

## Marshall University Classified Staff Council Minutes

May 18<sup>th</sup>, 2017, John Spotts Room MSC 2E37

**Members Present:** Chris Atkins, Jason Baldwin, Nina Barrett, Amber Bentley, Patty Carman, Tootie Carter, David Childers, Leonard Lovely, Becky Lusher, Lisa Maynard, Shay McComas, Amad Mirzakhani, Larry Morris, Missy Morrison, Marcos Serrat, Nancy Tresch-Reneau, Tony Waugh, Joe Wortham, Miriah Young

**Members Absent:** Toni Ferguson, Jennifer Jimison, Donna Megquier, Rachel Williamson,

**Members Absent (Excused):** Carol Hurula, Tim Melvin,

**Guests:** Dr. Jerry Gilbert, Brandi Jacobs-Jones, Bruce Felder, Mark Robinson, Kate McComas, Karen Fischer, C. Michelle Alford, Johnny Bradley, Chris Hodge,

The meeting was called to order by Chair Nina Barrett. Parliamentarian Joe Wortham verified there was a quorum.

### **Dr. Gilbert – University President**

- Dr. Gilbert stated that he has received many compliments on the appearance of campus, and requested that Staff Council pass along his compliments to those responsible.
- The previous week Dr. Christopher Lee was here as a consultant to assist us with our search committee processes.
- State Budget:
  - Dr. Gilbert was very appreciative of the groups of people who had been representing Marshall at the Capitol. He stated it has sent a strong message that was noticed there. Another group will go up the following Monday.
  - Dr. Gilbert spoke to one of our Delegates that morning who said that progress is being made toward a State budget.
  - Hopefully there will not be a government shutdown July 1<sup>st</sup> due to the lack of budget, but Dr. Gilbert stated that Marshall has been taking steps to prepare in case it does happen. If we are forced to shut down the campus, we will try to keep operations going as best we can with a skeleton crew. They will try to make sure people aren't negatively impacted as best they can, although their hands will be tied in many ways.
  - Dr. Gilbert is hopeful that there will be a modest cut to Marshall, as opposed to the larger cuts previously suggested.

*The Osteopathic School is forming a committee to see how the House Bill 2542 will create changes. Will we do something similar? – Chris Atkins – Dr. Gilbert replied that he would eventually like to form a committee to look at potential changes, but until that time we will continue with the current salary schedule and practices until we can find something better that most everyone is happy with.*

*In an older copy of the Herald Dispatch, Dr. Gilbert discusses raises for “faculty” but the article only makes one mention of “staff”. Leonard Lovely brought it to the attention of Dr. Gilbert on*

*behalf of another Classified Staff member that Council represents. Dr. Gilbert stated that he isn't sure what his original remarks were, but it isn't his intention to exclude Staff from the conversation about raises.*

*Miriah Young brought up that they have been following up on new student applicants who haven't done the deposit yet and asked Dr. Gilbert to elaborate. – Dr. Gilbert stated that he had personally called 23 potential students himself, having spoken with 2 and leaving messages for the remaining 21.*

### **Mark Robinson – Interim CFO**

- Marshall is still waiting on a budget from the State in order to move forward. They have presented different budget scenarios to the Board of Governors, in which the level of tuition increase is contingent on the amount of cut we receive.
- A contract has been signed with a travel company.
- Plans are still underway for the pay changes to biweekly to take place.

### **Bruce Felder – Human Resources**

- Dr. Christopher Lee was on campus the previous week talking about best practices for search committees.
  - Sometime during the summer there will be an electronic format for search committee training.
- Healthy Tomorrows: The next step during next year's open enrollment will be to increase premiums for those individuals who do not complete the healthy tomorrow's reporting form.
- TimeClock Plus:
  - The purple time sheets will be done away with in mid-August, but the system will be live starting July 1<sup>st</sup>. They're unsure when exactly it will be turned on for use, but they may keep it aligned with the bi-weekly pay changes.
  - Employees will be able to request annual leave through the system, and if approved sick leave goes over/under the requested amount of time it can later be adjusted.
  - There are options to accommodate overtime, such as an "auto-out" where the system will sign an individual out automatically after 4 hours, or the time can be adjusted with a supervisor the next day.
  - Students and Exempt staff will also use the system.
  - Employees who approve time will do that using the system.
  - The system will interface with Banner, and will update when individuals change positions.
  - Some individuals, depending on their job, will have the ability to log in and out on their phones.
- House Bill 2542:
  - Flexibility: Bruce stressed that regarding the recent legislation changes to Higher Education, Marshall will continue with "business as usual", meaning that they are not

rushing to change anything yet. He added that Marshall will continue to follow all of the previous policies and procedures until new policies and procedures are developed specific to Marshall University. When those new policies and procedures begin to be developed, Bruce assured that staff, faculty and administration will all be involved.

- IT Related Positions: Also changed in State Code as a result of legislation was the addition of a line stating that individuals “in an information technology-related position” will be made non-classified. Bruce stated that in regard to defining what “IT related” means for Marshall they will begin with a restricted and narrow group and can possibly broaden that later. They will start out looking at jobs that are core IT, considered hard to retain and recruit, and requires high level IT skills.
- Seniority: Bruce stated that employees will not lose their seniority, meaning years of service to the University, but the things we use seniority for may change. According to HB 2542 there is no longer any bumping rights based on seniority, but for now Marshall will continue operating as if those policies and procedures are still in place until the University can come up with new policies and procedures.
- AEI: AEI will not be changed.

*Can you go over sick leave policy, such as: does there have to be a doctor's note, what kind of discretion does a supervisor have over it, and can the amount of sick days be limited with a doctor's note?* – Chris Atkins – Bruce replied that according to the Classified Employee Handbook, if an employee misses more than 5 days then a doctor's note is required to be paid, but at any time a supervisor has the discretion to require a doctor's note. Extensive need for sick leave may require protection with FMLA.

- *Physical plant employees present pointed out that Physical Plant has a practice in place where an employee who misses more than 3 days per quarter can get wrote up, and that vacation time cannot be taken in place of sick time without advance notice.*

*The Governor is working on getting through a furlough bill; do we know how that would affect us if it passes?* – Guest – Bruce said that he hasn't been involved in any of those conversations, but that Dr. Gilbert said they are starting to plan for how to handle it if needed.

### **Approval of Minutes**

April 20<sup>th</sup>, 2017 minutes approved as written.

### **Miriah Young – Board of Governor's**

- Budget scenarios presented to the Board:
  - Scenario 1: 2% budget cut with an *estimated* 5% tuition increase.
  - Scenario 2: 4% budget cut with an *estimated* 8% tuition increase.
  - Scenario 3: 8% budget cut with an *estimated* 11% tuition increase.
  - Scenario 4: 12% budget cut with an *estimated* 14% tuition increase.
- In any of the budge scenarios, the tuition increase will only account for 60% of what is needed. The remaining 40% could come from cuts, revenue measures, investment earnings, etc.

- The program reviews were approved with one change:
  - Based upon average graduation rates and the average number of students majoring in Geology during the 5-year review period, the BA/BS degree programs in Geography, currently housed in the College of Liberal Arts, were moved to the College of Science for the purpose of restructuring both programs.
- The Intent to Plan for the Bachelor of Science in Biomedical Engineering was approved.
- Investment earning updates were approved, and we're currently up approximately \$1 million.
- Reports to the Board:
  - Enrollment: up about 5.5% in applications, but we're down in deposits. The President, among others, are calling to touch base with those who haven't done deposits.
  - The College of Science presented on their amount of research from full-time faculty.
  - The School of Pharmacy did their presentation to the Academic Committee.
- President's Report:
  - Spoke about preparing for budget contingencies.
  - Tuition increase will only account for 60% of our budget in any of the budget scenarios.
  - Spoke about the digital ads and tracking applications to those digital online ads. Currently 550 applications can be tracked to those ads.
  - For Fall 2018 we will begin using the "Common App", which will give a higher yield of applications but also a higher number of applications that don't result in attendance.
  - Discussed the upcoming commencement.
  - The following weekend is the Board of Governor's Retreat. Each area will have an hour to present what they have going on as opposed to their usual 5 minutes.

### **Committee Reports**

***Election Committee – Becky Lusher*** – No Report.

***Physical Environment Committee – Nancy Tresch-Reneau*** – No Report

***Staff Development Committee – Miriah Young*** – Currently taking applications for Summer Tuition Benefits. The committee will be taking donations for the "Flower Fund" at the Staff Recognition Luncheon.

***Legislative Committee – Chris Atkins*** – The previous week both House and Senate voted down budget bills. The house is taking on a revenue bill in Finance Committee currently. The Governor is required by law to present a budget bill that will then have to be signed off on by the legislature, and then go back to the Governor for line item veto. However, the Governor hasn't produced a budget yet. The Governor is trying to put thorough a furlough bill to emphasize the importance of getting a budget before it comes to that.

**Personnel/Finance Committee** – No report.

**Ad Hoc Scholarship Fundraising Committee – Tim Melvin** – Tim will speak at the Service Recognition Luncheon to explain the Scholarship.

Announcements

The Staff Recognition Luncheon will be June 8<sup>th</sup>, and the menu will be breakfast items.

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