

Marshall University Classified Staff Council Minutes September 19th, 2019, MSC 2E28 Shawkey Dining Room

Members Present: Chris Atkins, Nina Barrett, Amber Bentley, Lacie Bittering, Karena Burriss, Patty Carman, David Childers, Timothy Cline, Carol Hurula, Dena Laton, Becky Lusher, Mitzi Meade, Teresa Meddings, Missy Morrison, Denise Parks, Rodney Sanders, Marcos Serrat, Samantha Stalnaker, Crystal Stewart, Justin Tyler, Eric Wallace, Tony Waugh,

Members Absent:

Members Absent (Excused): Lisa Maynard,

Guests: Dr. Gilbert, Bruce Felder, Brandi Jacobs-Jones, Jason Baldwin, Meg Cyrus, Amy Saxton

Chair Chris Atkins called the meeting to order. Parliamentarian Becky Lusher verified there was a quorum.

Dr. Gilbert – University President

- Dr. Gilbert commented that he enjoyed the Staff Luncheon, and hopes to continue to the tradition for many years.
- Brandi Jacobs-Jones helped with International Housekeeping Week, and Dr. Gilbert spent some time shadowing a housekeeper as part of that.
- The John Marshall Leadership Fellows Program will run again this year. They sat down with last year's team of members and asked whether they thought the mixing of Staff and Faculty in the same cohort was good or not. The response they received was that yes, it was good to do it that way.
- Three people have been interviewed for the Ombudsman/Civic Engagement Coordinator.
 - The individual hired will assist employees with issues, but they will be a neutral resource who will not advocate for or against either the employee or Marshall.
 - The individual will spend half of their time as the Ombudsman and half as their time as the Civic Engagement Coordinator.
 - The position will be called an "interim" as a 1 year trial position. After that time, it could possibly be split into two positions if it's too much for one.
 - The inclusion of an Ombudsman position was a recommendation from the first John Marshall Leadership Fellows group.
- Marshall has received the recognition as a top tier school in the "National Universities" category by U.S. News & World Report.
- HEPC has given word that we may need to start preparing for a 4-5% mid-year budget cut.
 - If not mid-year, then there will probably be an end-of-year cut.
 - Marshall will be looking at ways of budgeting the cut.
 - If the increase in freshmen classes keeps up, like this year's 4.5% increase, that will help with future cuts.

Jason Baldwin – Budget Manager

- Jason echoed the potential for a budget cut, and added that a 4.5% mid-year cut would equate to around \$2-\$2.5 Million.

Bruce Felder – Human Resources

- There will be a Health and Wellness Fair for faculty, staff and students in the Memorial Student Center on October 10th from 10am-2pm.
- The HEPC has named TIAA-CREF as the sole record keeper for WV Higher Education employee's retirement funds. This will only affect 57 Marshall Employees who had previously opted for Great West. Their funds will be managed under the TIAA umbrella. TIAA-CREF now has all of the same stock options that Great West had.
- The Marshall Compensation Plan is still underway and the goal is to finish this semester.
 - General information on this can be found in a 25 page document online called Salary Administration Guidelines. However, they still plan to finalize a version that is more suited to Marshall specifically.
- An email was sent to employees giving guidance on comp time and how it works and how it's used.
 - Comp time expires after one year.
 - The first comp time accrued will be the first comp time used when comp time is taken.
 - Bruce said he could look into adding the comp time balance to the annual accrual report.
 - Leave coordinators can run a report telling when an employee's oldest unused comp time was accrued.

Does comp time and overtime need to be approved ahead of time EVERY time? – Bruce replied that a paper agreement can be done for any length of time (week, month, 6 months, a year, etc) that states what the employee and supervisor have agreed to regarding earning comp time or overtime.

Can hours be flexed to accommodate for doctor's appointments and such things? Like to work over on one day so as to make an appointment another day and not have to use any leave? – Bruce replied that yes, hours can be flexed with prior approval from a supervisor. However, it still has to amount to 37.5 hours. Also, it has to be all in the same week; you can't flex hours from one week into another week.

Can comp time be accrued if sick/annual time has been taken in the same week? - No, the 37.5 hours must actually be worked first.

Do you have any information regarding the court case against the State Auditor regarding the back pay resulting from the change from 24 to 26 pays? – Bruce replied that he doesn't know anything more than the general public, although Marshall has not been required to send our information detailing the conversion. At this point there has only been mediation at the HEPC level.

Minutes

August 15th, 2019 Minutes approved as written.

Carol Hurula – BOG

Carol sent the following notes out to Staff Council:

BOG Representative – Carol Hurula

**Disclaimer: This is my interpretation of each meeting and presentation and are not verbatim conversations. Any questions or clarification, please notify me.*

BOG Meeting on September 12th at MSC

Four new members were sworn in:

Bill Noe, MU graduate and retired chief operating officer of Netjets.
Sandra Thomas, MU graduate and partner at Dixon Hughes Goodman.
Stephanie Rogner, MU Student Representative
Dan Holbrook, MU Faculty Representative

Approvals:

- Approved minutes from June 28th meeting.
- Reviewed the following policies with some recommended edits which were then approved. Will go out for thirty-day comment period if any edits.
 - AA-6, AA-9, AA-11, AA12, AA-13, AA-15, AA-17, AA-32, AA-33 and AA-34
 - FA-5
 - GA-7 (re-write of policy), GA-10, GA-11, GA-12, GA-15 and GA-17
 - IT-1, IT-2, IT-3 and IT-4
- Approved Investment Earnings July 31, 2019.

President's report:

- Recognized faculty members that MU and community recently lost
- Good news!! Listed in the US News & World report. Ranks Marshall in top tier of nation's universities for the first time.
- Ombudsperson – three interviews conducted. No hire decision to date. Employee will play a neutral role. Job to be one-year interim appointment.
- Discussed affordable textbook program and recognized Hanna and Hunter for their effort in reducing costs to students.
- FAM – Freshman connection program. Sense of belonging on campus. 19 upper classes with all freshman. 19 mentors. Congratulate Dr. Sherri Smith for putting retention program together.

Friend at Marshall. Radical hospitality.....Dr. Kateryna Schray, Director of FAM has a passion for students. Allison Grassie Assistant Director.

- Again, thanked board for approving the aviation program. Reviewing program in Florida (Flight Academy) as well as SUU to form joint venture.
- Upcoming travel to Japan & Korea with WV Department of Commerce and Appalachian Power September 22nd for ten days of exploratory research at several Aerospace and automotive companies, biotech medical engineering, visit four universities, possible student exchange program, recruitment and talk to companies about relocating to the Mountain State.
- Homecoming will be October 26th where we play WKU. Parade on the 24th. Will be a groundbreaking ceremony for the new baseball stadium at 10am.

The following **committee reports & updates** are scanned and attached.

Operations & Facilities Planning
Athletics
School of Medicine (no handout provided)
Academic Affairs (colleges & units)
Student Affairs
Student Government Association (no handout provided)

Board entered into Executive Session under authority of WV Code 6-9-A-4

After some time, the Board came back into open session.

Motion & approval to pursue further information relating to estimated value of property to determine if potential costs and if investment in land is feasible.

Motion & approval to increase President Gilbert's salary at \$40,000 (9.3%). He previously declined any increase and has not asked for this increase. This is his first raise since becoming President in 2016.

Meeting adjourned 12:28 p.m.

The next Board of Governor's meeting will be October 31, 2019.

Committee Reports

Election Committee – Nina Barrett – No report.

Legislative Committee – Carol Hurula – No report, but Chris added that there was an article on Metro News about the potential for a 4-5% budget cut. July and August budget numbers were bad, but the September budget numbers look to improve a little bit.

Personnel/Finance Committee – Lacie Bittinger – No report, but Lacie encouraged members to be aware of fellow faculty, staff and student mental health needs or concerns. Marshall has some good

resources such as the Counseling Center. Also, the psychology clinic will provide counseling for \$25 a session. She added that the Mental Health First Aid Training provided was a good training that would be recommended if it's offered again. Carol added that it would be helpful to add some links to resources on the Staff Council webpage.

Physical Environment Committee – Crystal Stewart – No report.

Service/Staff Development Committee – Missy Morrison –

The September and October service project is to take up donations of coats to give away at the distribution on November 2nd to the street outreach. Any remaining coats are taken to Harmony House, City Mission and Foster Closets.

Crystal Stewart said that the Food Bank at the old MRI building wants to give away food to students at the end of the semester to get through winter break. She will find out what is needed, and the November service project will be to take donations for that.

November 26th Council will be holding the annual Thanksgiving Dinner at the Campus Christian Center from 5pm-8pm. We will meet there at 2pm that day to begin cooking. Hopefully Sodexo will once again donate Turkeys, and we are also asking for donations from Walmart, Sam's Club, and Foodfair.

Announcements

- The annual Thanksgiving Dinner to be held for students on campus the week of Thanksgiving break will be on Tuesday, November 26th from 5pm-8pm at the Campus Christian Center.
- We will look into taking up another t-shirt order as well.

Minutes taken and prepared by: _____
Katie M. Counts, Program Assistant, Staff Council

Minutes approved by: _____
Chris Atkins, Chair, Staff Council

Minutes read by: _____
Dr. Jerry Gilbert, University President