

Marshall University Classified Staff Council Minutes

June 18th, 2020, Virtual Meeting via Microsoft Teams

Members Present: Nina Barrett, Amber Bentley, Lacie Bittinger, Karena Burriss, Patty Carman, David Childers, Timothy Cline, Samantha Fox, Carol Hurula, Dena Laton, Becky Lusher, Mitzi Meade, Teresa Meddings, Missy Morrison, Denise Parks, Rodney Sanders, Marcos Serrat, Crystal Stewart, Justin Tyler, Eric Wallace, Tony Waugh

Members Absent: Lisa Maynard,

Members Absent (Excused):

Guests: Jaime Taylor, Lacy Ward, Mark Robinson, Michelle Alford, John Apel, Teresa Bolt, Mary Bowsher, Johnny Bradley, Christopher Hodge, Kate McComas, Leigh McDonald, Meg Cyrus, Susan Midkiff, Nathan Miller, Sarah Mollette, Seth Nichols, Kay Scott, Gillian Sochor, Meena Wadhwa, Susan Weinstein,

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

Dr. Taylor – University Provost

- Dr. Taylor recognized that many people are picking up extra tasks and thanked IT for upgrades to classrooms, Physical Plant for modifying classrooms, those involved with online learning, and everyone in general who has had to do more to help.

Do you know of anything related to putting up Plexiglass in spaces, particularly offices? – They have placed the order for plexiglass for classrooms and offices. The classrooms will be a faster fix as they are just being suspended from the ceilings, and the ones for offices will need more work to create. They will first do the offices with higher face-to-face contact such as the Bursar, Financial Aid, Registrar, Human Resources, etc. and will then work their way around to other places.

Mark Robinson – CFO

- Mark stated that they are preparing for a critical path budget with all of the budget units since we don't know how many students will actually show up when the time comes.

Do we have an estimated number on incoming freshmen? – Crystal Stewart – No, there hasn't been a recent report on that information from Michael McGuffey.

Minutes

May 21st, 2020 Minutes approved as written.

Committee Reports

Election Committee – Nina Barrett – No report.

Legislative Committee – Carol Hurula – No report.

Personnel/Finance Committee – Lacie Bittinger – No report.

Physical Environment Committee – Crystal Stewart –

Service/Staff Development Committee – Missy Morrison – No report.

Staff Recognition Luncheon and Service Awards

- At this time we will be unable to have an in-person luncheon due to COVID-19 restrictions on group sizes and social distancing requirements.
- Dr. Gilbert wants to ensure that employees who were due to be recognized will still get their awards for years of service. Katie is working on getting addresses for the awards that are able to be shipped directly to individual homes, and any awards that are not able to be shipped individually will come to campus and be distributed from there.

Are there any plans to recognize those awardees at next year's luncheon if all is back to normal and we have a luncheon then? We could at least read the names and gather them for a group photo – Carol Hurula – Nina Barrett replied that would be doable and we will discuss with the committee.

Can the names also be published in the We Are Marshall Newsletter? – Carol Hurula – Yes, we can certainly still do that.

We could possibly have them do a special edition of the We Are Marshall Newsletter for those who were supposed to be recognized – Crystal Stewart.

Should we also send information on how to donate to the Flower Fund? – Crystal Stewart – Katie responded that we can send something informing/reminding of the flower fund, what it is, how to request cards/flowers, how to donate to the fund, and mention the fact that we would normally be collecting funds as part of the luncheon that we cannot have this year.

Announcements

Do we know anything about marking stairwells as one directional? – Crystal Stewart – Tony responded that yes, they are working on that one building at a time. Also, there are a few different models they're considering for classroom setup, which Tony added that he would see if he can get any more information on.

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

Minutes approved by: _____
Tony Waugh, Interim Chair, Classified Staff Council

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