

## **Marshall University Classified Staff Council Minutes**

June 23<sup>rd</sup>, 2016, John Spotts Room MSC 2E37

**Members Present:** Chris Atkins, Jason Baldwin, Nina Barrett, Missy Browning, Patty Carman, Tootie Carter, Joe Chambers, Toni Ferguson, Stacy Good, Carol Hurula, Leonard Lovely, Becky Lusher, Lisa Maynard, Tim Melvin, Larry Morris, Nancy Tresch-Reneau, Lisa Williamson, Joe Wortham, Miriah Young

**Members Absent:** Jennifer Jimison, Shay McComas, Donna Megquier, Marcos Serrat, Rachel Williamson,

**Members Absent (Excused):** Amber Bentley, Tony Waugh

**Guests:** Mary Ellen Heuton, Bruce Felder, Jendonnae Houdyschell

The meeting was called to order by Chair Nina L. Barrett. Parliamentarian Joe Wortham confirmed we had a quorum.

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

- Bruce announced a new process for GA jobs to all be posted together online, similar to the way full time jobs are, but the process will be different as there won't be a search committee used.
  - A module is being created on People Admin.
  - Should be ready July 1<sup>st</sup>, but they will use July to do training before going live with it in August.
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- PEIA may offer a 2<sup>nd</sup> enrollment in October since the legislature is giving them more funding. PEIA is having a meeting today and the shoppers guide will be updated after.

### **Approval of Minutes**

April 21<sup>st</sup>, 2016 Minutes approved without changes.

May 19<sup>th</sup>, 2016 Minutes approved without changes.

### **Mary Ellen Heuton – CFO**

- Saturday, September 3<sup>rd</sup> will begin the first bi-weekly pay cycle.
  - September 28<sup>th</sup>/29<sup>th</sup> will be the first bi-weekly check.
  - The mid-September check will be a larger check.
- Web time entry will now come after bi-weekly pay starts.
- Also the week of September 3<sup>rd</sup> the beginning of the work week will change from Sunday to Monday.
- Budget
  - They will take the final budget to the Board meeting the following week.
  - Tuition increase will be 5%

- Shared Services
  - They did a trial for one month.
  - Still trying to find out how to make processes work better and where the best place is to do certain things.
  - In addition to the Business side of Shared Services there is now also an Academic side because of the other components involved.
  - At this point, six departments have had their travel taken over by Shared Services.
  - RFP for a travel company is already out according to Miriah.

### **Recommendations**

- CSR-15-16-3 – Special Committee on Workforce Management – Furlough
  - Recommendation was tabled pending the committee meeting with Jendonnae Houdyschell, Executive Council, as the current format is contradictory to State Code.
- CSR-15-16-2 – Personnel Committee & Physical Environment Committee – Safety
  - Passed with the change of bullet A to: Office of the President to form a University Ad Hoc Committee to further evaluate and follow-up on issues set forth in this recommendation, with Classified Staff Council appointed representation.

### **Miriah Young – BOG**

- The Board did a webinar on “Board Culture” as part of their continuing education hours to keep their Board seats.
- The next Board meeting will be the following week. Miriah said they don’t have an agenda yet but knows that the budget, the travel policy, and the sexual assault policy will all be on there.

### **Carol Hurula – ACCE**

ACCE met May 19<sup>th</sup> at the WV Community and Technical College.

- VCHR Trish Clay phoned in to meeting as well as Director Class & Comp Bruce Cottrill.
  - Confirmed again the Mercer Study and clarified details.
  - Institutions are supposed to be slotting employees into a range spread based on salary only.
    - Mercer is supposed to develop guidelines for how to slot new employees in. They’re also looking at our point factor methodology to make suggestions because they think 13 factors is too many.
- ACCE Retreat is scheduled for July 11-12, and has been reduced to two days, and they moved it to Charleston.
- Meeting was cancelled in June due to budget restraints and other conflicts.
  - The executive committee still met in Charleston, and looked at legislative items and set retreat agenda.

**Committee Reports**

***Election Committee – Becky Lusher*** – No Report

***Legislative Committee – Chris Atkins*** – No Report

***Personnel/Finance Committee – Lisa Williamson*** – No report additional to the Recommendation above.

***Physical Environment Committee – Nancy Tresch-Reneau*** – No report additional to the Recommendation above.

***Staff Development Committee – Miriah Young*** – No report.

**Announcements**

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