

Marshall University Classified Staff Council Minutes

July 21st, 2016, John Spotts Room MSC 2E37

Members Present: Chris Atkins, Jason Baldwin, Nina Barrett, Amber Bentley, Missy Browning, Patty Carman, Joe Chambers, Stacy Good, Carol Hurula, Jennifer Jimison, Leonard Lovely, Becky Lusher, Lisa Maynard, Shay McComas, Tim Melvin, Larry Morris, Marcos Serrat, Tony Waugh, Rachel Williamson, Miriah Young

Members Absent: Donna Megquier

Members Absent (Excused): Tootie Carter, Toni Ferguson, Nancy Tresch-Reneau, Joe Wortham

Guests: Brandi Jacobs-Jones, Mark Robinson, Mary Ellen Heuton, Bruce Felder

The meeting was called to order by Chair Nina L. Barrett, who also confirmed there was a quorum.

Brandi Jacobs-Jones – Sr. VP of Operations

- The Investiture for Dr. Gilbert is scheduled for Thursday, September 22nd at 10:30 outside by the John Marshall Statue if the weather permits, and inside the Joan C. Edwards Playhouse if not. There will also be a series of signature events beginning September 5th and running through September 25th. Once the schedule of those events is finalized it will be distributed across campus.
- The issue of Parking will go before the Phase 3 committee of 20/20, who will look at our current policies and practices and make recommendations to change our approach to parking.
- There will be a follow-up with the 20/20 Strategic Planning Process, which has tentatively been scheduled for September 6th, to give and update and learn more about Phase 3.
- Marshall's CFO, Mary Ellen Heuton, is leaving the University in mid-August. The interim will be named before she leaves, and a national search will be done to find a replacement.

Mary Ellen Heuton – CFO

Mary Ellen announced that they have decided to delay the payroll implementation scheduled for September to October 28th. Web time entry will take place after that is done.

Bruce Felder – Human Resources

- On behalf of the Equity Office, Bruce announced that employees would need to complete their annual required training "Workplace Answers" dealing with Title 9, sexual harassment, etc.

- Bruce announced that they have added a GA Module to People Admin, which will allow all of the GA positions to be posted online and applied for. The module is live, but not accessible to the public until they do some testing for bugs.
- As a result of the biweekly pay changes, there will need to be changes made to the Classified Employee Handbook.
- The new VP of Student Affairs, Cedric Gathings, assumed his role July 1st.
- Marshall is the last higher education institution in the State to still allow hourly employees to also teach as adjuncts, but this will probably be their last semester to do so due to changes at the State level.

Approval of Minutes

June 23rd, 2016 Minutes approved without changes.

Vice Chair/2nd Vice Chair Elections

Vice Chair Elections – Chris Atkins was the only nominee and was elected unanimously.

2nd Vice Chair Elections – Lisa Maynard and Joseph Chambers were both nominated. After a secret ballot, Lisa Maynard was elected.

Carol Hurula – ACCE

RETREAT - July 12, 2016

1st Day –

- New Member Orientation – one on one with several new members. Reviewed HEPC and state code in reference to classified staff employee policies.
- Discussed current furlough / Layoff policy work.
- Discussed the impacts of elimination of HEPC/CCTCE if legislation was to be introduced again.

Chancellor Hill

- Spoke on the challenges facing higher education and WV Institutions.
- Growing enrollment with declining student population in state.
- Budget cuts and the need to invest in Higher Ed.
- They plan to inform legislators and stakeholders what HEPC does and who they are to be more visible.
- Transparency.
- Worked on ACCE web-site – getting closer.
- Reviewed ACCE by-laws so everyone is familiar.
- Navigated the legislative web-site.

2nd Day –

- Annual planning meeting and new project proposals was tabled to be discussed at next regular ACCE meeting.

Chancellor Tucker of CCTCE

- Vision on future of community colleges.
 - Discussed impact on coal and displaced workers.
 - Grants to provide re-educating the citizens.
 - Updated her on the personnel administration system (salary study)
- Jay Mahoney from TIAA reviewed retirement process.

Bruce Cottrill and Trish Clay provided update on market study, OASIS, PEIA special enrollment.

- Bruce has been heavy into reviewing job descriptions, which is a slow process.
 - There will be some job title changes later.
 - OASIS live bi-weekly seemed to go okay.
 - Now they can concentrate more on market study.
 - MERCER to provide guidelines for moving along the market ranges.
 - MERCER to provide suggestions / guidance on new hire placement in range system.
 - MERCER to provide pay Philosophy.
- Ken Harbaugh made motion to table “New Project Proposals” until the next meeting.
 - Election of Officers. Brief reading of the process from the by-laws.
 - Chair: Amy Pitzer by acclamation.
 - Vice Chair: Teri Wells by acclamation.
 - Secretary: Lori Midkiff by acclamation.
 - Every other year ACCE will hold a meeting either at MU or WVU since those schools have the most classified employees. Mr. Harbaugh pointed out that the meeting at MU was cancelled this year due to in climate weather so we would have both MU and WVU on the calendar. Ken went over the schools where we have not held a meeting in recent years. The following schedule was agreed on.
 - August 29 Potomac State (tentative)
 - September 21 West Liberty
 - October 17 Shepherd
 - November 17 Glenville
 - December 7 WV State
 - January 25 Pierpont
 - February 16 Marshall
 - March 14 MUGC
 - April 7 MUGC
 - May 18 WVU (tentative)
 - June 12, 13, 14 Leadership Conference (location TBD)
 - July 10-11 Retreat (location TBD)

The group agreed to keep a two day retreat as this year's event was successful with the change.

Miriah Young – BOG

- The Board has met twice since the last Council meeting.
- New Approved Policies:
 - Update to GA-1 - Discrimination, Harassment, Sexual Harassment, Sexual & Domestic Misconduct, Stalking, and Retaliation
 - Change to travel policy, FA-2
 - New policy for public art, GA-17
- New Approved Degree:
 - Bachelor of Science in Electrical and Computer Engineering
- Investments earnings update approved
- Capital Budget Request approved.
- Tuition and fees were approved with a 5% increase.
- Tabled: Expansion of alcohol sales at games.
- Retention is currently up 2% over last year.
- The President updated on the report from the accreditation team from their visit the year before.
- July 18th was the deadline for the RFP for the Byrd Center project including pharmacy and housing.
- New Interim Dean of Business – Bob Simpson.
- Replotting the recruitment zones.
- Looking at opportunities in Puerto Rico for interested students.
- There is a new recruitment management software that will be launching this fall, as well as a 2 day high school program of general interest students for next summer.
- State of the University in Washington DC was well received.
- Challenge Academy with National Guard took place at Blackwater, WV. It's a camp that allows high school students who wouldn't be able to graduate due to disciplinary issues to go and finish high school and graduate from their home school.
- There will be a new online sexual assault program training for faculty, staff and students.

Committee Reports

Election Committee – Becky Lusher – Will need to have an election soon for at least one position.

Legislative Committee – Chris Atkins – No report.

Personnel/Finance Committee – No report

Physical Environment Committee – Nancy Tresch-Reneau – No Report

Staff Development Committee – Miriah Young – Tuition Benefits can now be applied for via an online application, and the committee is currently taking applications for the Fall 2016

semester. Miriah also added that she is going to look into whether employees can also take courses for job enhancement.

New Year Committee Placements

All committees will remain the same, except Joseph Chambers will now be the Personnel Chair.

Discussion of Staff Fundraising Shirts

As a result of the interest shown in various fundraising and creation of a scholarship an ad hoc committee was formed to further the topic:

- Ad Hoc Scholarship Fundraising Committee – current members include Tim Melvin and Joseph Chambers

Announcements

Chris Atkins – the group that was working on the Furlough Policy met with Jendonnae. However, they're having trouble due to the way State Code is written regarding furloughs and layoffs. They will try to continue moving forward with what they can.

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

Minutes approved by: _____
Nina L. Barrett, Chair, Staff Council

Minutes read by: _____
Dr. Jerry Gilbert, University President