

Marshall University Classified Staff Council Minutes

May 19th, 2022, Virtual Meeting via Microsoft Teams

Members Present: Rachel Amos, Clay Arens, Nina Barrett, Lacie Bittinger, David Childers, Timothy Cline, Beretta Coleman, Andrea Gray, Jennifer Griffith, Chris Hodge, Carol Hurula, Dena Laton, Becky Lusher, Nick Martin, Teresa Meddings, Carleen O’Neill, Amy Saxton-Young, Kelly Sowards, Crystal Stewart, Terri Thompson, Eric Wallace, Tony Waugh, Rob Williamson

Members Absent:

Members Absent (Excused):

Guests: Ryan Adkins, Eleanor Anders, John Apel, Travis Bailey, Jason Baldwin, Jean Ann Bevans, Teresa Bolt, Jim Booth, Sharon Booth, John Bowen, Eddie Bradshaw, Monica Brooks, Butch Burriss, Karena Burriss, Cody Call, Paul Carrico, Perry Chafin, Mary Chapman, Tracy Christofero, Judy Clark, Robert Collier, Meg Cyrus, Sarah Davis, Bob Dorado, Rebekah Duke, Carey Dunfee, Holly Dunmore, Wanda Dyke, Katrina Eskins, Bruce Felder, Toni Ferguson, Karen Fischer, Melody Freeman, Trish Gallagher, Melanie Gallaher, Laura Gunther, Cody Hall, Lindsey Harper, Lisa Henry, Katherine Hetzer, Sam Holiskey, Darlene Howell, Lisa Hughes, Jennifer Jimison, Chris Key, Jonathan Langer, Sebastian Lopez, Leonard Lovely, Lisa Maynard, Carissa McDonald, Michael McGuffey, Char McKenna, Krystal McPherson, Mitzi Meade, Rebecca Meek, Susan Midkiff, Nathan Miller, Cassandra Mills, Becky Neace, Rebecca Pack, Ginny Painter, Dicky Parker, Leah Payne, Jody Perry, Daniel Persinger, Amanda Preece, Tabby Puckett, Lisa Ransbottom, Erika Riley, Mark Robinson, Angie Rose, Kandice Rowe, Dustin Scarberry, Elizabeth Sheets, Sabrina Simpson, Brad Smith, Carl Smith, Jackie Smith, Tracy Smith, Chris Sochor, Wes Spradlin, Angela Strait, Margaret Sullivan, Ethan Tackett, Robin Taylor, Kim Thomas, Stephen Tipler, Hannah Titus, Mary Waller, Tim Weingart, Lance West, Tracie Wheeler, Caitlin White, Rachel Williamson, Sabrina Williamson, Amy Marie Workman, Miriah Young

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

Dr. Mukherjee – Provost

- **Enrollment**
 - Applications are currently up compared to where we were for fall last year, but we will have to wait to see if it translates to an overall increase.
 - First Year Freshmen applications are up 12.4%.
 - New transfer applications are up 13.4%
 - Graduate applications are up 10.7%
 - Distance program applications are up 8.2%
 - Deposits are up 2.9%
- **Recruitment**
 - We have hosted 2,641 campus tours.
 - We have attended 132 college fairs.
 - We have made 471 high school visits.

- We have sent 4.5 million emails.
- We have sent 184,000 texts.
- We have made 91,000 phone calls.
- Our campus attendance for recruitment and events has had 2,265 visitors.
- **Talent Searches**
 - Vice President for Intercultural Affairs
 - Dr. Marcy Simms will start July 5th.
 - General Counsel
 - Tony Stroud will be resigning from the Marshall University Board of Governor's to accept this role effective June 20th.
 - Academic Deans
 - Seven academic dean level searches will take place in the fall: College of Science; College of Business; School of Pharmacy; College of Arts and Media; Honors College; Graduate School; College of Aviation.
 - Associate Provost
 - A search will begin in order for someone to fill the role by either January 1st or July 1st 2023.
- **Strategic Enrollment Management**
 - We are continuing with this interdisciplinary initiative, in which all colleges are involved.
 - This considers all student segments as different groups of students.
 - We have identified about ten different student groups:
 - first year freshmen, transfer students, international students, out-of-state students, online students, metro students, veterans, returning students, non-traditional students, and graduate students.
 - We are developing different marketing campaigns for each segment as one size does not fit all and we have a need to diversify our student body
- **End-to-End Student Experience Project**
 - The goal is to map the student journey through campus starting off as a visitor to campus and going through various experiences on campus.
 - We wish to map the journey of a typical student across various segments.
 - We are trying to find what is working well at each point and what is not working well.
 - This will require a lot of design thinking as an approach and methodology.
 - We hope to come up with ideas and solutions to offer a world class experience for our students at all steps in the student journey and beyond.
- **Design for Delight Training**
 - More training will be offered on campus.
 - Several departments on campus have gone through the training, including INTUIT.
 - Academic Affairs Council has recently done this training, which includes 35 academic leaders from various units on campus.

Mark Robison – CFO

- Mark stated that they are working to finalize the FY 23 budget.

Bruce Felder – Human Resources

- **Open Enrollment**
 - Concluded on May 15th, and any changes made will be effective July 1st.
- **Pay**
 - July is a three payday month, so the last payday will be a benefits holiday.
 - AEI will be received in July.
 - Pay raises will go into effect on July 2nd and appear on the July 29th paycheck.
 - For the percentage increase, a webpage has been developed to show you your base pay and pay after salary increase of 1.5% plus \$1000.
- **Juneteenth**
 - There will be a celebration on Thursday, June 16th on Harless Field.
 - Juneteenth was made a federal holiday, but until the State does, it isn't an official holiday.
 - Last year, the Governor issued a proclamation to make it an observed holiday for 2021, which we are waiting to see if it happens again.
- **Campus clean up will take place the following week**
- **AEI**
 - Employees start receiving this “Annual Employee Increment” once they have been a State employee for three years, at which time they begin to receive \$60 per year they have been employed. This sum is also subjected to taxes, and 6% goes into retirement.

Tracy Smith – Director of Safety

- **COVID**
 - Cases have fluctuated up and down over the past few weeks, both in the community and the University.
 - Cabell County has moved from a green status to a yellow status, which is determined by the average number of cases in a seven day period.
 - Mountain Health Network hospitals has 31 people hospitalized with COVID, and 62 employees are out with COVID between both hospitals.
 - Numbers in hospitals have flattened out and stabilized.
 - Vaccines and testing are in abundance right now, and you can get testing kits from the store. The government has issued another eight free testing kits via covid.gov.
 - We monitor all of our Marshall campuses as well as the surrounding counties, and have done so since the beginning.
 - Individuals who have had COVID and want to get vaccinated, must wait 90 days.

Approval of Minutes

- April 28th minutes approved as written.

Committee Reports

Election Committee – Nina Barrett – No report.

Legislative Committee – Carol Hurula – No report.

Personnel/Finance Committee – Teresa Meddings – No report.

Physical Environment Committee – Becky Lusher – No report.

Service/Staff Development Committee – Eric Wallace – No report.

Announcements and Additional Information

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