

Marshall University Classified Staff Council Minutes

November 17th, 2022, Virtual Meeting via Microsoft Teams

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

Members Absent: Beretta Coleman,

Members Absent (Excused): Amy Saxton-Young,

Guests: Diana Adams, Mike Adkins, Pam Adkins, John Apel, Michaela Arthur, Jason Baldwin, Jean Ann Bevans, Jim Booth, Eddie Bradshaw, Kathy Brannock, Monica Brooks, Butch Burriss, Pat Campbell, Wendy Carter, Mary Chapman, Judy Clark, Ella Curry, Meg Cyrus, Tiffani Daniels, Clark Davis, Kaleigh Decker, Jeb Dickerson, Misty DiSilvio, Carey Dunfee, Holly Dunmore, Cicero Fain, Bruce Felder, Karen Fischer, Cadyn Fraley, Melanie Gallaher, Cody Hall, Joyce Harrah, Justin Hawthorne, Lisa Henry, Katherine Hetzer, Sam Holiskey, Linda Holmes, Jillian Hovatter, Darlene Howell, Chris Key, Dawn Kirtner, Mary Layne, Leonard Lovely, Chase Lucas, Kevin Maynard, Karen McComas, Carissa McDonald, Michael McGuffey, Rebecca Meek, Susan Midkiff, Bobby Miller, Nathan Miller, Avi Mukherjee, Katherine Murphy, Robbie Nance, Angela White Negley, Rebecca Pack, Ginny Painter, Jodie Penrod, Jeanette Porter, Lisa Ransbottom, Mary Beth Reynolds, Jessica Rhodes, Alice Roberts, Angie Rose, Dustin Scarberry, Shawn Schulenberg, Sabrina Simpson, Kristin Sims, Carl Smith, Wes Spradlin, Allen Taylor, Erica Thomas, Kim Thomas, Seth Thomas, Matt Tidd, Hannah Titus, Mary Waller, Teresa Wellman, Lance West, Michelle Wheeler, Tracie Wheeler, Rachel Williamson, Marie Willis, Amy Marie Workman, Miriah Young

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

John Marshall Service Award

- Bruce Felder announced that Butch Burriss, from Academic Affairs, is the most recent employee to be recognized with the John Marshall Service Award. Mr. Burriss goes above and beyond in working for Marshall University and employees recognized this with many congratulations.
 - If you know of an employee who provides excellence service and goes above and beyond, you are encouraged to submit them for consideration at <https://www.marshall.edu/human-resources/john-marshall-service-award/>.

Dr. Mukherjee – Provost

- Dean Searches
 - Four academic dean searches are currently ongoing and taking applicants. Those four are the deans of:

- College of Science
 - College of Arts and Media
 - College of Business
 - School of Pharmacy
- Job descriptions were created to reflect good, inclusive, futuristic positions.
- Each search committee is well developed with representation from: staff, faculty, students, alumni, community members, Faculty Senate and Academic Affairs.
- We are working with the consulting firm, AGB Search. They have sent these job announcements to people in their network, and approximately 1000 qualified people have received emails for each of those searches.
- Job search descriptions have also been posted in various outlets including The Chronicle of Higher Education, higheredjobs.com, the AGB Search website, and a variety of others.
- We will start getting applications and likely do off-campus semi-final round interviews probably in Columbus in January and early February. We will then bring the finalists to campus in late February to early March.
- Hopefully the individuals who fill these positions will join Marshall from July 1st, 2023.
- **Enrollment**
 - Green and White Days were held the previous Friday and Saturday, which resulted in nearly 900 people on campus, and a number of applications submitted.
 - Green and White Days in Fall 2021 vs. Fall 2022:
 - Number of students in attendance increased 8.5%.
 - Fall 2021: 486
 - Fall 2022: 527
 - Total number of attendees also increased:
 - Fall 2021: 1125
 - Fall 2022: 1354
 - On-site applications, which there is no cost to submit, increased the most:
 - Fall 2021: 14
 - Fall 2022: 97
 - Two more Green and White days will take place in the spring semester.
 - There will be an accepted students' day early in spring semester.
 - Marshall has been in attendance at recruitment events all over the State, and other states including Ohio, Kentucky, Maryland, Virginia, Washington, DC and virtual events. Between 167 recruitment fairs attended, we have collectively had 1894 completed applications.
 - We have held 82 campus tours this fall, which included a total of 211 students and 341 guests.
 - We will soon begin a search for a Chief Enrollment Officer of the University. Until the position is filled, Dr. Beverly Boggs will be the interim.
- **Enrollment Action Center**
 - A suggestion from McKinsey and Company consulting has led to this idea for a "huddle room" for enrollment related activities to meet a few times a week.

- The idea is a coordinated care recruitment system, in which people from admissions, recruitment, financial aid, bursar, foundation, academic affairs, provost office, advising, finance, marketing, etc. come together during particular times, when able, whether in-person, or virtually.
- The EAC is currently meeting in Old Main, but they are looking for a larger space than the one currently being used.
- Ideally, there will be data on the wall, and a dashboard with the latest numbers to track what is going on with enrollment, see what has gone right or wrong, analyze how to make improvements, etc.

Matt Tidd – Chief Financial Officer

- Matt Tidd introduced himself as the new Chief Financial Officer at Marshall and shared a few pieces of information about himself, as well as his excitement to be part of a transformation for the University.
- Mr. Tidd stated that he intends to be transparent, welcome questions, talk budgets and numbers as much as we want, and make sure everyone is on the same page.
- Jason Baldwin and Katrina Eskins are primarily working towards beginning the FY24 budget process, and they will send out communications soon.
 - The budget process will initially start out looking and feeling the same as it has been, but once budgets have been turned in and looked at, they will also be looking at ways to make changes going forward. There will be transparency with this process.

Bruce Felder – Human Resources

- **Health and Wellness Fair**
 - Held on November 10th, it was a successful Health Fair, especially thanks to our Marshall Health vendors, Marshall Athletics, and anyone else who contributed donations, giveaways, gifts, tickets to events, etc.
 - Over 100 students, employees and faculty attended the session.
 - 50 flu shots were given to employees, less than usual but that can likely be attributed to the fact that flu shots had already been available in the student center.
 - COVID vaccines were available.
- **Holiday Schedule**
 - The University will be closed for both Thanksgiving Day, as well as the Friday following Thanksgiving Day.
 - For winter break, our last working day will be Wednesday, December 21st, and we will return from winter break on January 3rd.
 - The West Virginia Governor often makes a proclamation to close four hours early on the last working day before Christmas as well as New Years. At this time, we don't know if that will take place this year, but we will address it at that time if it does happen.
- **New Staff Members**

- Chief Financial Officer – Matt Tidd
- Chief Marketing Officer – Dave Traube
- Chief Information Officer – Jodie Penrod
 - Jodie introduced herself on the call, expressed her excitement to join Marshall in this position, and stated she is happy to answer any IT related questions. She added that hopefully they can make some positive changes that will make interactions with information technology even better.

- **Fountain Ceremony**

Bruce thanked everyone who attended or was involved with the running of the Fountain Ceremony, which remembers the 75 Marshall football players, coaches, community members, etc. who perished in the 1970 plane crash.

Tracy Smith – Safety

Becky Lusher relayed the following report from Tracy Smith, as he was unable to attend the meeting.

- There have been no major issues with any COVID positives on campus right now.
- We will continue to have both the COVID and Flu vaccines available in the student center through at least December. The hours of availability are Monday – Friday from 9am – 2pm.

Equity Programs

- Bruce shared that Equity Programs is going through a rebranding as he, Marcie Simms, and Cicero Fain work to create a DEI (Diversity, Equity and Inclusion) Space.

Approval of Minutes

- September 22nd, 2022 minutes approved as written.
- October 20th, 2022 minutes approved as written.

Teresa Meddings – ACCE

- The HEPC was invited to the ACCE meeting, but Michelle Stark has left HEPC, Trish Clay has been unavailable, and Matt Turner has been unresponsive. For this reason, there is no update to share on the market study.
- The Chair of ACCE is supposed to deliver a presentation to the HEPC in December, but hasn't received any more information about it yet.
- The survey ACCE has been putting together for distribution to all Higher Education institutions in the state was supposed to be done via the HEPC SurveyMonkey. However, now that ACCE has shared the questions they wish to send, HEPC is giving pushback.

- ACCE is looking into a situation in which someone with PEIA was denied care at an Emergency Room because they weren't paying up front.
- The Metro News from the previous day shared some information on PEIA, in which it indicated that PEIA would have no premium increases through 2027. Although, costs for the State will continue to go up over those years.

Committee Reports

Election Committee – Nina Barrett

- **Special Election**
 - Nominations are currently being accepted for a special election for one position on EEO 10, and two positions on EEO 30.
 - The election will be held online from Thursday, December 8th through Monday, December 12th.
 - Winners will be verified and announced on December 13th and 14th respectively.

Legislative Committee – Carol Hurula

Carol stated that she serves as an ex officio member on the Faculty Senate Legislative Affairs committee, which is chaired by Stephen Young.

- **Legislative Session**
 - Charlotte Weber and Sarah Payne serve as ex-officio members also.
 - Carol stated that they are asking about talking points for speaking to the legislature about Marshall so that we can have a unified voice on the same issues.
 - Marshall Day at the Capitol will take place on February 1st.
 - The Faculty Senate Legislative committee intends to inquire about a training session that could help faculty and staff get a better understanding of the legislative process. Carol plans to share her PowerPoint with them as well.
 - The committee also discussed the amendment two that was introduced right before the election. The language differs from something similar in Kentucky and the committee hopes to get some clarifying information out about it.
- **White Papers**
 - White papers are an in-depth report or guide about a specific topic, the problems surrounding it, and information to help readers better understand or solve an issue.
 - The administration is encouraging white papers from faculty and staff who may have an idea or project that, if funded, would help solve a challenge in our State.
 - They wish to have these white papers in the event that funding opportunities arise that match the topic of the paper.
 - In the world of marketing, a white paper is a long form piece of content similar to an e-book. Marshall is particularly interested in those who are experts in their field.

Personnel/Finance Committee – Teresa Meddings – No report.

Physical Environment Committee – Becky Lusher

- The committee is continuing to work with Travis Bailey and Paul Carrico with physical plant to create building representatives and make a list of duties for those representatives.
- The committee is working to obtain news on the installation of a new generator in Old Main, as the old generator was originally supposed to go to Public Safety. However, there has been no news on that actually taking place.

Service/Staff Development Committee – Eric Wallace

- **2022 Holiday Project**
 - The 2022 Holiday Project is taking place and employees should have received an email with information on how to donate to this year’s donation recipient, Cedar Grove Manor.
 - Items can be ordered via the Amazon registry found on the communication sent out and they will be shipped directly to the facility.
 - Donation deadline is December 5th.
- **Thanksgiving Dinner**
 - Due to a lack of support from our traditional supplier of the main course, we are unable to hold the Thanksgiving Dinner for students as we have done in the past.

Faculty Senate Budget Academic Policy Committee

Carol Hurula serves as an ex-officio member on the Faculty Senate Budget Academic Policy Committee.

- Their discussions are usually more academic than budget focused.
- They look at academic dishonesty and grade appeals.
- They are working to train new people to join their committee as other members leave.
 - They introduced and educated on the appeal and related jobs.
 - They asked for volunteers to be hearing officers.
 - They assigned new members to recruit faculty volunteers for the hearing panel.
 - They discussed and implemented recent academic policy changes: pre-finals week, academic dishonesty, and the undergraduate catalog.
 - Laura McCunn reviewed policies that have recently been updated, reminded of the new graduate catalog format. This format will be accomplished through Courseley, which is something the Registrar’s Office has the lead on.
- Work continues on the Academic Calendar for 2024 – 2028.
- They had a clarification on the University Honors Graduation Policy. The policy is interpreted to mean that students must have a minimum of 32 upper level Marshall classes. The policy reads that transfer students must have earned at least 64 hours of work at Marshall, or at least 50%, so they have proposed to change the hours to 32.

- This recommendation was made to the Faculty Senate and will probably be coming up in their next meeting.
- The committee had an emergency meeting on November 7th to have a vote to recommend a revision to the current academic calendar, which has two graduations listed for summer. Those dates are July 7th and August 11th. The revision was made to keep only the August 11th graduation date.

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