

Marshall University Classified Staff Council Minutes

March 17th, 2016, John Spotts Room MSC 2E37

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

Members Absent: Donna Megquier, Greg Pickens, Nancy Tresch-Reneau, Rachel Williamson

Members Absent (Excused): Shay McComas

Guests: Dr. Jerry Gilbert, Mary Ellen Heuton, Bruce Felder

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

Dr. Gilbert – University President

- Legislation
 - Dr. Gilbert said he was at the State Legislature on the last day of the session.
 - The State Budget has been postponed for the time being.
 - Dr. Gilbert is hopeful that we won't get cut anymore.
 - Marshall was in support of the bill supporting the merger of St. Mary's and Cabell Huntington Hospital in order to ensure continued cooperation with our cardiac students.
- Student elections took place this week.
 - The students voted to start a bus service for students which would start in the fall and run to different parts of Huntington. This student-led initiative will charge a \$16 fee to students.
- Dr. Gilbert has a goal to increase Marshall's enrollment.
 - English and Arts & Media are possible sources of large growth. A plan is being put together to grow their enrollment by 15-20% and for other areas to grow 5%.
- Budget
 - Marshall's FY17 Budget still presents a problem with a \$7 million hole to start with. \$4 million is from the FY16 cut, and \$1.4 million is from the raises.
 - Marshall has a \$3.6 million recurring deficit that has been being filled with "one-time" money each year, which Dr. Gilbert wants to get away from doing.
 - One large budgetary goal is to not have to furlough or cut any personnel.
 - Dr. Gilbert has asked Mary Ellen Heuton and Mike McGuffey to work on a 5-year budget plan and to strike hard for long-term plans/goals for staff and *faculty salary increases*.
 - Dr. Gilbert would like to have a figure for how much money Marshall will need to bring salaries up to where they need to be. Having a solid number will help with reasoning for approaching donors and for tuition increases, if necessary.

- Increasing staff and faculty raises and having competitive salaries is part of improving the image and quality of Marshall.
 - Dr. Gilbert presumes we will need private dollars to achieve salary goals. Scholarships that are currently being paid out of appropriated allocations could potentially be funded with private funds, and those appropriated funds be put back into the budget for raises.
- Dr. Gilbert has been out visiting MU Alumni sharing our vision in order to gain support financially to reach our goals.
- Improving research at the University will also help to create more funds.
 - Dr. Gilbert said he has secured the services of a consultant in Washington DC to help with locating more opportunities for research.
- Later this fall there will be a small ceremony in the John Marshall Room for Dr. Gilbert's formal investiture of the presidency.

Should we plan to create a Reduction in Force (RIF) or furlough plan? – Dr. Gilbert stated he would rather look at other ways to save, such as retirement, increasing enrollment and particularly out of state enrollment, etc.

Have we looked at offering early retirement? – Dr. Gilbert said they have talked about it but nothing more.

What are your thoughts on having an admissions deadline? – Maybe we could assess a higher fee for late admissions or something but Dr. Gilbert discouraged prohibiting late admits. It's possible we could create a committee to help late admits be successful.

Do you plan to do a "Coffee with Staff" like you do with the faculty? – Eventually, but right now he's just starting with faculty.

Have you considered going back to insourcing some of our services that have been outsourced? – Dr. Gilbert said they would have to look at it but from experience at his former institution they lost money when doing the food service and bookstore themselves and started making money when they outsourced it.

What are your thoughts on summer school? – At Dr. Gilbert's former institution they had 3 sessions which had their own independent finance model, and courses were taught to match up with student need and not just what is traditionally offered.

Any thoughts on fast tracking students? – Perhaps we could give incentives for finishing in 3 years instead of 4, such as dorm preferences for taking summer courses.

Mary Ellen Heuton – CFO

- Budget
 - Mary Ellen said they are close to closing the FY16 budget hole and are focusing on FY17 and beyond.
 - Much of the real savings came from the changes made with RRT.

- They plan to submit a proposed FY17 budget to the Board of Governor's in April with added cut scenarios since the State has not yet finalized their own budget.
- Almost all operating budgets for FY17 have been submitted.
- They will continue to look for more savings from departmental budgets.
- Reserves will be used for investments, not filling holes.
 - Ex – more efficient lighting with a 1 year payback and savings of over \$100,000 a year.
- Shared Services
 - They've been having focus groups which have been helpful for gathering information, disseminating information, and getting on the same page.
 - July 1st is the target date set for creation of the budget and business team.
 - The basis of this plan is to operate more efficiently with less people and have a more even distribution of work, particularly among employees with the same job title in different colleges.
- Payroll
 - We are switching to hourly wages on the mid-May check.
 - Mary Ellen assumes that bi-weekly pay periods will begin in August.
 - The State is currently set to begin bi-weekly in May.
 - Web time entry will start in phases over the summer.

There was discussion of the website issues for the University as a whole.

Bruce Felder – Human Resources

- Benefits Open Enrollment is April 1st – May 15th.
- PEIA is doing a divorce audit during open enrollment.
- Retirement Workshop – end of April
- Mercer Salary Schedule has been completed
 - There will hopefully be a plan of implementation by January 1st, 2017
- PEIA Healthy Tomorrow's current phase is to have bloodwork submitted by end of open enrollment.
 - *Can you check online to see if it's been received?* – Bruce said he would check.

Approval of Minutes

January 21st, 2016 Minutes approved without changes.

February 18th, 2016 passed with one correction to attendance.

Miriah Young – BOG

- The Board met on February 24th and everything on the main agenda was approved.
- Changes were made to the Student Code of Conduct, which brought us in line with federal changes from March 2015.
- Pharmacy fee increase and split to 3 terms instead of 2 terms was approved.
- The Institutional Performance Dashboard was shared, p. .

- RFQ – Request for Qualification – went out to do a medical student, pharmacy, physical therapy and med residents housing for a property next to the Erma Byrd Center. They're looking into doing housing, parking, and possibly retail space and needed the qualifications to see if they *can* do it.
- Admissions as of the last meeting are up 6% and deposits up 3%.
- We will be offering undergrad programs in South Charleston for the first time starting this fall.
- President Gilbert wants to review the doctorate programs for expansion.
- The Board approved changing the investments going forward.

Carol Hurula - ACCE

Carol sent out the following minutes via email and discussed during meeting:

MINUTES

March 11, 2016 – S. Charleston

Approved January minutes.

Discussed web-site updates. Chair Pitzer has been adding photos. Thanks to Michelle Nabors and others whom continues to work on web-site.

Legislative Discussion.

- HB4017 3rd reading
- Gun Laws – crazy legislation.
- PEIA still not funded.
- Concentrated first part of session primarily on Right to Work and Prevailing Wage.
- Discussed three HEPC/CCTC bills HB4707, HB4635 and SB528.
- Budget Bill

- Concord staff emailed their district representatives. Concentrated on three things. #1 PEIA. State employees are the backbone of WV. Especially with the reduction in coal and fall off of many other businesses related to coal – state employees are the workforce. #2 can't continue to cut Higher Education. As some conversations are that we need to cut Higher Education facilities they recommended a study over summer, requested they don't act quickly and to also involve those that have a stake at heart; and not just the President' and Deans, but everyone. #3 Furlough/RIF. State code calls both the same. Need policies at institutions and HEPC.

RIF Committee: Michelle Nabors and committee did research on current RIF polices at institutions. WV Code §18B-7-1.

- Policies exist at Concord, Southern CTC, Pierpont CTC, BridgeValley (working on one?), New River CTC, and WV Northern CTC. Eastern CTC has a proposed policy which appears to be identical to Pierpont.

- Michelle Nabors has drafted the position paper for RIF. She said she did a pro & con and two conclusions. Short & simple facts.
- Chair Pitzer suggested adding RIF information as it pertains to reduction in FTE. West Liberty at one time had 13 reduced FTEs that were no longer benefits eligible. They also laid off 36 during this same period.

RIF – position is eliminated. Bumping per seniority. (1,040 hours in calendar year)

Furlough – temporary with no job elimination. Imply return to job.

- At Concord if there is an existing vacancy in employee pay grade and employee meets minimum qualifications. Employee is given option of accepting or declining. If position is same FTE and pay grade and employee declines they will be terminated and they forfeit rights to recall list. If vacancy is lower pay grade or lower FTE employee can decline. HR has to then provide a seniority list of their pay grade or lower. *something not mentioned often but in state code. If the employee has held a higher pay grade they can bump into that pay grade. Section 5 of code, even if currently not in higher pay grade.

HEPC/CCTC Committee: will be looking at other states to see how they are established in case elimination of HEPC/CCTC is addressed again. Three bills this legislative session alone. None moved out of committee.

Mercer update: Executive committee met with VCHR Clay and Director Class & Comp Mr. Cottrill one on one at HEPC on Thursday, February 25th.

- Slotting of jobs by salary only.
- Only 12 pay grades. 10 to be used with the 2 additional pay grades to be used initially when NC brought back into system.
- Stated no one using pay grades 1-5 or 23-25 in current system. Basically going from 18 to 10.
- Discussed the market not showing a difference in PG 8, 10, 12 – this created by our point factor methodology. Pay ranges will specify those currently in system.
- New hires will not be issue as there will only be the one grade. So through attrition this will be resolved.
- Collapsing jobs – all will have to be retitled for those jobs where no difference in salary was noted. i.e. Pay Grades 8, 10, 12 secretaries.
- Correlate old system pay grades to new system.
- Market adjustment 8% for WV economy versus national economy
- BLS showed no difference in geographic differential to make a difference. (This doesn't match the study done in 2008 that did show a difference in three or more markets).
- Market was adjusted for 37.5 workweek.
- Benefits were not adjusted to the market study.
- AEI was not included for the market study.
- Three areas noted as not paying enough as compared to market: HR Assistants, Accounting Assistants, and Budget Analyst. *remember not many IT jobs in market analysis as most have been moved to non-classified. They did use some from WVNet.

- One reason discussed for no major difference in market besides the comment “sluggish economy” could be due to no comparison with Public Ed. ACCE had asked that public ed be included but market study but it was not.
- Discussed 15% difference between pay grades and 60% range spread.
- Discussed RME and VCHR Clay noted only applied to classified employees. 18B-9-A1 states compensate employees in relation to one another. ACCE states this is all employees (classified, non-classified and faculty).
- Cost to fund all to minimum was noted as 1.93 million (977 below minimum out of 5,000). Average of \$500 per employee.
- There was nothing listed as to “cost to fund to market”.
- Noted some schools closer than others.
- 513 are above current market schedule. (red-lined).
- Regression analysis to estimate the minimum to maximum 60% range. If you move this more than 60% you have more employees redlined. If you move it lower than 60% the entry level per pay grade decreases. Director Cottrill suggested 70% initially.
- Pay range system all that was discussed.
- HEPC took market – didn’t consider anything below market. Mercer presented 10% of market, 15% of market, and market.
- Consultants will recommend using best practices across the nation in developing guidelines and process.
- Current contract ends April but they have already been discussing and will extend that date.
- Midpoint is market – 50th percentile.
- Asked about how to move along range spread. Guidelines to be developed. Mercer to recommend best practices across the nation in developing. These are tentative remarks only – nothing developed at this point – discussion only:
 - Rewarding prior experience and education at time of hire.
 - No change for education or experience for current hires – VCHR Clay states AEI takes care of seniority pay and salary range should cover that based on performance measures.
 - Guideline for range salary change - If project completed ahead of time, might be a little bump in pay.
- VCHR opinion is that good employees with competitive job markets should be paying midpoint (market).

HEPC will sponsor a Class & Comp workshop and will extend invitation to include ACCE.

HEPC to be move visible. Web-site of market study FAQs become visible link for other items in future.

Discussion on what ACCE thinks factors should be for moving along range:

- Performance
- Education
- Cost of living

Even though it was noted by VCHR Clay that volume can’t be measured and isn’t part of the new compensation model; discussion on comparison of additional responsibilities adding to employee’s responsibilities and duties – especially with many classified jobs not being filled when vacated and many

taking on more duties.

Annual Planning Retreat

- Canaan Valley – can't work with their contract.
- Intend to stay close to Charleston for ease of those attending from HEPC, etc.
- Advanced Technology Center offered meeting space free of charge.
- Two full days instead of two ½ days and one full day.
- Will look for local lodging in or near Charleston.
- Retreat planned for July 11th and 12th.

Discontinued discussion to **welcome Director Class & Comp – Bruce Cottrill.**

- They met with WVU on Wednesday and all others on Thursday to finish slotting of job titles.
- Slotted more jobs that some thought were out of line as compared to data from Mercer.
- Mercer did a good job but CHROs know the jobs better; reason for more slotting. i.e. admin support family had eleven levels.
- Will use letter pay grade. i.e. start with L go to A with A being highest.
- Begin developing guidelines for pay range administration.
- Train CHROs, BOGs, Presidents, and Employees.
- ePRISM – market pricing. Faculty and non-classified will need added for reporting required from institutions to HEPC. This will allow President's and BOG's to see where each group of employees are to each other as compared to their market.
- JD Experts. Load remaining classified jobs into software database (outside of those used for study). From this make master specific job titles (families) and clean up. Classification specific for job description.
- Every job title requires a job description in system.
- Director Cottrill and committee will take job descriptions and build job specifications.
- Lots of clean up needed (700 titles). So many job titles are not even used.
- Comparison of jobs between institutions differ.
- Once guidelines established, assume they will have a special session or LOCEA resolution.
- Just because bill dead, they are not stopping but still moving ahead.

Ken Harbaugh asked the question if over 700 jobs to be cleaned up, who will do this and how will you monitor and review.

Director Cottrill indicated committee will handle. Some JCC members will be pulled into project but not sure that the whole committee is needed.

Stated job cleanup will take a major amount of time. His previous job it took two years to clean up but with the technology they are using he is confident it will not take that long.

Campus discussion:

Eastern CTC is looking at 4-day work week.

Committee Reports

Election Committee – Becky Lusher – No Report

Legislative Committee – Chris Atkins – The Senate passed several bills and their budget bill was based off their tax increases in their bills, such as the roads funding bill. However, all of their bills died in the House. The House is unwilling to consider any tax increases and Governor Tomblin is unwilling to use any funding from the “rainy day fund”. After extending the session 3 days for a budget agreement and no agreement was made, the Governor sent them home and will call them back.

Personnel/Finance Committee – Lisa Williamson – No Report

Physical Environment Committee – Nancy Tresch-Reneau – No Report

Staff Development Committee – Miriah Young – No Report

Announcements

Nina brought up that Larry Morris, MUPD Officer on Staff Council, has some safety concerns about campus, and the MUPD/Safety Office in particular. Larry added that their office is open all hours of the day and night without a safety mechanism to buzz people into the office. Larry will follow up with the Physical Environment and Personnel committees for action.

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