

## Marshall University Classified Staff Council Minutes

November 20<sup>th</sup>, 2025, Virtual Meeting via Microsoft Teams

**Members Present:** Jesse Baldwin, Nina Barrett, Lacie Bittinger, Mark Brumfield, David Childers, Dean Crawford, Tiffani Daniels, Mary Layne, Becky Lusher, Nick Martin, Nathan Miller, Larry Morris, Carleen O'Neill, Heather Smith, Nancy Tresch-Reneau,

**Members Absent:**

**Members Absent (Excused):**

**Guests:** Attached

Chair Lacie Bittinger called the meeting to order.

### John Marshall Service Awards

- Bruce announced that each of the following employees was awarded the John Marshall Service Award for various outstanding services to the University:
  - **Kody Baumann**
  - **Mitzi Meade**
  - **Danny Eaves**
- If you know of an employee who goes above and beyond in their job, please let us know by submitting a nomination for them here: <https://www.marshall.edu/human-resources/john-marshall-service-award/>. (Please be sure to be very detailed in your submission).

### President Brad Smith

- **Employee Engagement Survey**
  - Survey Participation:
    - Third annual employee engagement survey completed with 74% participation, an increase of 8 percentage points from last year.
  - Engagement Score:
    - Current score: 72 (down from 73 last year).
    - Mercer Consulting indicated that maintaining engagement is considered a win nationally, but Marshall aims to improve.
  - Strengths (11 areas outperforming peers):
    - University making necessary changes to compete (+13 points above peer institutions).
    - Senior leaders act consistently with stated values (+10 points).
    - Clear direction from leadership (+10 points).
    - Effective communication on employee matters (+10 points).
    - Responsiveness to student needs (+9 points).
  - Areas for Improvement (6 areas lagging peers):
    - Accountability for results (-13 points below peer institutions).
    - Fair compensation (-10 points).
    - Adequate resources and tools (-11 points).

- Next Steps:
  - We're rolling out performance management, training people on having coaching sessions and beginning to strengthen our accountability.
  - We're finalizing our market based compensation and once everyone is at 80% of the midpoint we will shift to performance management.
  - We're moving to the incentivized budget model where we'll be making decisions closer to where things take place.
  - Survey results go to the Cabinet on November 24th, then campus-wide rollout.
  - Supervisors to review team scores and develop action plans.
- Positive Note:
  - 82% of employees are proud to work at Marshall, exceeding peer institutions.
- **Enrollment**
  - National Context:
    - Four-year institutions growing 1.2% nationally; Marshall growing 4.9% (excluding dual enrollment) and 7.9% including dual enrollment.
  - State Context:
    - WV population declined this year, yet Marshall achieved its third consecutive fall enrollment increase.
    - High school classes in West Virginia are expected to shrink 26% between now and 2041.
  - Initiatives:
    - 150 recruiting events across Appalachian region in previous few weeks.
    - Expanded Direct Admission Program to Boyd County, KY.
    - Exploring border benefit tuition plan for surrounding states (potential launch Fall 2027).
    - Growth in debt-free and tuition-free programs (220 students joined debt-free program; 500+ joined tuition-free WV).
  - Fall 2026 Outlook:
    - Applications up 11%; completed applications up 53%.
- **Economic Development**
  - Strategic Partnerships:
    - Working with WV Governor and legislators to attract companies and secure federal funding.
  - Key Initiatives:
    - We've submitted an application for the Rural Health Transformation Fund (potential \$500B investment in rural healthcare).
    - Collaborating with WVU, Shepherd, and Blue Ridge Community and Technical College on Power Tech Center strategy to position WV as a hub for energy and technology innovation.
    - International outreach: Meeting with Japanese Ambassador and CEOs to promote WV investment (there are currently 22 Japanese-owned companies in WV, adding 5,000 jobs and a \$3B investment).
  - Goal:
    - Create jobs and strengthen WV's economy to support competitive compensation and retain graduates.

- **Q:** Will the question of accountability in the engagement survey be further clarified in future years to allow for a better distinction of who the issue of accountability is with?
  - **A:** The question remains standardized for benchmarking, but write-in comments and supervisor workshops help clarify context. Comments often reveal whether concerns relate to direct supervisors or higher leadership.

## **Interim Provost Dr. Bookwalter – Academic Affairs**

### **Academic Affairs Updates**

- **Dean Search:**
  - Reopened search for Dean of the College of Liberal Arts.
  - Advertisement posted; search committee formed; working with external search firm.
  - Target application deadline: **January 19**; interviews scheduled for February.
- **Enrollment Growth**
  - Current Enrollment:
    - Total headcount: **13,153** (7.4% increase over last year; 20% increase over three years).
    - FTTE: **9,432** (5.1% increase).
  - Distance Learning:
    - Distance students up **25% this year** and **60% over three years**, requiring expanded online teaching capacity.
  - Dual Enrollment:
    - **2,300 high school students** enrolled in Marshall courses (146% increase over three years; 27% increase since last year).
    - Creates a strong recruitment pipeline by awarding college credit early.
  - Spring Enrollment:
    - Year-to-date enrollment up **1,200 students** compared to last year; graduate enrollment expected to rise closer to semester start.
- **Strategic Initiatives**
  - Credit for Prior Learning (CPL):
    - Project to award credit for work experience, certifications, apprenticeships, and micro-credentials.
    - Designed to attract students seeking flexible pathways or partial degree completion.
  - Learning and Employment Records (LER):
    - Pilot program with American Association of Collegiate Registrars and Admissions Officers (AACRAO) to create comprehensive skill and competency records for students.
    - Goal: Provide portable records that students can bring to Marshall and take with them post-graduation.
- **Budget Planning**
  - Units are preparing FY2027 budgets by February; full university budget to Board of Governors by April.
  - All units will be expected to find 5% savings in services and supplies, as well as have a plan for reducing overall expenditures by 2%.

- **Accreditation**

- Higher Learning Commission Visit:
  - Scheduled for **January 26–27**.
  - There will be many open meetings that employees are encouraged to attend.
  - Assurance argument to be posted mid-December for review.
  - They will ensure we are meeting four fundamental criteria:
    - **Mission Alignment:** Are our activities aligned with our mission and is our mission aligned with public good? Does our mission and institution provide opportunities for civic engagement in a diverse, multicultural society and globally connected world? Etc.
    - **Integrity, Ethical and Responsible Conduct:** Do we adhere to our established policies and procedures? Do we present ourselves accurately and completely to our students and to the public? Etc.
      - Board Governance: Is the Board free from influence and are they empowered to act on our best interests, academic freedom and freedom of expression? Do we support those in pursuit of knowledge? Do we adhere to policies and procedures that ensure responsible acquisition, discovery and application of knowledge, research and teaching?
    - **Teaching and learning for student success:** Do we engage students in analyzing and collecting information and practicing intellectual inquiry? Do we provide sufficient resources to faculty and staff? Do we provide student services, advising and resources? Can the faculty and staff deliver high quality programs? Do we provide student resources? Do we adequately assess learning so that we can improve our programs? Etc.
    - **Sustainability:** Institutional effectiveness, resources and planning. Do we have an organizational structure and shared governance for data informed decision-making that will help us perform well? Are we constantly looking for ways to do better?

## **Bruce Felder – Human Resources**

- **Health and Wellness Fair**

- **337 attendees** (10% increase from last year).
- Flu shots administered: **216 total**, including **128 by nursing students**.
- Screenings completed:
  - **100+ blood pressure tests**
  - **84 glucose screenings**
- Dermatology team conducted skin cancer checks.
- Appreciation extended to **Marshall Health, School of Nursing**, and all partners.

- **Emeritus Form Update**

- Emeritus form now available as a **dynamic online form**.
- Process can be initiated by **employee or supervisor** for staff and faculty requests.

- **Employee Engagement Survey**
  - Bruce expressed his appreciation for the employees who completed the engagement survey. He added that engagement is a measurement of culture, community, connections, attitude and effort towards work environment.
- **Total Reward Statements**
  - FY ending statements are now **available online** via HR website.
  - Training requirement:
    - If completed previously, no need to repeat.
    - New users must complete a **7-minute training video** before access.
- **December Hiring Policy**
  - Last day to start new employees: **December 1**.
  - Search committees must finalize searches and submit PARS by **November 24**.
- **Performance Evaluation Mid-Year Check-In**
  - Supervisors should review goals and competencies with employees in **December–January**.
  - Discuss progress, improvements, and impact on department/university.
  - Capture significant achievements (e.g., QR code implementation, managing dual roles, completing major projects).

## **Dr. Jodie Penrod – Information Technology**

- **Windows 11 Upgrade**
  - All university devices must be upgraded to **Windows 11** or replaced if incompatible.
  - Deadline: **End of this month**; devices not upgraded will lose network access.
- **Device Patching and Update Policy**
  - Approved by **Faculty and Administrative Technology Governance Committees**.
  - Policy allows IT to push updates to university-managed devices for security and performance.
  - Process:
    - Updates pushed on **Tuesday evenings**.
    - Users can install immediately or snooze, but must update within **10 days**.
    - Deployment will occur in rings (IT team first, then subsets) to minimize risk.
    - Guidance and screenshots will be shared before rollout (planned after New Year).
- **Video Management Platform RFP**
  - RFP in progress to comply with purchasing guidelines.
  - Options include **Panopto** and **Echo360**, which is what the School of Medicine uses.
  - Contact **Eric Himes** for input on requirements or feedback.
- **Equipment Lending Policy**
  - Approved to move forward in shared governance process.
  - Policy outlines requirements for borrowing university equipment (computers, chargers, etc.).
  - Includes responsibility for care and departmental liability for damage or loss.
  - Staff will have opportunity to review and comment before implementation.

## **Sarah Short and Jedd Flowers – United Way**

- **United Way Mission**
  - United Way focuses on **economic mobility** and reducing poverty through four key areas:
    - **Youth Opportunity**
    - **Healthy Community**
    - **Financial Security**
    - **Community Resiliency**
  - Goal: Move individuals up the economic ladder and improve lives across six counties (Cabell, Wayne, Lincoln, Mason in WV; Gallia and Lawrence in OH).
- **Community Opportunity Plan**
  - 1<sup>st</sup> phase was a partnership with **Marshall University** for a **community needs assessment** led by Dr. Allison Goodman and students.
  - Analysis focused on **ALICE population** (Asset Limited, Income Constrained, Employed):
    - Represents individuals working but unable to meet basic needs.
    - Combined with poverty population, nearly **50% of the six-county region** is at risk of falling into poverty after a single crisis.
  - Objective: Equip individuals with skills and resources to access new economic opportunities (e.g., IDEA District, Nucor investments).
- **Task Forces**
  - Three active task forces established:
    - **Transportation**
    - **Childcare**
    - **Workforce Preparation**
  - Will continue adding task forces.
  - Approach: **Design thinking** to solve individual needs and remove barriers to better employment.
  - Participation: Open to community members; sign-up available on United Way website.
- **Grants and Funding**
  - Applying for **Appalachian Regional Commission grant** with free assistance from a Washington, D.C. grant writer.
  - Collaboration with **Gates Foundation** on economic mobility project sponsored by Cabell County Commission.
    - Goal: Create a **resource roadmap** for agencies to secure additional funding.
- **How to Support United Way**
  - **Donation Options:**
    - Payroll deduction via pledge form (distributed by email).
      - <http://www.marshall.edu/staff-council/files/2025-Pledge-Form-Employee-Marshall.pdf>
    - Digital donation through shared links (one-time or recurring).
  - **Volunteer Opportunities:**
    - Join task forces or volunteer via **unitedwevolunteer.org**.
  - <https://unitedwayrivercities.org/>

## Minutes

- The October 16<sup>th</sup>, 2025 minutes were approved as written.

## Heather Smith – ACCE

- **ACCE Meetings**
  - Two ACCE meetings held since last Staff Council meeting:
    - October meeting in Lewisburg at the School of Osteopathic Medicine.
    - November meeting earlier this week.
- **Legislative Session Outlook**
  - Senator Vince Deeds addressed ACCE during October meeting:
    - Upcoming session expected to focus on **economic development**, less on social issues.
    - No new solutions anticipated for **PEIA**; legislature aims to maintain current status quo despite rising healthcare costs.
    - Private company proposals for PEIA have been unsuccessful or too costly.
    - Legislators acknowledge lack of pay increases but cite budget limitations; unlikely to see significant raises in upcoming session.
- **HB 3279 and Board Representation**
  - ACCE exploring reversal of HB 3279 provisions affecting:
    - Voting rights for staff, faculty, and student board representatives.
    - Term limits for staff and faculty representatives.
  - Legislative committee drafted language for a bill; plan to present to Senator Deeds and Senator Oliverio, both opposed to original bill.
- **Legislative Priorities**
  - ACCE working on defining legislative priorities and creating a **legislative brochure**:
    - Brochure will provide talking points for staff when engaging with legislators.
    - Draft expected at next meeting for approval and distribution before session begins.
- **HEPC Staffing Changes**
  - Vice Chancellor of HR, **Tricia Humphries**, retired.
  - Job classification and compensation lead also left for another position.
  - ACCE hopes new staffing will improve communication and collaboration with HEPC.
  - HEPC benchmarks salaries for most state institutions (less impact on Marshall directly).
- **Benefits Committee Initiatives**
  - Proposal for **PEIA and Mountaineer Flexible Benefits representatives** to provide presentations:
    - Goal: Educate employees on cost-saving strategies and best practices for using benefits.
    - Aim to help control rising healthcare costs through informed choices.
- **Q: Do employees who are not Marshall Employees, yet receive raises as a Marshall employee, get PEIA?**
  - **A:** It was clarified that the employees in question *are* Marshall employees, despite being paid through other means, like grants. Yes, they have the option for PEIA.

## **Classified Staff Council Committees**

- **Elections/Communications Committee – Nina Barrett** – We will hold an election after the new year for openings in every EEO group.
- **Legislative Committee – Larry Morris**
  - **PEIA Updates**
    - **Reminder: Open PEIA meeting scheduled for tonight at 6:00 PM.**
      - Purpose: Discuss proposed **premium increases** and related changes.
      - Access: Link available on PEIA website.
      - This is the **last scheduled meeting** before the vote on **December 3**.
  - **Legislative Advocacy**
    - Larry shared insights from discussions with Dale Lee.
      - Dale Lee will lead lobbying efforts during the legislative session regarding PEIA increases.
      - Proposal under consideration: Adjust surcharges and premium increases based on **salary tiers**.
        - Example: Employees earning \$22,000 should not pay the same increase as those earning \$180,000.
    - Concern: Rising healthcare costs will significantly impact lower-income employees.
    - Political context:
      - Governor facing re-election in two years; failure to address PEIA increases could affect political standing.
      - Teachers' unions expected to advocate strongly for fair adjustments.
- **Personnel/Finance Committee – Becky Lusher** – No report.
- **Physical Environment Committee – Becky Lusher** – No report.
- **Staff Development/Service Committee – Tiffani Daniels**
  - Thanksgiving Dinner for students will take place November 25<sup>th</sup>.
  - Deadline for the hat and glove drive is December 12<sup>th</sup>.

## **Announcements**

Minutes taken and prepared by: \_\_\_\_\_  
Katie M. Counts, Program Assistant, Classified Staff Council

Minutes approved by: \_\_\_\_\_  
Lacie Bittinger, Chair, Classified Staff Council

Minutes read by: \_\_\_\_\_  
Brad D. Smith, University President



|                         |                         |                         |                             |
|-------------------------|-------------------------|-------------------------|-----------------------------|
| Adams, Diana            | Felder, Bruce           | McKenna, Char           | Smith, Lindsay              |
| Adkins, Jason           | Fulks, Allison          | McKinley, Garnet        | Sowards, Kelly              |
| Adkins, Kelli           | Gates, Lisa             | McSweeney, Teresa       | Spears, Julia               |
| Adkins, Mike            | Greenwood, Kenneth      | Meade, Mitzi            | Spradlin, Wes               |
| Adkins, Ryan            | Hall, Cody              | Means, Amanda           | Stafford, Robyn             |
| Albright, Traci         | Hanrahan, Elizabeth     | Meddings, Teresa        | Stephens, Sarah             |
| Anders, Brandi          | Hardiman, Jean          | Midkiff, Glen           | Taylor, Robin               |
| Atkins, Christopher     | Harrison, Gerald        | Midkiff, Susan          | Testa, Lesli                |
| Bailey, Cara            | Hendrick, Ashley        | Milam, Darrell          | Thomas, Erica               |
| <b>Baldwin, Jesse</b>   | Henshaw, Kit            | <b>Miller, Nathan</b>   | Thornton, Mindy             |
| <b>Barrett, Nina</b>    | Himes, Eric             | Mirzakhani, Amad        | Tidd, Matt                  |
| Beckett, Barry          | Holiskey, Sam           | Morgan, Brian           | Trapp, Kyle                 |
| Bell, Jodi              | Holmes, Linda           | <b>Morris, Larry</b>    | <b>Tresch-Reneau, Nancy</b> |
| Bibbee, Hailey          | Hurula, Carol           | Morrison, Michelle      | Ulrich, Sarah               |
| Bibbee, Mistie          | Jacobs, Brandi          | Murphy, Katherine       | Vineyard, Jimil             |
| Biggs, Michelle         | Jarrell, Jimmy          | Murray, Heather         | Walker, Bob                 |
| <b>Bittinger, Lacie</b> | Jedd Flowers (External) | <b>O'Neill, Carleen</b> | Walker, Lacey               |
| Bond, Cassi             | Justice, Joe            | Pack, Rebecca           | Waller, Mary                |
| Bookwalter, Robert      | Kennedy, Paige          | Painter, Ginny          | Weaver, Amy                 |
| Booth, Jim              | Kennedy-Rickman, Amy    | Patel, Jyotsna          | West, Lance                 |
| Booth, Sharon           | Key, Chris              | Payne, Leah             | Wheeler, Michelle           |
| Boyce, Charlotte        | King, Beverly           | Penrod, Jodie           | Williams, Allen             |
| Brooks, Monica          | Kompanek, Simone        | Persinger, Daniel       | Wintz, Kathi                |
| Brown, Jennifer         | LaFon, Erin             | Price, Kelli            | Workman, Missy              |
| <b>Brumfield, Mark</b>  | Langer, Jonathan        | Puckett, Tabby          | Xu, Cindy                   |
| Burgess, Brent          | Lapole, Christopher     | Ransbottom, Lisa        | Young, Howard               |
| Bush, Jesseka           | <b>Layne, Mary</b>      | Rhodes, Jessica         | Young, Miriah               |
| Call, Cody              | Legg, Erik              | Risch, Christine        |                             |
| Cantrell-Johnson, Sonja | Levering, Susan         | Roberts, Alice          |                             |
| Chaffin, Perry          | Lewis, Olivia           | Rodkey, Sarah           |                             |
| Chapman, Courtney       | Lopez, Sebastian        | Rose, Angie             |                             |
| Chapman, Mary           | Lucas, Taylor           | Ross, Jerry             |                             |
| <b>Childers, David</b>  | Lupashunski, Spencer    | Roth, Conner            |                             |
| Counts, Katie           | <b>Lusher, Becky</b>    | Roush, Emily            |                             |
| <b>Crawford, Dean</b>   | Mannan, Bindu           | Rowe, Kandice           |                             |
| Curry, Ella             | Marcum, Darian          | Russell, Megan          |                             |
| Cyrus, Meg              | Marcum, Kelly           | Sarah Short (External)  |                             |
| <b>Daniels, Tiffani</b> | Martin, Madison         | Schulenberg, Shawn      |                             |
| Davis, Sarah            | <b>Martin, Nick</b>     | Sharp, Tyler            |                             |
| Decker, Kaleigh         | Mathis, Anita           | Simms, Marcie           |                             |
| Dingess, Kimberly       | McComas, Karen          | Sims, Kristin           |                             |
| Dunmore, Holly          | McDade, Michael         | Slate, Nick             |                             |
| Ellison, Marc           | McDavid, Cristina       | Smith, Brad             |                             |
| Eskins, Katrina         | McDavid, Sherry         | <b>Smith, Heather</b>   |                             |