

Marshall University Classified Staff Council Minutes

January 17th, 2019, MSC 2E37 John Spotts Room

Members Present: Chris Atkins, Nina Barrett, 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, Tony Waugh

Members Absent: Amad Mirzakhani, Jonathan Sutton

Members Absent (Excused): Lacie Bittinger, Toni Ferguson, Justin Tyler

Guests: Dr. Jaime Taylor, Brandi Jacobs-Jones, Bruce Felder, Miriah Young

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

Brandi Jacobs-Jones

- There was a good turnout the previous Monday for Marshall Day at the Capitol.
- The legislative items being watched closely are:
 - The Governor proposed a 5% raise for State employees.
 - PEIA being adequately funded.

Chris brought up a news article that stated that the 5% may not extend to Higher Ed employees due to budget constraints and asked if there was any comment on that. – Brandi responded that Marshall's focus in terms of State funding is to help fund the rising cost of PEIA. Any raises can then be sourced within Marshall for our employees.

Is there any update on the single elevator in Smith Hall? – Crystal Stewart – Brandi replied that there is not a current plan to fix the single elevator, but that there are plans to make upgrades to the three elevators at the other end of the building.

Dr. Jaime Taylor – University Provost

- Dr. Taylor said that he was asked by Dr. Gilbert in the fall to start looking at a plan to make reductions in faculty lines. The rationale for this is that enrollment has dropped over the years, but the number of positions has not changed along with that. The process for this will be data driven, looking at the national number of student to faculty ratios by academic area and how Marshall aligns. It will be a step towards long range planning, and cuts will only be made through retirement and attrition. Marshall is looking to eventually make a \$1.6-\$1.8 million cut. Once that has been completed with the faculty, they will expand the data to see where the institution is with faculty vs. staff and staff vs. administration. Once we know how Marshall compares to the national data we can make changes accordingly if we're not aligned with where we should be.

Miriah Young – On behalf of Mark Robinson, CFO

- Miriah came on behalf of Mark Robinson to try and answer any questions or relay questions back to finance.

Bruce Felder – Human Resources

- PEIA Healthy Tomorrow's will not require bloodwork for 2020, so there won't be a need to do anything between now and May 15th. Annual physicals can still be obtained at no cost.
- Employee Assistance Program (EAP) – program that has been utilized by HR to help employees with issues including anger management, substance abuse, family and work life conflict, etc. There isn't an official program to broadcast to the University because there is no budget assigned to it. However, there is a company on contract for situations that require that help. The employee can obtain 5 sessions at no cost to themselves. However, it is charged back to that employee's department since there is no university budget line for it.
- The University Compensation Philosophy was due on 12/21/18. However, that still is not quite completed.
- Final slotting of positions and letters to employees are still on track to be sent by the March 30th due date. The letter will also tell the employee how to file for an appeal. The appeal's process will be very similar to the former PIQ appeal's process.
- HEPC was supposed to get the master job specs from Mercer on their website for all positions, but they have not done so yet. Bruce said that he is only concerned with putting master job specs on the Marshall webpage for positions that we actually have at Marshall.

Does the EAP Program have to be generated by Marshall, or can an employee approach their supervisor or HR and say they need help? – Timothy Cline – Bruce said it can be either self-reported or identified by the University, but that we may need to weigh the situation and see if there are any other courses of action that could be taken first.

When employees who have maxed out their annual leave request a Friday off, it has taken the hours for that day plus reduced the leave by another day, making it a double hit. Why is that? – Chris Atkins – Bruce stated that our system is trying to give leave before taking it, which has resulted in the system trying to award someone leave and being unable to because they're maxed out, and then it takes the requested hours out of the balance.

When HEPC posts the job specs on their website will they also post the recommended guidance that Mercer gave on the slotting? For example, how the required degrees and job responsibility levels played into the new pay grades. – Chris Atkins – Bruce said that some of it should already be out there. For Marshall's purposes, they downloaded the salary and guidelines, and tried to stay within the blueprint but build Marshall's classification and compensation model how it best fits us and our region. Bruce added that he will get with Bruce Cottrell to do some Town Hall type sessions on the classification and compensation topic.

Are we looking at the positions that have current salaries higher than both the minimum and maximum of the new pay grade they're being moved to? – Carol Hurula – Bruce stated that there are still some job families they're trying to get through for the March 30th due date to send letters to employees.

It was recently discovered that painters at Marshall do the mudding on projects, but that at WVU the carpenters do the mudding and painters just do patching. Will we be switching roles like that, or remain the same? – Tony Waugh – Bruce said that will be a question they talk to the department leadership about. He's looking at what the master job specs say the painter is usually doing in the market, and what duties they do beyond painting.

Once all of the positions have been slotted and finalized, when will pay raises actually go into effect? – David Childers – Bruce stated that anyone who is being paid below the minimum of the new scale will be brought up to minimum. Most of those went into effect in November already. However, if anyone is identified below their new pay grade who wasn't already brought up to the minimum, they will be brought up also.

Going forward, raises won't have to do with a yearly salary schedule like before. Instead, they will have to do with how much money the University has to give towards a raise, how much percentage is decided upon, and possibly how much an employee earns based on merit.

Will raises always continue to be given on a percentage basis or will there ever be a set dollar amount given across the board? – Tony Waugh – Bruce replied that the goal of the new salary schedule is to make sure individuals stay within market for their position. It will probably continue to be percentage based raises because across the board amounts will not keep things aligned with market.

If we find someone who still needs brought up to minimum, they will get the back pay to the original November date, correct? – Chris Atkins – Yes, Bruce said that Mark Robinson made a comment to that effect in a previous meeting.

When you adjust the 2001 Salary Schedule for inflation it's about a 40% increase. However, when you look at where an employee is on the new schedule it's not a 40% increase, which is difficult for employees to see. – Chris Atkins – Bruce agreed that it's skewed and that not having the previous scale funded doesn't help, but we can't fix it all overnight.

Minutes

The November 15th, 2018 minutes were approved as written.

The December 20th, 2018 minutes were approved with one word change.

Committee Reports

Election Committee – Nina Barrett – Elections for all council positions will take place in April. Changes in the legislative session could affect Staff Council positions, but until we know otherwise we will plan the election to go forward as usual for positions to be held from July 1, 2019 – June 30th, 2021.

Chris added that he asked Bruce if any of the pay scale changes will effect EEO Groups. He is checking on it, but doesn't think anything will change.

Legislative Committee – Tim Melvin – No report.

Personnel/Finance Committee – Jonathan Sutton – No report. Chris added that if we can get enough comments on the new class and comp system he will anonymously send those comments to Jonathan to turn into a recommendation or resolution.

Physical Environment Committee – Crystal Stewart – The committee will try to meet in the next month to talk about personal safety and self-defense.

Service/Staff Development Committee – Missy Morrison – Missy sent an email out to Council about a Herd for the Homeless event to collect donations of underwear to share with Harmony House, a day-program serving Huntington's homeless and at risk for homelessness.

Ad Hoc Scholarship Fundraising Committee – Tim Melvin – No report.

Announcements

Why are we getting a new elevator in Old Main when it's still working while others aren't? – Karena Burriss – Apparently it's not ADA Compliant, and it's unable to transport a gurney if needed.

- Tootie Carter talked a little bit about changes coming to the Memorial Student Center. They had a study done of what the students' wants and needs are for the building and were given a list of ideas. Changes will begin to take place in May 2019.
 - They plan to modernize the fireplace and update furnishings and carpets.
 - Relocate the main desk over to the left, and replace where it is now with moveable furniture for performances.
 - Replace the bannisters with glass and/or steel.
 - New lighting.
 - Remove light posts, and make more room for seating.
 - Come up with a way of directing individuals when they come in the building.
 - Updating and expanding the food court.
 - Increasing size of Chick-fil-a to offer everything at a regular restaurant, including catering.
 - Each food area will have their own register.
 - La Famiglia will be going in.
 - Steak and Shake will be replacing the grill.
 - Food options will have Saturday hours.
 - Towers is getting a Denny's breakfast area.
 - Beverage cave
 - Market with fresh deli meats, breads, salads, etc.
 - Where Pizza Hut currently is will be the Huntington Market.
 - The Rec Center is getting a real juice bar.
 - Football games will serve Chick-fil-a sandwiches.

- Chris mentioned that the survey that Staff Council did in November about the Strategic Plan has been submitted, and our results fell in line largely with what Graduate Council, Faculty Senate, Dean's Council, and Council of Chairs results were.

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

