

Marshall University Classified Staff Council Minutes

June 15th, 2017, Drinko Library Room 402

Members Present: Chris Atkins, Nina Barrett, Amber Bentley, Patty Carman, Tootie Carter, David Childers, Toni Ferguson, Carol Hurula, Leonard Lovely, Becky Lusher, Lisa Maynard, Shay McComas, Tim Melvin, Amad Mirzakhani, Larry Morris, Missy Morrison, Nancy Tresch-Reneau, Tony Waugh, Joe Wortham, Miriah Young

Members Absent: Jason Baldwin, Jennifer Jimison, Donna Megquier, Marcos Serrat, Rachel Williamson,

Members Absent (Excused):

Guests: Brandi Jacobs-Jones, Bruce Felder, Mark Robinson, Crystal Stewart, Katherine Hetzer, Justin Tyler, Teresa Meddings, Jonathan Sutton

The meeting was called to order by Chair Nina Barrett.

Mark Robinson – Interim CFO

- There is no budget from the State yet, but there is a suggested cut of 3.5 – 7.4 million.
- They're still planning the bi-weekly pay period conversion.
- The furlough bill was not passed.
- There is no best/worst case scenario yet.

Bruce Felder – Human Resources

- Timeclock Plus
 - Implementation is going well and supervisors will begin training employees around the 1st of July.
 - Probably won't officially be rolled out until about mid-August, but they will begin testing it in July to ensure it is working properly and interfacing with Banner.
 - This program will switch our purple timesheets to electronic time keeping for real time worked.
 - New procedures will come about as part of the new process, including procedures for clocking in and out.
 - Exempt employees will only use the system for leave reporting.
 - The system will keep track of Comp Time and also allow individuals to request days they want to use Comp Time for. It will do the same for Sick and Annual Leave in addition to forecasting how much sick and annual leave they will have at a future date. Once a leave request has been approved an email will be sent to the employee.
 - It will be integrated into myMU.
 - All managers will have a dashboard when they login where they can see all of their employees with their anniversary date, leave scheduled, who is on the clock, etc.

- There will be different roles within the new system: timekeepers and approvers. Timekeepers will function in the same way that leave coordinators currently do, and they will be the individuals who can go in and adjust hours worked. Approvers will approve everything that employees and timekeepers do.
- Managers should make a habit to check and approve employee's time each Monday.
- Bruce will try and see if he can set up an email to go to supervisors when they get a "red flag" in the timeclock system, which would indicate a problem that would prevent someone from being paid.
- There will be upcoming trainings for the system.

Will there be perimeters for clocking in with the new timeclock to prevent clocking in early? – Yes, schedules will be built for each position with a time that they cannot clock in before. However, this most likely won't be done for part-time employees, particularly when they have a flexible schedule.

Will there be a physical timeclock? – Yes, but there will be multiple options for clocking in depending on person and position. Employees who work at desktops will clock in on their desktop. Employees such as campus service workers and trade specialists will use a proximity card reader in which new ID cards will log individuals in once close enough to the timeclock. The capacity of the timeclock will be to get as many as 40 people clocked in within 2 minutes. Individuals will also be able to login with their MUID number if necessary.

Will timeclocks be tied to the area you work in so that you can't clock in wherever you want on campus? – They're working on restricting the system without restricting it too much. (ex. If you work at a desktop in Drinko you won't be able to clock into a timeclock in Smith Hall.)

Will on-call employees have to clock in before reporting to do the job they were called in for? – No, they want the employee to report directly to the emergency. There will have been a work ticket created for the job and time worked can be adjusted the next day if necessary.

Will modified schedules such as a half hour lunch need to be adjusted with HR? – Yes, lunch hours will automatically be deducted so there will be no clocking in or out for breaks or lunch. If occasionally working through your lunch it must be approved through your supervisor to be adjusted.

- Bi-Weekly pay implementation date is August 17th, and the first bi-weekly pay check date will be at the end of September.
- Classified Employee Pay System
 - Bruce stated that we hope to adopt the new pay structure that every other WV Higher Education Institution is adopting with the exception of WVU.
 - Even though we're adopting the system, we can also make changes to make it work for us better.

- Bruce stated that they will put together a steering committee later in the year to start looking at it.
- The 1st step will be to adjust people who aren't currently meeting their minimums. The 2nd step will be to figure out how best to do annual raises.
- The HEPC has already put out some documents on the new pay system. There will be 12 new "pay grades" that Bruce explained we may call something other than Pay Grade 1 though Pay Grade 12. There will be a range for each pay grade but no steps, which means Marshall will be open to developing how to do criteria and raises. The first "pay grade" minimum is approximately \$19,000, and the top is approximately \$35,000. Anyone at the max range should meet certain criteria and be a highly functioning subject matter expert for their position.

How can we determine where our position will fall on the new schedule and what is being done to make sure we wind up in the correct "pay grade"? - All positions have already been mapped to where they "think" they should be based upon the job description and the market equivalent. If an individual believes they have been slotted incorrectly on the new pay system once it's released, then Bruce added that if brought to his attention he will review it.

Will we use the E-Prism system software to check for equity? – Yes.

- HB 2542 Flexibility
 - There is no plan to change all exempt employees to non-classified July 1st.
 - One of the first things to be done will be to define IT positions and determine who will be changed to non-classified by changing policy and contacting those individuals.
 - Bruce wants to avoid having individuals in the same job with some being classified and some non-classified.

Brandi Jacobs-Jones

- Dr. Gilbert was pleased with the Staff Recognition Luncheon.
- Dr. Gilbert is currently in Charleston, and he appreciates the Staff Council participation in having a Marshall presence and voice at the State Capitol.
- Reminder about good customer service during orientation.
- Fall deposits are down but applications are up.

Approval of Minutes

May 15th, 2017 minutes approved as written.

Miriah Young – Board of Governor's

- The Board of Governor's had their retreat, which Carol attended with Miriah.
- Due to the need for a continuing education requirement for Board members they had an overview of the trends for the generation of 13-19 year olds.

- Also heard from RCBI, MURC, Foundation and other units that don't usually have a very large block of time to report at regular meetings.
- Finance is prepared to propose a budget with a 4-6% State cut with the hopes that it doesn't exceed that. Every 2% that is cut is almost equal to \$1 million from Marshall's budget.
- The next regularly scheduled Board meeting will be on June 28th.

Carol Hurula – ACCE

Carol sent May and June ACCE Minutes to Council via email. (attachments p.6-11)

- Carol added that with the new salary schedule most of the universities will have the same model but will have different interpretations and practices.
- The mid-point on the "pay grades" is the "market" salary, which is adjusted by an 8% differential for WV.

Committee Reports

Election Committee – Becky Lusher – No Report.

Physical Environment Committee – Nancy Tresch-Reneau – No Report

Staff Development Committee – Miriah Young – \$758 was raised for the Flower Fund from the Staff Development Luncheon. Flower arrangements can be sent to Classified and Non-Classified Staff for bereavement for a parent, spouse, child, and for the employee themselves.

Summer tuition benefit applications are still being accepted.

Legislative Committee – Chris Atkins – The Governor had called a meeting that morning at 11:00 in order to inform people of a brand new budget that would include an income tax reduction. Those making less than \$150,000 would have income taxes reduced by 5% per year for 4 years.

The Senate passed a budget the day before that would cut Marshall by \$7.7 million in addition to cuts to the Med School.

The House passed a budget the night before that would cut Marshall by 6.5%, which would include the 2% from the mid-year cut. However, their budget included the funding from road bills that haven't passed yet.

The Furlough Bill is in conference committee.

Personnel/Finance Committee – No report.

Ad Hoc Scholarship Fundraising Committee – Tim Melvin – Tim spoke about the Endowed Scholarship for Employees and Dependents at the Staff Recognition Luncheon. We are almost at our goal of \$5,000 raised for the first of 3 years to get it endowed.

The committee met the month before to discuss dates in the fall to have a fundraising cookout on the plaza. They're also in talks to have a Qdoba fundraiser in the fall as well.

The committee is also looking for more fundraising opportunities.

Announcements

Chair Nina Barrett ceremoniously passed the gavel to upcoming Chair Chris Atkins.

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