

Marshall University Classified Staff Council Minutes

March 21st, 2019, MSC 2E37 John Spotts Room

Members Present: Chris Atkins, Nina Barrett, Lacie Bittinger, Patty Carman, David Childers, Timothy Cline, Toni Ferguson, Katherine Hetzer, Carol Hurula, Leonard Lovely, Becky Lusher (Parliamentarian) Lisa Maynard, Teresa Meddings, Tim Melvin, Missy Morrison, Marcos Serrat, Justin Tyler, Tony Waugh

Members Absent: Amad Mirzakhani

Members Absent (Excused): Karena Burriss, Crystal Stewart

Guests: Dr. Gilbert, Dr. Taylor, Bruce Felder, Mark Robinson, Meg Cyrus, Bindu Mannan

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

Dr. Gilbert – University President

- The State has given the University money to do 3% raises, but we'll try to do more if possible.
- Whatever amount of the raise winds up being, it will go into effect July 1st.

Dr. Taylor – Provost

- Marshall is looking into establishing an Aviation program.
 - A group that looked at economic development in West Virginia also looked at air and space programs and determined that an Aviation Maintenance Technician Program would help attract companies. Finding individuals in that field are difficult and companies will relocate to areas that the individuals are.
 - Yeager Airport got involved and said we should be looking at doing a Fixed Wing Pilot program because there is a shortage currently.
 - Delta said they would need another 8,000 pilots in the next 8 years.
 - The demand for pilots is going up, and pilots have a mandatory retirement age.
 - Utah University has offered to help get a helicopter program started at Marshall University because more programs are needed closer to the East Coast.
 - Tri-State Airport is probably going to work with Marshall for the Aviation Maintenance program.
 - Funding for a School of Aviation would come from Marshall University startup funds, but would be required to pay those funds back to the institution within 5 years.
 - By their junior year aviation students should have completed their flight hours and could be paid as a certified instructor while still in school their senior year.
 - Many students in these programs are expected to come from out of state. The pilot program is expected to be more traditional students coming out of high school, and the helicopter program is expected to be more non-traditional students.

Mark Robinson – CFO

- Some of the legislation that did not pass would have cost the University almost \$8 million if it had passed.
 - The campus carry bill would have had \$500,000 in costs had it passed.
 - The legislature was looking into part of our savings that we use to balance our budget with. The cost of that is \$4-5 million.
 - There could have been a surcharge for each person signed up for PEIA, but that didn't pass either.
- The legislature gave \$2.4 million for raises.

Bruce Felder – Human Resources

- April 2nd open enrollment starts.
 - PEIA is focusing this year on reminders to update beneficiaries.
- Human Resources will still be sending a letter at the end of March stating where everyone has been slotted in the new compensation plan. A few job families have not been completed yet including IT, Advising and Financial Aid.
- Compensation Philosophy – has been completed in draft form. This philosophy states how we view compensation and make decisions regarding that.
- Compensation Plan – the current draft form has 12-14 pages but will probably wind up being about 25 pages when done. This will handle all the questions related to the new system such as what happens when someone is promoted or makes a transfer. This will probably be completed close to July 1st.

How did it work with the old system when someone applied for a job in a higher paygrade than what they are? – Leonard Lovely – In the old system someone changing paygrades would get that 5% per paygrade increase at their years of service, possibly surpassing other people who have been doing that job and have more experience in that particular field.

How will that work now in the new system. Will they get a 5% increase per level? – Leonard Lovely – No, if someone applies for a position that is traditionally a higher paygrade than their current position they will be evaluated on their skills, knowledge and abilities. They will also evaluate the internal equity of the department so as to avoid an unjustified compression or inversion issue.

If I were to apply for a job that's starting salary is less than my current salary due to 30+ years of service, would I likely get a raise, stay the same, or see a decrease in pay? – Leonard Lovely – Bruce said that it is possible you would get a decrease in pay depending on your skills and abilities in the field of the new position. Seniority at the University no longer means seniority in just any type of position, especially when your previous position is totally unlike the new position.

What incentive will employees have now to try and move up, if taking another job could mean a pay cut? – Leonard Lovely – Bruce said he encourages anyone who wants to go into a particular area to better themselves to apply for a job and if they are initially paid less they can possibly take another look at their skills and abilities to give a raise later on. Sometimes you have to take a step back in order to change career paths with the ultimate goal of bettering yourself later on.

- All of the issues discussed regarding position changes and pay is addressed in the compensation plan that is being worked on.

Is the compensation plan something that can come to Staff Council for feedback before becoming final? A lot of the concerns that staff have are that we haven't heard anything and neither has Staff Council, which is there to represent them. – Chris Atkins – Bruce said yes, absolutely.

Will someone who applies for a job know what pay they are being offered before accepting the position? – Katie Counts – Yes.

If someone is applying for what was formerly known as a step up in the same position type have their job history and current duties and responsibilities be taken into consideration when deciding whether to pay them more than the minimum of the new position they apply for? – Lacie Bittinger – Yes, as well as the internal equity to ensure someone doesn't wind up being paid much more than someone else who is more knowledgeable and experienced.

Will the determination of someone's pay in a new position be made by both HR and the director? – Timothy Cline – Yes, they will work together.

- No one will be started in a new job above the midpoint of their pay range unless it's justifiable that they have the skills, knowledge and abilities to be in quartile 3.

Will there be a point system used to determine where someone should be on the pay scale? – Leonard Lovely – No, but there will be something called quartile alignment in which the department tells what skills are needed to be in quartile 1, 2, 3 or 4 of a pay grade. This is how the individual's skills, knowledge and abilities will factor into their pay.

While it's understandable that new employees will be put through the process to find out what they should be paid and not jump past current employees, will we be addressing the employees who have been moved over to the new system and left at their current pay? So far we've brought people up to the minimum who weren't already there, but that has only compressed them and the people who were previously higher than them. Will they be assessed for their skills, knowledge and abilities to see if they fall where they should? – Chris Atkins – Bruce said that this is partially why addressing internal equity is important when someone applies for a new job, so as to not jump past others who are doing the same job and have done it longer. He added that this is also a multi-step process that will take years to fix. As money is made available employees will be assessed for performance raises and raises to help fix the previous compression issues.

Will we have a way of identifying career ladders internally within a unit? For instance, a Financial Aid Counselor is an entry level position, whereas a Financial Aid Counselor Sr. does more in depth work. Traditionally the FA Counselor Sr. is paid more because of the level of work they do but now they're considered the same pay grade as the Financial Aid Counselor. – Carol Hurula – Bruce said they believe their job as employers is to help employees find a career path. As employees are progressing along a career ladder they want the managers to help them see what is needed to get to the next step through their evaluations and encourage them to get there whether by taking classes or gaining certificates, etc. They do want to help departments identify career paths for where to help employees go next. Bruce

added that as they have looked at job families they have identified where some of the jobs may be in the same pay grade, but they should have different starting places within the quartiles. For example a position that has the title “Senior” in it will probably not start at the minimum of a pay grade, but rather at a higher quartile.

Will the job families still being worked on receive letters at the end of March also? – Lacie Bittinger –
They will receive letters, but they may not tell what the result of their slotting will be if it’s not finished yet.

Is it safe to say that if all employees in a unit are currently at minimum and a new person is hired, that person will also come in at the minimum and not above the existing employees? – Chris Atkins – Correct.

Will we start capturing the education of our existing employees? – Carol Hurula – Yes.

Will the slotting letters we get give any indication of the target quartile for the position? – Chris Atkins –
They will do that with any position that they’ve decided to pay higher than the minimum of the pay range. If they get through the financial aid job family before the letters come out then it will show that. However, that will be set permanently later on for the job postings and later correspondence. *Chris added that it would give employees hope that once funds become available they may not be paid at the minimum alongside new hires with much less experience.*

- They are working on a new comprehensive evaluation system which will be on People Admin. This will probably be a year away from implementation, but leadership training for it will come before then.

Minutes

February 21st 2019 minutes were approved as written.

Carol Hurula – BOG

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 February 21, 2019

Approvals:

- Approved minutes from December meeting.
- Approved 2-year online DNP Degree addition.
 - It was noted that three additional full-time faculty including a director, adjunct faculty as needed, one staff position, office space, and equipment will be required. In the first year during program development, the program will cost \$157,444; in the second year, net expenses will be \$89,049. As a pro forma program, gross revenue will exceed expenses in the third year. During the fifth year, the program is projected to become financially viable, with an estimated net revenue of \$49,547.
- Approved easement from APCO for school of pharmacy residence building.
- Approved school of pharmacy tuition & fees for 2019-20.

- Approved investment earnings report from 12/31/18.
- Financial update (attached).

President's report:

- Read public comment on naming of building.

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

Operations & Facilities Planning
Athletics
School of Medicine
Academic Affairs (colleges & units)
Student Affairs
Student Government Association

Chairman report:

- Thanked Dr. Gilbert and Mr. Lacy Ward for Presidential Ad Hoc Committee to examine building names.

Entered not Executive Session under authority of WV Code 6-9-A-4

Motion to return to regular session.

Motion & approval of three honorary degree recipients for Spring commencement (names to be announced closer to commandment).

Motion & approval to name School of Pharmacy Building, Stephen J. Kopp Hall.

Motion & vote by roll call regarding keeping Jenkins Hall name or changing the name. Yea to keep, Nay to change.

Smith – Nay
Farley – Yea
Brammer – Nay
Ball – Yea
Scaggs – Yea
Stroud – Nay
Kinsey – Yea
Arnold – Nay
White – Yea
Hurula – Yea
Haden – Yea
Barclay – Yea
Sheils – Nay
Bailes – Yea
Dagostine – Nay
Farrell – Nay

Vote passed with 9 yea, 7 nay

Resolution & vote to display on the inside of Jenkins Hall denouncing bigotry, prejudice and discrimination in any form and reaffirms Marshall's commitment to diversity and inclusion.

Following members voted no to resolution. Dagostine, Smith, Arnold, and Farrell. Motion carried.

Meeting adjourned 1:25pm

The next Board of Governor's meeting will be April 25, 2019.

Carol Hurula – ACCE

- Carol attended the January 29th ACCE meeting in South Charleston.
- Approved minutes from previous meeting.
- ACCE spent a large portion of the January meeting talking about bills in the legislative session.
- Trish Humphries and Bruce Cottrill came and spoke to the group about what they thought would happen with HEPC and what the Blue Ribbon Commission was doing.
- Discussed PEIA and the Task Force Committee.

Election Committee – Nina Barrett – The next general election will take place on April 25th-April 29th.

Legislative Committee – No report.

Personnel/Finance Committee – No report.

Physical Environment Committee – Crystal Stewart – No report.

Service/Staff Development Committee – Missy Morrison – Two weeks prior the committee took donations of underwear to Harmony House. We'll come up with another project soon.

Announcements

- Justin Tyler announced that the previous weekend was HerdCon and it brought in 800-1000 people.
- Chris Atkins announced that enrollment deposits are up as well as admits.

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