

Marshall University Classified Staff Council Minutes

October 18th, 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, Jonathan Sutton, Justin Tyler, Tony Waugh

Members Absent: Amad Mirzakhani, Jami Smith

Members Absent (Excused): Toni Ferguson, Crystal Stewart,

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

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

Dr. Gilbert – University President

- Dr. Gilbert stated that they announced this week the beginning of the John Marshall Leadership Fellows Program for faculty and staff. More information will be forthcoming, and the program will begin in the spring. Dr. Gilbert encouraged anyone interested to apply for the program. There will be once-a-week meetings which employees will be permitted to attend without need to use accrued leave.
- At the following Thursday's Board of Governor's meeting the BOG should be approving the minimum salary schedule. Marshall has also set aside \$219,000 in order to raise 128 employees who are below the minimum of the new salary schedule.
- Dr. Gilbert extended his thanks to everyone involved in the Green and White Day showcase in the Rec Center, which was an overwhelming success.
- Enrollment figures have just been submitted to the HEPC. Enrollment is up slightly with 13,178 students in fall 2018, however we're down on full-time equivalency students by 174. This is because close to 1,500 high school students are enrolled part time at Marshall. This reduction in FTE students will result in about a \$1.5 million reduced revenue below last year.
- Homecoming festivities are ongoing with an office decorating contest during the day, and the parade and bonfire in the evening. A 5k run called the 5k stampede will take place Saturday followed by the alumni tailgate and homecoming game.
- The rollout of the Rolling Thunder program will be the following day.

Mark Robinson – CFO

- Mark echoed Dr. Gilbert's report that we are slightly down on revenue, but that he's fairly certain it can be absorbed and that they still have an obligation to pay the raises.
- The adjustment for parking fees that were deducted pre-taxed will take place on the October 26th payday and it will result a slight difference in checks.
- Mark announced that there has been a lot of phishing activity and encouraged everyone to be wary and report any potential phishing to the phishing@marshall.edu email.

Dr. Jaime Taylor – University Provost

- Dr. Taylor stated that they are currently working on both a University Strategic Plan and a Diversity Plan.
 - They are working on a way for the Staff Council body to send information to Chris, who will compile a report to send back to Dr. Taylor.
 - He emphasized that Staff Council should have conversations with those they represent and when sending feedback to remember that it's not just their opinions but also the opinions of those they represent that are needed.
 - The groups that are participating in giving feedback are:
 - Deans' Council
 - Faculty Senate
 - Graduate Council
 - Classified Staff Council
- Dr. Taylor thanked everyone who participated in Green and White Day, which is seen as a great recruitment tool.

Bruce Felder – Human Resources

- Bruce thanked everyone for their participation in the Health and Wellness fair on October 11th, which saw over 400 people show up for. The event was very successful.
 - Gave out 300 flu shots
 - Gave out over 50 Hepatitis A shots
 - Gave away door prizes including an iPad, athletics tickets, and a bookstore gift card.
- Bruce echoed Dr. Gilbert's statement that they are pleased to be funding the minimum of the new salary schedule in either November or December.

What is the University's stance on the value of employees with more longevity? The funding of the minimum of the salary schedule without raising salaries of employees who have been here much longer has been viewed negatively by those employees with more longevity. – Chris Atkins – Bruce replied that getting employees properly aligned will not be a one-time thing, and that it will be a process involving assessments and distribution of funds when available.

What happens if you're already above the maximum on the new salary schedule? – Nina Barrett – Bruce stated that it would work the same as being at the maximum on the old salary schedule. Their intention is to reward employees who continue to perform well at the top level of their salary schedule with lump sum amounts as funds allow, either by adding it to base pay or by paying it all at once. Also, the maximum of a pay scale will still be able to change as the market changes and the new system pulls in that data every few years.

Is the salary schedule information national data or are there regional factors considered? – Lacie Bittinger – There are regional factors.

Will we still get a letter in the mail about our new pay range before it goes into effect, and will anything be changed online? – Karena Burriss – Bruce stated that the timeline got bumped up and some people will get brought up to the minimum of their place on the new salary schedule before spring, but

sometime in the spring everyone will still get a letter stating where they are on the new salary schedule. However, most everything online is accurate and will remain the same.

The Governor recently stated he would like to give another 5% raise to State employees. Will we as well?
– David Childers – Mark Robinson said that the potential raise is still just a proposal at this point. Dr. Gilbert added that if it passes and they give us money to put towards the raise it probably won't be enough to cover it, but they will do what they can to find the rest of the money needed.

If there are additional raises, is it correct that it will go to all employees across the board and not into the new system? – Chris Atkins – Dr. Gilbert stated that we would probably have the option to do it either way, but that he would prefer to do it across the board. – *Chris pointed out that if we do across the board percentages that the percentages for classified staff are significantly lower than percentages for faculty and non-classified staff.*

Debbie Hart – Equity Programs

- Debbie gave her thanks to everyone who has assisted in moving Title IX Program forward. There will be an online training program launched Monday if anyone would like to take the 1 hour course.

Where will you access the training? – Tim Cline – It will be accessible through myMU.

Megan Archer – United Way

- Marshall University has raised over \$700,000 for United Way since the Workplace Campaign was implemented.
- Anyone who donates this year will have the opportunity to win prizes.
- More information can be found at www.marshall.edu/unitedway
- Online donations can be made through <https://www.marshall.edu/unitedway/give-now/>.

Minutes

The September 20th, 2018 minutes were approved as written.

ACCE – Tim Melvin

- Bruce Cottrell from HEPC attended the September ACCE meeting at Marshall.
- The group started out talking about which institutions have been brought up to the minimum on the pay scale and which haven't. At that time it looked as though Marshall and WV State were the only one that hadn't.
- Worked on developing a brochure to give to the legislators.
- Talked about the Blue Ribbon Commission and the funding model they proposed.
- Talked about subsidizing out-of-state students to get more out-of-state students here at Marshall.

Committee Reports

Election Committee – Nina Barrett – No report.

Legislative Committee – Tim Melvin – No report.

Personnel/Finance Committee – The committee has a new chair, Jonathan Sutton.

Physical Environment Committee – Crystal Stewart – No report.

Service/Staff Development Committee – Missy Morrison –

Tuesday, November 20th 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.

Missy is also taking donations of coats, hats and gloves for the street ministry to be distributed on November 3rd.

Ad Hoc Scholarship Fundraising Committee – Tim Melvin – Tim will check to see if we can do the silent auction once again at the Christmas party.

Announcements

- Chris said that they are working on coming up with a Qualtrics Survey to distribute to Staff Council to gather input from staff for the Strategic Plan that Dr. Taylor is working on.
- Chris told Council that he would appreciate some feedback on Staff Council’s opinions of the new salary schedule and what sort of stance Staff Council should have towards it. He doesn’t want to have the discussion in the open forum of a Staff Council meeting but would value input given directly to him or the executive committee.
- Chris announced that he emailed Bruce Felder the following questions. Bruce’s answers are in red:
 1. How many classified employees will be getting the raises? – Approximately – 128
 2. How much money total will be included in the raises? Approximately \$219,000
 3. What % of employee jobs have had their PIQ revised within the last three years (total classified employees not just those receiving a raise)?

2015	80
2016	128
2017	61
2018	38
	307

4. What does HR define as equitable in terms of pay for the same type of position?

This is actually defined in code – If an employee is paid within the pay range for a specific position, they are considered to be equitably paid.

5. Can you give us a history of the number of total classified employees that the university has employed over the past 10 years?

The department of institutional research publishes these numbers on their website. I'll try to pull them for you today.

- According to Staff Council records there were 668 Classified Staff Employees in March 2008. In May of 2018 there were 587.
- Chris pulled the following numbers from the institutional research website of actual employees:
 - Fall 2013 – 632
 - Fall 2014 – 643
 - Fall 2015 – 623
 - Fall 2016 – 619
 - Fall 2017 – 588
- Chris pointed out that while considering the pay scale, the minimum of a pay range is actually 30% below what the market pays for it. Additionally, the market pay has been adjusted for West Virginia by lowering it 8% from the national market.

If someone reaches their market cap, how does that cap ever move higher? – Jonathan Sutton – It can change based upon the market study changes and inflation.

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