

Marshall University Classified Staff Council Minutes

May 15th, 2025, Virtual Meeting via Microsoft Teams

Members Present: Jesse Baldwin, Nina Barrett, Lacie Bittinger, Mark Brumfield, Karena Burriss, Andrea Gray, Maegan Gruber-Basenback, Kyrsten Hodge, Samantha Holiskey, Dena Laton, Mary Layne, Heather Lowe, Becky Lusher, Nick Martin, Anita Mathis, Larry Morris, Heather Smith,

Members Absent: Cody Mills,

Members Absent (Excused): Carol Hurula,

Guests: Attached

Chair Tony Waugh called the meeting to order.

Brad Smith – University President

- **Legislative Budget**
 - **Initial Budget Cuts:**
 - The new governor proposed an \$800,000 reduction in Marshall University's budget due to a projected \$400 million fiscal deficit for the state.
 - The university immediately engaged with the governor's office to advocate for the importance of their funding.
 - **Advocacy Efforts:**
 - Brad detailed the university's advocacy efforts, emphasizing that for every dollar invested in Marshall, there is an 18X return.
 - This message was well received by the House of Delegates, which restored the proposed budget cuts.
 - After getting some questions answered, the Senate, too, restored the budget.
 - **National Youth Science Camp:** Brad provided details about the National Youth Science Camp, including its history and significance. The camp, located in Tucker County, invites top students from all 50 states and 16 countries to learn about STEM. Marshall University was honored to be tasked with overseeing the camp and received an additional \$1 million earmarked for this purpose.
 - **Future Financial Prudence:** Despite the restored budget, Brad mentioned the need for a 4% cost reduction due to ongoing federal financial uncertainties. He emphasized the importance of tightening belts and executing with excellence to weather the financial storm over the next 12-18 months, aiming for a positive financial position by fiscal year 2027.

Avi Mukherjee – Provost

- **Enrollment and Recruitment:** Avi discussed the current enrollment numbers for the fall semester, noting a 4% increase compared to the previous year. He also mentioned the efforts in new student recruitment and the positive retention numbers.

- **Current Enrollment:** Avi reported that 6101 students have signed up for fall 2025, which is a 4% increase from the same day last year. This reflects a strong trajectory of enrollment growth over the past few years.
- **Undergraduate and Graduate Growth:** He highlighted that undergraduate enrollment is up by 4.7% and graduate enrollment by 1.4%. Additionally, there are 145 more metro students returning this fall compared to last fall, and 27 more international students returning this fall compared to last fall.
- **New Student Recruitment:** Avinandan discussed the recruitment efforts for first-year students, noting 8739 applications, which is 2.8% lower than last year. However, the number of serious intend-to-enroll first-year students is 16% higher, with 2607 students intending to enroll for the fall.
- **Retention Rates:** Retention rates are also positive, with a first-year retention rate of 74.4%, up from 71.2% last year. The growth in retention is primarily due to better support for conditionally admitted students, including reduced course loads and enhanced student support.
- **Q:** Why are some seeing salary increases while others are not?
 - Brad explained the four financial principles: growing students, not fees; investing in the team; taking care of the campus; and maintaining a healthy savings account. These principles guide the university's financial decisions and efforts to support staff.
 - With regards to Athletics, much of that is funded by private dollars. The university currently supports 54% of athletics, and we are working towards a 50/50 split.
 - Brad mentioned specific actions taken, such as reallocating funds within departments to address pay disparities and focusing on getting all employees to at least 80% of the midpoint of their pay grade by 2027.
 - While across-the-board raises will not be possible this fiscal year, we are investing \$400,000 in our lowest paid employees to get them into the correct salary range.
- **Q:** Concerns were raised about the Police Department's needs for better training and equipment including a generator, extraction tools, and hostage negotiation training.
 - **A:** Brad acknowledged these needs and mentioned ongoing efforts to address them.

Bruce Felder – Human Resources

- **Open Enrollment** – various audits are going on this year (divorce, tobacco, spousal surcharge) and open enrollment will be ending that day.
- **Total Rewards Statements** – these are active and available to taking a training on and receive your total reward statement. See <https://www.marshall.edu/human-resources/total-reward-statements/>. The print shop will also be sending paper copies.
 - New total reward statements will be available in September 2025.
- **Performance Management Evaluations**
 - Evaluations will be due June 30th.
 - Employees and supervisors should have received emails.

- **Action Learning Plans**
 - HR has been working to identify why employees choose to leave and what sort of non-compensation things would encourage them to stay.
 - Three concepts have been identified and are being worked on.
 - Ideas for how to increase employee retention are encouraged.
- **Q: Will any employees be affected by the 4% reduction?**
 - **A:** We will first look at supplies and other services, but if it came to that point we would first close any open positions being advertised, eliminate classified temporary and adjunct positions, and then move onto part-time positions and then full-time positions.
 - It was expressed that it would be an unwise financial decision to get rid of adjunct positions due to their cost effectiveness.
- **Q: Concerns over the performance evaluations were expressed, including the view that employees who are already stretched to their max will be expected to continue to do more in order to receive higher compensation.**
 - **A:** Bruce emphasized the importance of setting clear goals and having regular check-ins between managers and employees. The process is designed to be collaborative, focusing on coaching and development rather than punitive measures.
 - He explained that compensation would be tied to performance evaluations, with clear criteria for meeting, exceeding, and significantly surpassing expectations. Regular check-ins ensure that employees are aware of their progress and areas for improvement.
- **Q: Concerns were expressed over the rapid growth of student populations, how we can meet those needs, and whether retention is going to be considered for advisors' compensation.**
 - **A:** Brad noted that much of the growth of students is online and we are taking some classes to employers sites like Toyota and into high schools as well. We are also looking at faculty-to-student ratios and advisors-to-student ratios and have benchmarked each of those to where we will hire if we need more people.
- **Q: What if we think our salary range is wrong?**
 - **A:** Brad pointed out that we have pulled a lot of data including CUPA data, department of labor data, benchmarked against like institutions and had an outside party use their technology to help develop it.

Jodie Penrod – Information Technology

- **ITP3** - the digital communications and account management policy, is in shared governance review. Comments are invited through May 20th.
- **New myMU** – has gone live and feedback is encouraged.
- **Semi-Annual Banner Upgrade** – Will take place on May 18th from 7am-12pm
- **Network Switch Upgrades** – These will take place over the summer, and they will be in touch about building network outages.
- **Wifi Certificate Renewal** – you may be prompted to re-establish after May 25th. You might need to “forget the network” and then rejoin.
- **MU Guest Network** – moving to an authenticated portal on May 19th

- **Password Complexity Requirements** – passwords must now have 12 characters, staff will require updating theirs on June 3rd.
- **VPN Access** – Renewal will be required every six months. Employees will receive an email to renew access.

Chair Tony Waugh verified there was a quorum.

Committee Reports

Election Committee – Nina Barrett – No report.

Legislative Committee – Carol Hurula – No Report.

Personnel/Finance Committee – No Report.

Physical Environment Committee - No Report.

Service/Staff Development Committee - No Report.

Announcements

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	Eskins, Katrina	Morris, Larry	Workman, Missy
Adkins, Jason	Felder, Bruce	Morrison, Michelle	Young, Howard
Adkins, Kelli	Fleming, Justin	Mukherjee, Avinandan	Young, Miriah
Adkins, Mike	Gallaher, Melanie	Mummert, Carl	
Adkins, Ryan	Gooding, Grace	Nance, Robbie	
Allen, Mike	Greenwood, Kenneth	Neace, Becky	
Anders, Brandi	Gruber-Basenback, Maegan	Pack, Rebecca	
Angie Rose	Hanrahan, Elizabeth	Painter, Ginny	
Arthur, Michaela	Harrold, Lisa	Penrod, Jodie	
Atkins, Christopher	Henry, Lisa	Price, Kelli	
Bailey, Bonnie	Henshaw, Kit	Price, Willa	
Baldwin, Jesse	Himes, Eric	Puckett, Tabby	
Barrett, Nina	Hodge, Kyrsten	Ransbottom, Lisa	
Bell, Jodi	Holiskey, Sam	Reeves, Emily	
Bevans, Jean Ann	Holmes, Linda	Rhodes, Jessica	
Bibbee, Hailey	Howell, Darlene	Risch, Christine	
Bittinger, Lacie	Hunter, Todd	Roberts, Alice	
Booth, Jim	Jacobs, Brandi	Ross, Jerry	
Booth, Sharon	Kennedy, Paige	Rowe, Kandice	
Bradley, Johnny	Key, Chris	Russell, Megan	
Brooks, Jason	King, Beverly	Sandefur, Kourtney	
Brown, Jennifer	Lambert, Scott	Saunders, Patricia	
Brumfield, Mark	Laton, Dena	Sharp, Tyler	
Burgess, Brent	Legg, Erik	Sheets, Elizabeth L Appell Sheets	
Burriss, Butch	Lopez, Sebastian	Sigler, Michele	
Bush, Jesseka	Lowe, Heather	Slate, Nick	
Call, Cody	Lupashunski, Spencer	Slone, Kelly	
Cantrell-Johnson, Sonja	Lusher, Becky	Smith, Brad	
Carothers, Kelly	Marcum, Darian	Smith, Heather	
Chaffin, Perry	Marcum, Kelly	Spradlin, Wes	
Chapman, Courtney	Martin, Nick	Stafford, Robyn	
Chapman, Mary	Maynard, Becky	Stephens, Sarah	
Clay, Latrenda	Maynard, Kevin	Stepp, Sherri	
Contreras, Kassandra	McDade, Michael	Thomas, Erica	
Counts, Katie	McDavid, Cristina	Thomas, Kim	
Crawford, Dean	McDavid, Sherry	Thornton, Mindy	
Cutler, Jon	McKenna, Char	Tidd, Matt	
Cyrus, Meg	McKinley, Garnet	Varney, Lora	
Davis, Amy Marie	McSweeney, Teresa	Walker, Lacey	
Davis, Sarah	Meddings, Teresa	Waugh, Tony	
Decker, Kaleigh	Mendoza, Carrie	Weaver, Amy	
DeLong, Maggie	Midkiff, Glen	West-McCombs, Traci	
Dorado, Bob	Midkiff, Susan	Wheeler, Tracie	
Edmonds, Travis	Morgan, Brian	Williams, Allen	