Howell, AJ Hubbard, Brandi Jacobs-Jones, Kelli Johnson, Chris Key, Kevin Maynard, Lisa Maynard, Carissa McDonald, Michael McGuffey, Char McKenna, Rebecca Meek, Susan Midkiff, Nathan Miller, Avi Mukherjee, Carl Mummert, Heather Murray, Becky Neace, Rebecca Pack, Ginny Painter, Lisa Ransbottom, Jessica Rhodes, Scott Rhudy, Alice Roberts, Mark Robinson, Angie Rose, Shawn Schulenberg, Kay Scott, Sabrina Simpson, Brad Smith, Chris Sochor, Gillian Sochor, Carol Stinson, Robin Taylor, Erica Thomas, Kim Thomas, Mary Waller, Michelle Wheeler, Sabrina Williamson, Amy Marie Workman, Miriah Young

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

Dr. Mukherjee – Provost

- **Enrollment**
 - Retention from first year to second year students is showing a growth of 7.4% this fall compared to last fall.
 - Transfer applications are up 13.3% and transfer deposits are up by 5%.
 - Graduate applications are up 14%.
 - Online and distance programs are up 10%.
 - Metro deposits are up by 5%.
 - Out-of-state applications are down a little bit compared to last year.
 - Regular, first year applications are about even with last year.
 - We are looking to have an increased number of dual credit/dual enrollment students.
 - International students are about even, if not slightly less, compared to last year.
- **Strategic Enrollment Management Council**
 - This newly formed “SEM” Council is in the process of creating an institute wide recruitment and retention structure and process.
 - These efforts will hopefully lead to an increased number of students in fall of 2023.
- **Accreditations**
 - Several programs have been accredited in the last year.

- College of Business was accredited for five years.
- School of Pharmacy got a one year focused site visit, which means the accreditation team will come back for another visit next spring.
- Dietetics, Social Work, Communication Disorders, Engineering and Journalism were also accredited.
- **Dean Searches**
 - National searches, facilitated by AGB Search, will take place this fall for the following:
 - Dean of the College of Business
 - Dean of the College of Science
 - Dean of the College of Arts and Media
 - Dean of the School of Pharmacy

Mark Robison – CFO

- **AEI** payments will arrive on July 22nd.
- Finance is working on the audit and fiscal year close.
- **Raises** have been effective in the system since 7/2/22 and will appear on the 7/29/22 paycheck.

Bruce Felder – Human Resources

- **Junteenth** celebration that was hosted on campus had a great turnout as there were 260 seats filled and standing room only.
- **Remote Work Policy**
 - Human Resources continues to encourage employees to work with their supervisors to come up with arrangements that suit the whole department and don't affect services to the students.
 - The Administration is continuing the work on a policy for remote work with hopes to finalize it before the start of the fall semester.
- **Vice President of Workforce and Economic Development**
 - A second round of interviews is taking place for this part of the President's strategic initiative to bring workforce and economic development together here at Marshall and to strengthen our contribution to the West Virginia economy.
 - We want to create opportunities for our students while they are still in school, and not just after they graduate. We want to partner with local businesses and economic resources to understand what the need and hardwiring our students are getting and need via firsthand experience.
- **Age and Gender Equity Assessment**
 - This work, which was a result of President Smith's listening tour, is near completion and once they go over the data there will be a report.

Brad Smith – University President

- **Community Cares Week**

- President Smith thanked everyone who participated in this June event, which resulted in 451 people from the campus and community showed up to do 45 projects.
- **Talent Positions** – many campus positions have had recent retirements or employees holding interim positions, which needed validated or filled. Those positions have been filled as followed:
 - Avi Mukherjee – Provost
 - Christian Spears – Athletic Director
 - Marcie Simms - Vice President for Intercultural and Student Affairs
 - Tony Stroud – General Counsel
 - Open positions to be filled:
 - Vice President of Workforce and Economic Development
 - Chief Marketing Officer
 - Chief Financial Officer
 - Chief Information Officer
 - Dean of School of Medicine – search will begin in August
 - Position to advance Aviation Program
- **Five Big Priorities from the Listening Tour**
 - Clarity around our vision, our mission and our strategy of how Marshall will be distinctive and show the world that we are an amazing asset not only to the state but to the world. Employees will receive surveys to give feedback.
 - West Virginia as a state retains only 19% of our college graduates, but Marshall retains 39%.
- **Choose West Virginia Tour**
 - WVU President E. Gordon Gee, Speaker of the House Robert Hanshaw, Senate President Craig Blair, and Secretary of Economic Development Mitch Carmichael visited the Silicon Valley, New York, and Washington DC.
 - The trip was to let others know who we are in West Virginia, what is happening here, and why they should choose West Virginia.
 - Put together and showed a three minute sizzle reel prominently displaying Marshall and the amazing things happening in our State.
 - Met with 39 CEO of major tech companies and energy companies in California including Intuit, Amazon, Facebook, Google, LinkedIn, and many others.
 - Met with half a dozen investment bankers in Wall Street in New York.
 - Met with twelve international trade ambassadors in Washington, DC.
 - Those met with were blown away as they did not know what was going on in West Virginia.
 - They came back with half a dozen leads on companies who either want to partner, provide internships and jobs, or open an office in West Virginia.

Approval of Minutes

- June 16th, 2022 minutes approved as written.

Committee Reports

Election Committee – Nina Barrett – No report.

Legislative Committee – Carol Hurula – The Governor has called a special session to consider his personal income tax cut proposal.

Personnel/Finance Committee – Teresa Meddings – No report.

Physical Environment Committee – Becky Lusher – The committee met and is working to update their list of building reps and create a list of what they will be responsible. They are working with Travis and Paul from physical plant, who recently visited the UK, where they discovered building reps and what they do there. The committee will work in the coming months to take what they learn and fit that to our University.

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

Announcements and Additional Information

Marshall offers employees a free subscription to local newspapers including the Herald Dispatch, Charleston Daily Mail, Logan Banner, etc. via this link: <https://www.marshall.edu/library/hd-media/>.

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