

## Marshall University Classified Staff Council Minutes

April 18<sup>th</sup>, 2019, MSC 2E37 John Spotts Room

**Members Present:** Chris Atkins, Nina Barrett, Lacie Bittinger, Patty Carman, David Childers, Timothy Cline, Katherine Hetzer, Carol Hurula, Becky Lusher (Parliamentarian) Lisa Maynard, Teresa Meddings, Missy Morrison, Justin Tyler, Tony Waugh

**Members Absent:** Toni Ferguson, Leonard Lovely, Amad Mirzakhani, Marcos Serrat,

**Members Absent (Excused):** Karena Burriss, Crystal Stewart

**Guests:** Brandi Jacobs-Jones, Bruce Felder, Miriah Young, Meg Cyrus, Amy Saxton, Sarah Quarles

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

### **Brandi Jacobs-Jones – Sr. VP of Operations**

- There was a special BOG meeting called the previous week to approve tuition and fees.
- The following week will be a regular BOG meeting. Some of the items on that agenda include:
  - A 4% raise.
  - Renaming of some programs, including the Reading program is being changed to Literacy Education.
  - Doctorate in Business Administration
  - The School of Medicine will request approval from the Board for a Physician's Assistant Program.
- Construction is progressing quickly on the new Stephen J. Kopp Hall, new home for the School of Pharmacy, as well as the 280 Unit Grad Student and Medical Education Student housing building on Fairfield Landing.
- John Marshall Leadership Fellows Program has had a successful semester.
  - 19 Faculty and Staff Members
  - One of their tasks was to pilot a program relating to inclusion. They will present that to the President and Senior Leadership the following Tuesday.
  - There will be a reception for them on May 7<sup>th</sup>.
  - They had the opportunity to participate in a masters class in leadership in which Brad Smith gave a small presentation and answered many questions.

### **Miriah Young – Proxy for Mark Robinson, CFO**

Miriah reiterated that the 4% raise will be coming before the Board the following week and asked if there were any questions she could take back to Mark.

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

- The final compensation letters were emailed and interoffice mailed to all classified staff members at the end of March. There are still a few job family reviews left to finish however.

- Employees can request their slotting be reviewed at any time by filling out the Job Description Form and the Review Request form.
- Human Resources reserves the right to have 45 business days to reply to the request.
- Employees then have 10 days to submit an appeal if they desire to do so.
- The Financial Aid job family was completed.
- Everyone got a letter, but if someone is part of a job family review that was completed after the first letter, then they will receive an additional letter when the job family is completed.
- June 6<sup>th</sup> and 7<sup>th</sup> there will be Compensation 101 Training
  - There will be 6 sessions to choose from between those two days.
  - They will talk about terms like Market and Midpoint, compensation structures, etc.
  - The training will be recorded for those who can't make it.
  - Bruce has invited Bruce Cottrell or a representative of HEPC if he is not able to make it.
- Open enrollment has begun and will last until May 15<sup>th</sup>.

Bruce opened the floor to questions.

*If we submit a benefit change form will we get a notification when it's processed? – Lacie Bittinger –*  
Bruce said not from HR, but you can check with PEIA or Mountaineer Flexible Benefits online.

*Did supervisors get a communication about where their employees were slotted? – Patty Carman -* No, but you can show them and if you wind up doing a job description form their signature will be required.

*Will there be forthcoming letters to members of Physical Plant with new titles? If so, do you have a timeline for when that will be done? – Dave Childers –* Before the end of this fiscal year they will know, and they will send a letter once they know they have any funding necessary.

*When I filled a job description form in October the response received said I was where I was supposed to be according to my PIQ. However, you had already said that we were no longer using PIQs. – Dave Childers –* Bruce said that they were still working on the transition from using the PIQ terminology and they officially went away from it in November. Going forward, "Job Description" should be used in place of PIQ. Job Description is used to describe a job position (plumber, electrician, etc.) and not specific to one particular individual, whereas the PIQ was specific to the individual.

*Would it be possible to list the Job Description in the letters to the Trades Specialists they will receive with their unique titles? – Carol Hurula –* Bruce stated that they could include the Master Job Spec for that position, but the actual Job Description for the position will need to be derived from the department.

*Will everyone be qualified for the 4% raise? – Crystal Stewart –* It's being presented to the Board as an across the board 4% raise for all faculty, classified staff, and non-classified staff.

- Brandi Jacobs-Jones read from the BOG agenda that approximately 567 classified employees will receive the increase.
  - All classified employees employed prior to the effective date of the increase are eligible.

- Classified employees in the professional schools of Medicine, Pharmacy and Physical Therapy are included in the increase.
- Effective date will be pay period beginning on July 6<sup>th</sup> for 12 month employees, August 17<sup>th</sup> for 9 month employees.
- Approximately 540 faculty will be eligible for the increase.
- Approximately 314 non-classified employees will receive the increase.
- The President is not eligible, employees whose salaries are governed by employment contracts are not eligible.
- Non-classified or other employees of the professional schools of Medicine, Pharmacy and Physical Therapy are excluded from these salary procedures, but with approval of the President they are authorized to award an appropriate salary increase for their respective employees.
- Any non-classified or other employee whose initial start date is on or after the effective date of the increase is ineligible.

*Are Advising, Accounting/Finance and IT the only employee groups left to review? – Chris Atkins – Yes, and that is also the order in which they will likely review them.*

#### **Crystal Stewart & Sarah Quarles – IT – Multi-Factor Authentication**

- Multi-Factor Authentication is a 2<sup>nd</sup> step toward verifying your login.
- It has been enabled for all students and anyone who has been a student in the last 2 years. They should be getting a pop-up notification and if they need help with that send them to the IT Service Desk.
- Banner users will soon be seeing the same multi-factor authentication request.
- Crystal introduced Sarah Quarles, who works in the Information Security Office.
  - Sarah reiterated that it's an extra layer of security.
  - You have to put in your password as well as accept an invitation on your phone.
  - Will only affect you off campus, not on campus.
  - You can verify your device for 30 days.
  - There is an app that can be downloaded for the authentication process.
- Also, V-Drive is going away and we are switching to One Drive.

*About a week after I setup the multifactor authentication I got a random confirmation code, what would this mean? – Lacie Bittinger – It could either mean that someone tried to access your account, or that your device was trying to re-authenticate.*

#### **Minutes**

March 21<sup>st</sup> 2019 minutes were approved as written.

#### **Carol Hurula – BOG**

- The BOG had a special call-in meeting on April 10<sup>th</sup> and approved tuition and fees for the coming school year.

**Committee Reports**

**Election Committee – Nina Barrett** – The next general election will take place on April 25<sup>th</sup>-April 29<sup>th</sup>.

**Legislative Committee** – No report.

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

**Physical Environment Committee – Crystal Stewart** – The committee has discussed the issues of salt, ice and snow as well as the elevators.

**Service/Staff Development Committee – Missy Morrison** – Missy brought up a new service proposal to provide snacks for a softball league benefitting people in substance abuse recovery. 10 teams have been formed and play 4 games each Saturday. Snacks for one game would be for 30 people, or snacks for a whole day's worth of games would be for 120 people. Depending on how many donations we receive we could sponsor one game, or the whole day of games.

Another need throughout the summer is deodorant for Harmony House, the City Mission, etc. if anyone would want to take up donations for that.

**Announcements**

- The Staff Recognition Luncheon and Service Awards will take place a little later than usual this year, on September 4<sup>th</sup>. This will also be the same day as the MSC re-opening after its major renovations, and will provide a nice opportunity to let the staff members come and see the changes.
- Conversation took place on possibly getting a bench installed at the plane crash site as a memorial and for people to be able to sit and reflect, as well as cleaning up the brush. Council agreed to pursue looking into fundraising and what options there are for a bench.
- The past weekend was a 2<sup>nd</sup> Annual Disc Golf tournament on campus with around 60 players.

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