

Marshall University Classified Staff Council Minutes

May 16th, 2024, Virtual Meeting via Microsoft Teams

Members Present: Jesse Baldwin, Nina Barrett, Mark Brumfield, Tim Cline, Maegan Gruber-Basenback, Samantha Holiskey, Carol Hurula, Dena Laton, Heather Lowe, Becky Lusher, Nick Martin, Anita Mathis, Larry Morris, Lisa Ransbottom, Terri Thompson, Justin Tyler, Tony Waugh, Amy Weaver,

Members Absent: Beretta Coleman, Anna Evans, Lisa Maynard,

Members Absent (Excused): Lacie Bittinger,

Guests: Michaela Arthur, Christopher Atkins, Hailey Bibbee, Michelle Biggs, Jim Booth, Sharon Booth, John Bowen, Pat Campbell, Kelly Carothers, Perry Chafin, Mary Chapman, Latrenda Clay, Cassandra Contreras, Jon Cutler, Meg Cyrus, Amy Marie Davis, Kaleigh Decker, Bob Dorado, Laura Drake, Travis Edmonds, Katrina Eskins, Amy Ethel, Bruce Felder, Cadyn Fraley, Melanie Gallaher, Grace Gooding, Justin Hawthorne, Lisa Henry, Michael Hill, Linda Holmes, Darlene Howell, Drew Hutchinson, Brandi Jacobs-Jones, Paige Kennedy, Chris Key, Jonathan Langer, Leeann Lemon, Sybil Lockard, Kelly Marcum, Michael McGuffey, Char McKenna, Teresa McSweeney, Teresa Meddings, Rebecca Meek, Carrie Mendoza, Larry Metcalf, Nathan Miller, Amad Mirzakhani, Brian Morgan, Carl Mummert, Katherine Murphy, Robbie Nance, Becky Neace, Rebecca Pack, Dicky Parker, Jodie Penrod, Kelli Price, Tabby Puckett, Jessica Rhodes, Angie Rose, Kandice Rowe, Rodney Sanders, Amy Saunders, Patricia Saunders, Tyler Sharp, Elizabeth Sheets, Marcie Simms, Lindsay Smith, Tracy Smith, Wes Spradlin, Sharon Stackpole, Crystal Stewart, James Taylor, Robin Taylor, Jim Terry, Erica Thomas, Kim Thomas, Matt Tidd, Mary Waller, Cora Westmoreland, Jodi Zimmerman

Chair Tony Waugh called the meeting to order. Parliamentarian Becky Lusher verified there was a quorum.

Bruce Felder – Human Resources

- **Community Cares**
 - The campus has been busy with our 3rd Annual Community Cares Week.
 - People have come from all over to help, including alumni who came in from Michigan, and a group from Nevada.
 - Thank you to everyone who has helped.
- **Staff Handbook**
 - <https://www.marshall.edu/human-resources/mu-staff-handbook/>
 - HR has been working to improve the Staff Handbook, making it better and faster with updated material.
 - They have also been working with Classified Staff Council in the process.
- **Search Committee Procedures and Minimum Requirements**
 - We have required search committee training every two years for anyone serving on a search committee.

- When a job posting says a minimum requirement is needed, it's necessary to meet that minimum. If a department doesn't want something as a requirement, then we can get that changed on the posting. However, some requirements are needed, especially if we're trying to pay market salaries.
- It was discovered that some employees on campus don't meet the minimum requirement of having a GED. HR is working with those employees to obtain their GED.
- Job postings will now have filter questions to ensure only applicants that meet the requirements are sent to the search committee.
 - Ex. If a drivers license is a requirement and they select that they don't have theirs, then the application won't come through to the committee.
 - The search committee determines what those "supplemental questions" are, if any.
- **Employee Engagement Survey Follow-Ups**
 - The following three areas were identified in the Employee Engagement Survey last year as things employees want to see improvement in.
 - **Better Pay**
 - All employees will get a letter in July identifying their new paygrade, new midpoint, and how much increase in salary they will receive.
 - We have done a market equity study and identified midpoints, which we are working towards bringing employees up to.
 - We have given a \$1000 pay increase as well as a 1% increase on top of that. These will go into effect on August 24th and appear on the 2nd pay of September.
 - **More Accountability**
 - Performance evaluations are coming soon.
 - Employees and managers will identify goals for the employee to work on in the coming year.
 - We will be utilizing an electronic evaluation system through PeopleAdmin.
 - Supervisors will get online training as well as one-on-one training with an executive coach.
 - The goal will be for unit directors to have a sum of money that they can distribute to their employees based on their skills, knowledge, abilities, and performance.
 - **Campus Safety**
 - We are investing \$300,000 into better safety at the university surrounding campus carry.
- **Total Rewards Statements**
 - We have been doing "Candidate Statements" where we show prospective new employees how our benefits and other factors increase the salary of a job.
 - In August, employees will get something similar to the candidate statements, called a "Total Rewards Statement," in which they can see the value of their job with benefits and other things included.
- **Q:** Have you looked at the job requirements for what we are posting to see if we're requiring the necessary things. For example, could we have things we require a bachelor's degree for that could only need an associate degree?

- **A:** Human Resources has used payscale.com to “grade” positions based on the top five job duties and educational requirements. We will also look at industry standards, our competitors, etc. to determine what fair market is for each position.
- **Q:** Can we somehow identify on job postings that educational equivalency is an option?
 - **A:** We need to make sure we’re posting the right job requirements and consider changing something if it isn’t the industry standard.
- **Q:** Will there be an opportunity for an employee to get properly compensated if they exceed qualifications for their job?
 - **A:** Yes, that will be part of the evaluation process.
- **Q:** Will the new threshold with the Fair Labor Standards Act impact many of us?
 - **A:** If not challenged or modified, it will affect exempt employees making less than \$58,600 on January 1st 2025. Anyone making less than \$58,600 in 2025 will need to be eligible for overtime. Current exempt employees who are making less will need to be assessed based on duties and potential overtime earned to determine if they should be switched to an hourly employee or be brought up to the minimum salary.

Tracy Smith – Health and Safety

- **Streamlining Training**
 - Health and Safety is working with Human Resources to make better use of the online training program we have.
 - Employees hired will have, as part of their onboarding, the ability to login and see what various training their position will need.
- **Emergency Management**
 - They are working with the cabinet to update emergency management and ensure that leadership is aware of responsibilities, decision making, and how decisions will be passed along to employees.
- **20th Street Pedestrian Crossing**
 - We are still working with the City and the Department of Highways to possibly look at other options to slow drivers down, but it ultimately comes down to personal responsibility.

Approval of Minutes

- The April 18th, 2024 minutes were approved as written.

Justin Tyler – ACCE

- ACCE met at the New River Community and Technical College on April 19th.
- The group met with Brian Weinhart, Senior Director of Financial Aid with HEPC, who discussed issues related to the FAFSA.
 - The form was released in December, whereas it normally comes out in October.

- Forms weren't processed until March, and students were unable to make corrections or changes until April.
- Many students have had technical issues when trying to make changes.
- 30% of FAFSA's filed nationwide were incorrect due to an internal system miscalculation.
- Some questions had unclear wording, which caused students to misread questions and put incorrect answers.
- Between April 10th, 2023 – April 10th, 2024 there has been a huge decline in the number of FAFSA submissions.

Committee Reports

Election Committee – Nina Barrett – We currently have several vacancies, and will need to have a special election in the coming months.

Legislative Committee – Carol Hurula – The legislative interims will take place on May 20th and 21st.

Personnel/Finance Committee – No report.

Physical Environment Committee – Becky Lusher – 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