

Marshall University Classified Staff Council Minutes

March 20th, 2025, Virtual Meeting via Microsoft Teams

Members Present: Nina Barrett, Lacie Bittinger, Mark Brumfield, Karena Burriss, Andrea Gray, Kyrsten Hodge, Carol Hurula, Dena Laton, Mary Layne, Becky Lusher, Anita Mathis, Larry Morris, Heather Smith, Lisa Ransbottom,

Members Absent: Jesse Baldwin, Maegan Gruber-Basenback, Samantha Holiskey, Heather Lowe, Nick Martin, Cody Mills,

Members Absent (Excused):

Guests: Attached

Chair Tony Waugh called the meeting to order.

Brad Smith – University President

Current political and legislative landscape.

- **Federal**
 - Multiple executive orders that affect higher education.
 - The Department of Government Efficiency (DOGE) has impacted Marshall in a handful of ways.
 - Set new definitions for diversity, equity and inclusion, which has caused us to adjust the service and support we provide on campus.
 - What hasn't changed: Our commitment to our student, faculty, and staff success.
 - What has changed: how we deliver our support.
 - Downsizing and elimination of Department of Education.
 - This department processes financial aid and provides other support services for education.
 - Changes to how research funding will be distributed to colleges.
 - Marshall is typically in the 48% range.
 - They've capped it at 15%.
 - This would cost us about \$1.4 million each year at Marshall.
 - Congress prevented a US Government shutdown by passing a continuing resolution, but that doesn't include markups, plus ups, and earmarks that fund important programs that we have negotiated for at Marshall. This is roughly \$44 million of funding to support programs like cybersecurity, aviation, and other things.
- **State**
 - Our State Legislature has put forward 2133 bills since they started.
 - 51 of those bills touch higher education.
 - Governor's executive order on DEI
 - Governor's proposed budget, which reduces Marshall's budget by about \$800,000.
 - We're hopeful that will get restored and put back into the budget.

- Legislative Bill on Shared Governance
 - A bill was put forward to change how shared governance happens at the board of governors level. This bill would make the faculty representative, the classified staff representative, and the student government representative be ex-officio non-voting members of the board.
 - We've made phone calls, had meetings and sent letters and hope that the bill will be amended and not go forward as originally written.

How is Marshall performing under these circumstances?

- We've kept our focus on **Marshall for All, Marshall Forever**
 - In 2037, we want to have 100% of our students graduate with no student loan debt.
 - We want to grow our research from \$73 million to \$150 million.
 - We want to grow the number of startups by 3x.
 - We want to have an economic impact of 30x (currently we are at 18x for every dollar invested)
 - We're focused on growing students, not fees.
 - We're focused on investing in our team.
 - We're focused on investing in technology and deferred maintenance.
 - We're strategically managing our resources and getting out of the structural deficit we've committed to improve by 2027.
- **Enrollment and Retention**
 - Our Spring Enrollment is up around 9% over where it was in the fall. (The average four year college grew enrollment 0.2% at the state level.)
 - We've improved our retention rates and student success.
 - Fall 2025 looks positive – we have 8000 applications in already, and a goal of 10,000.
- **Tuition Free WV**
 - Beginning in fall of 2025, students whose families live in West Virginia and have an annual income of less than \$65,000 can attend Marshall with no tuition, university or college fees. They would have to pay room and board if they live on campus, but they otherwise would only have to buy their books.
 - There were 597 freshmen who would have qualified for this in Fall 2024.
 - Marshall is getting paid because the federal government covers it with Pell and the State Government covers it with the Promise grant and Higher Education Policy grant.
- **Human Resources Solutions**
 - Rolling out performance management system.
 - Rolling out a Total Rewards Statement. This will let employees know all of the different benefits they get while at Marshall University.
- **Pay Raises**
 - The governor's proposed budget bill does not include pay raises for State employees, and Marshall won't be able to give across-the-board raises to employees this year.
 - There are roughly 150-160 employees who fell below the minimum of their new pay grade when new pay grades were established. These employees will get a pay raise to bring them up to their minimum, which will cost about \$400,000.
 - We are committed to getting every employee to 80% of their pay grade midpoint by 2027, which will be around \$900,000.

- **Campus Projects**
 - The state legislature gave us \$21.8 million last year for deferred maintenance.
 - We have 19 campus projects happening across campus.
 - We're planning to have the 2025 Community Cares week on May 20th – 23rd.
- **Managing Resources**
 - In 2022, we had a \$28 million structural deficit, which was forecasted to grow to \$35 million.
 - In keeping with our plan to grow our way out, not cut our way out, that deficit has gone from \$28 million to \$14 million and we're on track to be net positive by 2027.
 - How? – growing enrollment, growing research, finding new sources of revenue, finding efficiencies though save-to-serve, and moving to an incentivized budget model.
- **Budget Scenarios**
 - Brad mentioned the three budget scenarios planned for: a base case, a 2% reduction, and a 4% reduction. He indicated that the 4% scenario is the most likely to be implemented due to external funding pressures and a forecasting error in the cash flow model.
 - Brad explained the role of the Budget Advisory Committee, which includes representatives from each college and department, in planning for the potential spending reductions and ensuring transparency in the process.
 - The timeframe mentioned before we will know if the cuts are necessary will be after the Board of Governors budget training session in early April and we will know for sure sometime in late spring.
- **Five Families**
 - As a solution to the desire for shared governance, Marshall has formed what is being called the "Five Families," which includes a representative for classified staff, non-classified staff, faculty senate, graduate council, and the president of the student government.
 - The group meets to discuss and develop solutions to issues that affect all groups on campus.
- **Q:** Could there be a scenario where we will need a policy for how to handle the 4% cuts?
 - **A:** It's not likely. There is already a shared governance process in place with the budget advisory committee.

Bruce Felder – Human Resources

- **Performance Evaluations**
 - We have been working to improve accountability by changing the way we do performance evaluations.
 - Bruce stressed the importance of fostering collaborative relationships between employees and supervisors to ultimately strengthen the employee's development and career growth.
 - Manager "systems training" has taken place, with less than half of the 320 managers invited to training having shown up to all sessions.
 - Employee training begins in April. Employees will need to access the training, and conduct a self-evaluation, which will go to their supervisor.
 - Training will be available in April for employees, both in person and on Teams. The training is not mandatory, but employees are highly encouraged to attend.

- **Open Enrollment**
 - Bruce announced the open enrollment period for benefits from April 2nd to May 15th, encouraging employees to review and update their plans.
 - Bruce detailed the audits being conducted by PEIA, including the divorce audit, spousal surcharge audit, and tobacco-free audit, and urged employees to ensure their plans are accurate and up-to-date.
- **Total Rewards Statements**
 - Bruce announced the rollout of total reward statements for employees, highlighting the efforts of various teams in making this initiative possible. Employees will begin to receive emails to the training and Bruce encouraged employees to complete the training and access their statements.
- **Retirement**
 - Bruce provided a recap of the recent retirement seminar with TIAA and the Social Security Administration, and addressed the question about potential retirement incentives. He mentioned that after analyzing the data, the university decided not to offer any retirement incentives at this time.
- **Master Job Specs**
 - The Master Job Specs are available online behind a Marshall secure sign-in.
<https://mymu.marshall.edu/s/master-job-specifications>
- **Q:** How do you make someone be more accountable?
 - **A:** We have built “competencies” into the evaluation process, including teamwork, productivity, job knowledge, reliability, respect, etc. This will be 75% of the evaluation while 25% of the evaluation will be about goal setting.

Jodie Penrod – Information Technology

- **myMU Redesign**
 - We will go live with a new design after grades are due May 12th. They will be sending out instructions and documentation about the way that's going to look.
- **Policies**
 - UPGA-10, Information Security Policy - Jodie provided an update on the new information security policy, mentioning the changes to the policy and the importance of encrypting and password-protecting personal devices used for work purposes. The policy is on the policy page, and comments and feedback are due by April 4th.
 - ITP-2, Technology Communications Management Policy has been approved. It outlines how we will communicate to the campus community when we're experiencing outages.
- **Device Replacement & Inventory**
 - Jodie discussed the ongoing efforts to update the university's device inventory and encouraged employees to return any unused devices to the IT service desk.
 - Any devices still using Windows 10 should have a computer lifecycle request form put in. <https://netapps.marshall.edu/computerrequest/>
 - A manual inventory of devices will take place in late April and early May.

Parliamentarian Becky Lusher verified there was a quorum.

Approval of Minutes

- The February 20th, 2025 minutes were approved as written.

Heather Smith – ACCE Report

ACCE Meeting – Friday, February 7th

- **Legislative Updates**
 - ACCE discussed six different bills that could affect higher education, which have all been moved on to the Education Committee.
 - One bill in particular affects the Board of Governors. In its original form, the bill would not allow Faculty, Staff and Student representatives to have voting rights any longer. New amendments give voting rights back, but shortened term limits have been introduced. Previously, employees could serve four terms of two years each. This bill proposes that change to two terms of two years each.
 - Contact your representatives to voice your concern that terms not be shortened.
- **PEIA**
 - PEIA will have a 14% increase this year, in addition to a 40% increase in deductibles.

Committee Reports

Election Committee – Nina Barrett

- General Elections
 - We are currently taking nominations for employees to run for Classified Staff Council in the 2025 General Elections, which will take place from April 17th through April 22nd.
 - Those elected will serve from July 1st 2025 – June 30th 2027.
 - Nominations will be accepted through Wednesday, April 2nd.
 - The following positions will be up for election:
 - Classified Staff Council Chair
 - Classified Staff Board of Governors Representative
 - Advisory Council of Classified Employees (ACCE) Representative
 - EEO 10 Members – 5 total
 - EEO 30 Members – 5 total
 - EEO 40 Members – 5 total
 - EEO 50 Members – 5 total
 - EEO 60/70 Members – 5 total

Legislative Committee – Carol Hurula – No Report

Personnel/Finance Committee – No Report.

Physical Environment Committee - No Report.

Service/Staff Development Committee - No Report.

Announcements

- Receiving has established designated areas for package drop-offs in various buildings. Not all buildings currently have drop-offs and need volunteers. These buildings include the education building, Smith Hall, Smith Communications, Harriss Hall and Old Main.
 - Employees who receive packages will get a notification via email that their package is available at their drop off location.
 - Drop offs will take place once a week at each location. Contact receiving if you need to pickup your package before then.

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

Adams, Diana	Dorado, Bob	Means, Amanda	Taylor, Robin
Adkins, Jason	Dragovich, Isabella	Meddings, Teresa	Thomas, Kim
Adkins, Kelli	Edmonds, Ashley	Meek, Rebecca	Thornton, Mindy
Albright, Traci	Edmonds, Travis	Midkiff, Glen	Tidd, Matt
Allen, Mike	Ellison, Marc	Midkiff, Susan	Vannatter, Kristen
Anders, Brandi	Eskins, Katrina	Miller, Nathan	Walker, Bob
Arthur, Michaela	Felder, Bruce	Mills, Cassandra	Walker, Lacey
Atkins, Christopher	Gray, Andrea	Mirzakhani, Amad	Waller, Mary
Bailey, Bonnie	Hall, Cody	Morgan, Brian	Waugh, Tony
Bailey, Cara	Harber, Heath	Morris, Larry	Weaver, Amy
Bailey, Travis	Hawthorne, Justin	Morrison, Michelle	West, Lance
Bailey, Zach	Henry, Lisa	Murphy, Katherine	West-McCombs, Traci
Ball, Tricia	Henshaw, Kit	Murray, Heather	Wheeler, Tracie
Barrett, Nina	Himes, Eric	Neace, Becky	Williams, Allen
Bell, Jodi	Hodge, Kyrsten	O'Neill, Carleen	Woods, Cameron
Biggs, Michelle	Holmes, Linda	Pack, Rebecca	Workman, Missy
Bittinger, Lacie	Howell, Darlene	Painter, Ginny	Young, Howard
Bond, Cassi	Hurula, Carol	Patel, Jyotsna	Young, Miriah
Booth, Jim	Jarrell, Jimmy	Payne, Leah	
Booth, Sharon	Kennedy, Paige	Penrod, Jodie	
Bowen, John	Kennedy-Rickman, Amy	Puckett, Tabby	
Boyce, Charlotte	King, Beverly	Ransbottom, Lisa	
Branham, Maddy	Kompanek, Simone	Rayment, Libby	
Brannock, Kathy	Lapole, Christopher	Rhodes, Jessica	
Brooks, Heather	Laton, Dena	Roberts, Alice	
Brumfield, Mark	Layne, Mary	Ross, Jerry	
Buchanan, Amy	Lockard, Sybil	Rowe, Kandice	
Burgess, Brent	Lopez, Sebastian	Russell, Megan	
Burriss, Butch	Lowe, Heather	Sandefur, Kourtney	
Burriss, Karen	Lupashunski, Spencer	Schulenberg, Shawn	
Bush, Jesseka	Lusher, Becky	Sharp, Tyler	
Campbell, Pat	Lusher, Bryce	Sheets, Elizabeth L Appell	
Cantrell-Johnson, Sonja	Marcum, Darian	Sigler, Michele	
Carico, Paul	Marcum, Kelly	Simms, Marcie	
Chaffin, Perry	Marion, Ashley	Sims, Jesse	
Chapman, Mary	Mathis, Anita	Sims, Kristin	
Clark, Ralph	Maynard, Becky	Slate, Nick	
Clay, Latrenda	Maynard, Kevin	Smith, Brad	
Contreras, Kassandra	McComas, Karen	Smith, Heather	
Counts, Katie	McDade, Michael	Spradlin, Wes	
Cutler, Jon	McDavid, Sherry	Stackpole, Sharon	
Cyrus, Meg	McDonald, Carissa	Stafford, Robyn	
Davis, Amy Marie	McKenna, Char	Stephens, Sarah	
Dean, Benjamin	McKinley, Garnet	Stepp, Sherri	
Decker, Kaleigh	McSweeney, Teresa	Taylor, John	