

## **Marshall University Classified Staff Council Minutes**

November 15<sup>th</sup>, 2018, MSC 2E37 John Spotts Room

**Members Present:** Chris Atkins, Nina Barrett, Lacie Bittinger, Karena Burriss, Patty Carman, Tootie Carter, David Childers, Timothy Cline, Katherine Hetzer, Carol Hurula, Leonard Lovely, Lisa Maynard, Teresa Meddings, Tim Melvin, Missy Morrison, Marcos Serrat, Crystal Stewart, Justin Tyler, Tony Waugh

**Members Absent:** Amad Mirzakhani, Jami Smith

**Members Absent (Excused):** Toni Ferguson, Jonathan Sutton,

**Guests:** Dr. Gilbert, Dr. Jaime Taylor, Mark Robinson, Bruce Felder, Brandi Jacobs-Jones,

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

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

- The John Marshall Leadership Fellows Program has had 72 applicants from both Staff and Faculty.
  - They will be announcing the 18 or so people who are selected once they come to a decision.
  - There will be a reception Dec. 10<sup>th</sup> to announce those who are selected.
- There will be a public forum on Nov 27<sup>th</sup> at 5:30 in Student Center to discuss a possible renaming of Jenkins Hall.
- The previous week one of largest gifts in Marshall history was given in the amount of \$25 million dollars, from Brad and Alys Smith, for the Lewis College of Business.
- We're close to finishing the final stages in order to begin building a baseball stadium. It will hopefully be built on the old flint property between 5<sup>th</sup> Ave and 3<sup>rd</sup> Ave. There has already been a few million dollars raised towards the \$15 million goal.
- We will be starting the silent phase of the capital campaign after the 1<sup>st</sup> of January. There will be an opportunity for faculty and staff to join in the campaign as well, and no gift is too small.

### **Dr. Jaime Taylor – University Provost**

- Around 600 people attended Green & White day.
- This year's first Green and White Day had a higher attendance than last year.
- This year's second Green and White Day had an attendance similar to last year.
- There have already been 577 people sign up for the December Green & White Day and there is still half a month to go until it takes place.
- Parents attending have received a lot of information, and many attend because someone else told them about it.

### **Mark Robinson – CFO**

- Minimum salaries will be implemented.

- Revenue and tuition are down but Mark said they are still confident they can balance this year's operating budget. However, they may scrutinize requests for more funding this year.

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

- The holiday schedule is posted on the website. We return from Christmas break on January 3<sup>rd</sup>.
- They have hired a full time Title 9 investigator, who will start January 7<sup>th</sup>, the Monday after we return from break. Bruce gave his thanks to those who helped with the Title 9 investigations prior to this full time employee coming on.
  - *Will they continue after they finish up the current cases?* – Crystal Stewart – Yes but the hired individual will take on the cases that require a heavier load.
- Equity programs have relocated to 324 OM.
- The new Title 9 Office will be across the hall in 322B. However, the support staff will be in 324.
- Class and comp timeline has been updated on the website. A few updates include compensation philosophy, which will be released in December.
- Minimum funding will be added to Dec. 7<sup>th</sup> paychecks. This means anyone who makes less than the minimum salary range on their new salary schedule will see an increase in their pay on that paycheck. Human Resources will send out a letter in mail after thanksgiving letting those individuals know.
- All other employees effected in slotting will be released in the spring. They're still working on classifications and some could still be found to not be at minimum. They're also working on breaking trade specialists out into their actual professions, and they're a few weeks away from finishing those.
- Jobs posted after Nov. 10<sup>th</sup> are posted with the new minimum salary range. However, they don't plan to hire anyone until after the holidays.

*An employee in our office received a notification out of the blue that their title had been reviewed and changed without their knowledge. This change bumps them down into a lower salary range with the new system, and they will receive a significantly smaller raise. This has been a disheartening change for the employee, especially since no one in the office knew it was coming or even had it discussed with them to know if it was an appropriate change. While we've known all along that slotting of positions could change, it was not clear that actual titles for people could change. – Lacie Bittinger – Bruce commented that they are reviewing all of the classifications and this will be ongoing until the letters go out in the spring telling employees where they fall in the new system. Once those letters are received employees will have the opportunity to challenge that classification and have a one-on-one conversation about it.*

- There will be a large undertaking among advisor positions. They will be looking at those positions from more of a career ladder standpoint.
- All job classifications are being reviewed, and have been since before the website was updated.

*Do you look at individual jobs or titles? – Carol Hurula – Both. Bruce stated they are looking at duties and responsibilities and other jobs that do similar things. Things will change with advisor career ladders.*

*We've been told since February that our job titles correspond with a new title and new paygrade on the website. How many people have been changed from what was originally communicated and negatively*

*impacted like this?* – Bruce said there are probably about 6 who have been changed and moved down, but at least 52 that will be moved up from a review that was just conducted.

- There will be fluctuations and adjustments with the classification and compensation system until individuals receive their final letter in spring.

*Years ago the paint shop was raised from a paygrade 12 to a paygrade 13 because we were doing so much carpentry work. How will that be effected by the new system?* – Tony Waugh – All of the trades will be split by occupation and there will be a master job spec for them. If a painter's master job spec has carpentry work that is more heavily weighted then the occupation will be changed from painter to carpenter. An electrician should have duties that reflect that of an electrician.

- Once the new system outlines particular duties for each trade: electrician, painter, HVAC, carpenter, etc. and the pay range for each it will make complete sense and there will be no confusion.

*Will there be a difference in pay between a carpenter and a painter?* – Tony Waugh – No, not in the new system. They would each be a paygrade 4.

*How will the trade specialist positions look that actually do a little bit of everything in their building from electric to HVAC, etc.?* – Dave Childers – Bruce replied that for those positions there will be a title called General Maintenance Mechanics, and there will be a General Maintenance Mechanic I and II based upon the skills needed. Currently the General Maintenance Mechanic I falls into a paygrade 4 and a General Maintenance Mechanic II falls into a paygrade 5.

*For clarification, when was the practice of changing job descriptions or titles changed? In February the question was asked "are you changing our job descriptions or titles" and your answer was "no".* – Katie Counts – Bruce said that they made the change based on the information they had and he stands by the decision.

*Are managers being consulted in this process? Or are they in the process at all of reclassifying?* – Chris Atkins – Some supervisors and deans have been spoken to depending on the positions. In some cases Human Resources has just made a judgement call and they won't change it at this point. They have identified those are the best places for those individuals at this time, and in terms of advising there will be more changes forthcoming.

*Are we still doing PIQs or Job Descriptions?* – Leonard Lovely – No, not PIQs. Yes, Job Descriptions.

*Is there still a foodbank on campus and is it for everyone or only students?* – Leonard Lovely – There is a foodbank in the MRI building, but it may possibly be only for students. Bruce said he would try to find out more.

### **Minutes**

The October 18<sup>th</sup>, 2018 minutes were approved as written.

### **Carol Hurula – BOG**

Carol sent the following report via email and went over the points in the meeting:

*\*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 October 25, 2018**

- Approved minutes of August 23, 2018.
- Approved investment earnings update.
- Approved action item, classified employee salary schedule and minimum salary increases.
- Approved action item, sale of 1.627 acres in South Charleston, WV to Islamic Association of WV.
- Approved Policy No. GA-18 Native American Graves Protection and Repatriation Act

Budget Presentation by Katrina Eskins, Budget Director.

Bill McClair, Independent Auditor, audited financial report for FY 2017-2018.

1. Unmodified (highest ranking for audit report).
2. Null material weakness.
3. Only one audit adjustment (speaks highly).
4. Composite Finance Index - improved 10% over the prior year, has continued improvement over the years.
5. MU for 2<sup>nd</sup> year in row ranks #1 in WV.

**President's Report:**

- Enrollment number one priority.
- Green & White Day enhancement on October 12<sup>th</sup>. Lots of excitement in Recreation Center. All colleges in one place provided greater opportunity for students and parents. Next Green & White Day's will be November 12<sup>th</sup> and December 1<sup>st</sup>.
- Last week enrollment submitted to HEPC. Up from 13,010 to 13,178. Almost all increase in high school students (80% increase for HS). New freshmen enrollment is down -123. Decrease is in West Virginia students.
- HEPC will release overall enrollment numbers in coming weeks.
- Continuing high school visits. New salary structure in place for recruiter's should have an impact on retaining experienced staff.
- Homecoming win against FAU. Two announcements made at game; baseball field and new school of business building.
- Visited Columbus, Ohio, with Fairfield Alliance committee to see how they helped their neighborhoods revamp. Hopeful to get supermarket / retail businesses nearby for new Pharmacy School / housing.
- RCBI hosted conference last week on Aerospace. Attendees from WV, OH and KY. Senator Capito supporting Appalachian Sky initiative, aimed at attracting aerospace and aviation companies to central Appalachian- would be major boost to aerospace industry in WV.
- Feasibility study Tri-State and Yeager Airport in relation to aviation school.

- Alliance for the Economic Development of Southern West Virginia, WV Community Development Hub and Coalfield Development conference last week. Economy suppressed in southern West Virginia and how higher education could help stimulate economy.
- Creation of John Marshall Fellows Leadership program. Dean Bookwalter and Brandi Jacob-Jones spearheading committee. 11/2/18 deadline for applications. Will then announce first class of fellows. Thanks to Dean Bookwalter and Brandi for taking on this initiative.
- Since passing of Hal Greer, committee formed to look at possible statue in his honor. Six proposals submitted have been narrowed to three. January 12<sup>th</sup> hosting Hal Greer family and will unveil drawing and kickoff fundraiser for statue.

**Chair Report:**

- No report.

Entered into Executive Session.

Meeting adjourned 12:07pm

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**Academic & Student Affairs Reports:**

- College highlights (see attached).
- Student Affairs (see attached).
- Athletics (see attached).
- Student Affairs (see attached).

**Finance, Audit and Facilities Planning Reports:**

- Financial report for fiscal year 2017-18
- Investment earnings update.
- NAGPRA policy.
- Classified employee salary schedule & minimum increases.
- Sale of 1.627 acres.

**Facilities:**

- Phase 3 of Jenkins Hall now on third floor– complete spring 2019.
- MSC improvement updates as suggested by SGA President proposed for summer 2019.
- 2019-2029 Sodexo agreement includes an improvement plan for retail space.
- ½ million improvement plan for bookstore.
- ADA elevator & roof repair in Old Main.
- Gullickson repairs – practice gym and weight room.
- Twin Towers East improvement over summer now looking at Twin Towers West to phase improvement in summer.
- 1,700 boy scouts to be housed summer 2019 Jamboree.
- Emotional support animals on campus. 12 dogs, 10 cats, 1 rabbit, 1 guinea pig, 1 rat.

- Rolling Thunder Bike program launched. 30 bikes. Download app. Check out for two hours at a time. As of last Tuesday, 289 checkouts, 555 trips, 702 miles biked.

### **Committee Reports**

***Election Committee – Nina Barrett – No report.***

***Legislative Committee – Tim Melvin – No report.***

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

***Physical Environment Committee – Crystal Stewart –***

- Crystal stated that she received an email that at one point there were no working elevators in Smith Hall. The building has 4 elevators but usually only 1 to 2 of them are working.
- Crystal added that her office has been talking about ways of including other holidays on campus.
- Crystal also stated that they have been thinking about how useful an active shooter training would be on campus. Chris added that if the committee wants to come up with a recommendation to bring to Council then we can present it.

***Service/Staff Development Committee – Missy Morrison –***

- The coat donations were handed out the first weekend in November. They had about 500 coats and individuals came in and received one-on-one attention picking one out coats as well as hats and gloves. Leftovers were taken to Harmony House, Recovery Point, and the Kenova Baptist Foster Closet.
- Tuesday, November 20<sup>th</sup> will be the Thanksgiving Dinner that we are having once again for students in the Campus Christian Center. We will go over at about 2:00 and start to setup and cook. The dinner will be from 6:00-8:00, and the committee is planning for 400 people. Sodexo is providing and cooking the turkeys and the rest of the food and supplies are being split up and donated from various sources.
- Staff Council will be taking donations for the annual holiday project for the Veteran's Home and the Street Ministry. The street ministry items will be handed out on the morning of Saturday, December 15<sup>th</sup>.
- Missy added that in terms of future events it would be great to bring back the festival of trees.

***Ad Hoc Scholarship Fundraising Committee – Tim Melvin – Carol announced on Tim's behalf that the scholarship is fully endowed. According to the email from Foundation:***

- It will be invested next month during normal rebalancing. Spending for the following fiscal year is calculated as of 9/30 of the previous year. The earliest spending for this endowment would be calculated as of 9/30/19 and available 7-1-20 (FY21).

### **Announcements**

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

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

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