Marshall University Classified Staff Council Minutes

September 18th, 2025, Virtual Meeting via Microsoft Teams

Members Present: Jesse Baldwin, Nina Barrett, Lacie Bittinger, Mark Brumfield, David Childers, Dean Crawford, Tiffani Daniels, Mary Layne, Becky Lusher, Nick Martin, Nathan Miller, Larry Morris, Carleen O'Neill, Michele Sigler, Heather Smith, Sharon Stackpole,

Members Absent:

Members Absent (Excused): Nancy Tresch-Reneau,

Guests: Attached

Chair Lacie Bittinger called the meeting to order.

President Brad Smith

- **National Events and University Policy**
  - President Smith addressed the tragic killing of Charlie Kirk and emphasized empathy, respect, and calm discourse.
  - The university does not make political statements or take positions on political issues.
  - Reaffirmed Marshall University's commitment to:
    - First Amendment rights for all private citizens.
    - Academic freedom for faculty and instructors.
    - Upholding the Marshall Creed values — respect, reason, discourse, integrity.
  - Employees must clarify when speaking publicly that they're doing so as private citizens, not on behalf of the university.
  - Referenced Board of Governors Policy AA-16 on faculty speech and academic freedom.
  - Reinforced that Marshall aims to be a "demonstration project" for modeling respectful civic behavior.
- **Employee Pay Relative to Market**
  - Fair pay has been a long-term issue; ongoing efforts to close the gap.
  - 100-day listening sessions (1,200+ participants) identified employee pay as a top priority.
  - Four financial principles:
    - Grow students, not fees.
    - Invest in staff training and fair pay.
    - Take care of campus maintenance.
    - Maintain financial reserves.
  - Pay actions since 2022:
    - Returned COVID pay reductions (with interest).
    - Hired consultants (Outsolve) to assess equity, which led to corrected pay for 78 employees.
    - Adopted Payscale for annual ongoing monitoring.
    - Benchmarked pay against CUPA and Bureau of Labor Statistics data.
  - Increased pay grade levels (potential for higher pay):
    - Faculty: +6–16%
    - Staff: +14–31% (first update since 2017)

  - Pay improvements:
    - $15M total in raises over 10 years, $7.8 million of which was in the last four years.
    - Faculty now at 92% of market midpoint; non-tenure faculty at 87%.
    - Remaining gap: ~$552,000 to close by FY2027.
    - Addressing pay inversions for new hires immediately.
- **Student Support & Enrollment**
  - Marshall for All, Marshall Forever priorities defined in 2022 as:
    - Increasing access
    - Ensuring affordability
    - Grow support programs
    - Deliver on demand
    - Ensure success
  - Enrollment up 8.1% (22% including dual-credit high school students).
  - Staff growth matches or exceeds student growth:
    - Student Affairs: 33 → 36 employees
    - Counseling: 9 → 11 employees
    - Autism program: 6 → 7 employees
    - Center for Student Success: 1 → 4 employees
    - Academic support (including University College and Academic Affairs): 8 → 13 employees
  - Increased retention and GPA performance.
  - Using data tools ("Operation Core Strength") to align staff growth with student needs.
- **Financial Health**
  - 2022: $28M deficit → projected $12.4M in FY2026 (probably closer to 10M after seeing enrollment)
  - On track to achieve a net positive balance by FY2027.
  - Factors affecting Higher Ed: demographic cliff, digital disruption, doubt and changing attitudes toward Higher Ed, and DOGE
  - Strategy: grow enrollment, reduce inefficiencies ("Save to Serve"), maintain spending discipline.
- **Q:** Will AA-16 be amended to include staff in addition to faculty?
  - **A:** President Smith acknowledged a need to take a look at it with the legal team.

Interim Provost Dr. Bookwalter – Academic Affairs

- **Staffing & Searches**
  - Provost search: 5 finalists visiting campus.
  - Dean of Liberal Arts search: 3 finalists visiting campus.
  - Provost position expected to be filled by January 2026.
- **Employee Engagement**
  - Mercer Engagement Survey launching Sept. 23; closes Oct. 10.
  - Goal: ≥80% participation.
  - Anonymous, personal links sent by email.
- **Enrollment Update**
  - Total enrollment: 12,668 students (+7.1% YoY).

  - Undergraduate growth: +8.7%; graduate growth: +2.2%.
  - First-time freshmen: +3.5%
  - Metro students: +16% undergraduate; +21% graduate
  - Distance students: +25%.
  - Dual-credit high school students: +30%.
  - University College students showing almost 20% growth.
  - High growth areas: Health Professions, Liberal Arts, Science
  - Modest growth areas: Business, Arts & Media, Pharmacy, Engineering
  - Decline areas: Aviation, College of Education
- **Staff Appreciation**
  - Recognized staff as the "heartbeat of the university."
  - Highlighted importance of staff contributions.

Heather Smith – ACCE

- No formal report this time.
- Announcement:
  - Next ACCE meeting: Friday, September 26th.
  - Location: Drinko Library, Room 138 (on campus).
- Attendance:
  - Open to all staff (not just classified staff).
  - Classified staff will receive a reminder e-mail.
- Participation options:
  - Anyone may attend to observe ACCE meetings.
  - Staff with issues or topics to discuss can contact the speaker to be added to the agenda.
  - Requests to be added to the agenda should be sent as soon as possible.
  - Questions can also be submitted for the speaker to raise on your behalf.
- Contact information will be included in the e-mail announcement.
- Staff are encouraged to reach out via e-mail with questions or to participate.

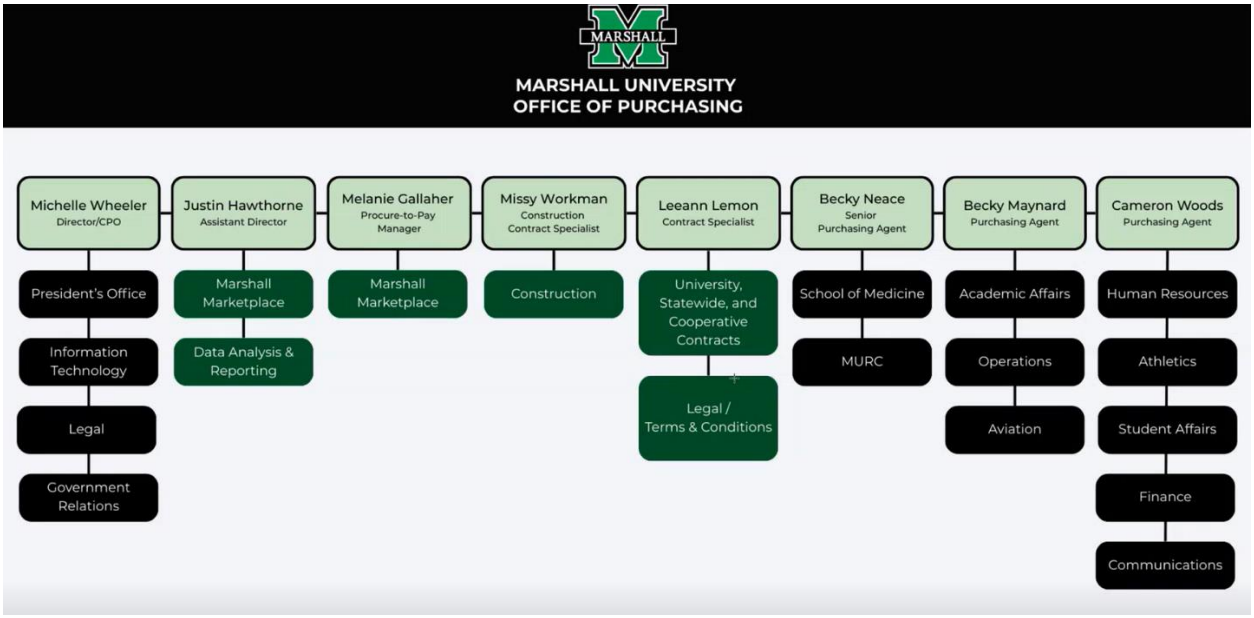
Sarah Short – United Way

- Sarah thanked the group for allowing her to attend and share information.
- Marshall University has partnered with United Way for over 25 years.
- United Way serves six counties in WV and OH, supporting individuals in poverty and the ALICE population (Asset Limited, Income Constrained, Employed).
- Discussed the Community Opportunity Plan, developed with Marshall and Dr. Goodman's students, focusing on key barriers to employment:
  - Transportation
  - Childcare
  - Workforce development
- Invited staff to join task forces addressing these issues or share ideas and concerns.

- Noted current partnership with Goodwill Industries of KYOVA to offer reduced-rate mental health services.
- Highlighted volunteer opportunities such as Read Across the River Cities and the Community Baby Shower.
- Encouraged participation in the annual giving campaign; all funds raised stay local.
- Provided website and contact info for donations, volunteer sign-up, and task force participation.
- Task Force Signups - https://unitedwayrivercities.org/community-opportunity-plan/
- sarah.short@unitedwayrivercities.org for more information.

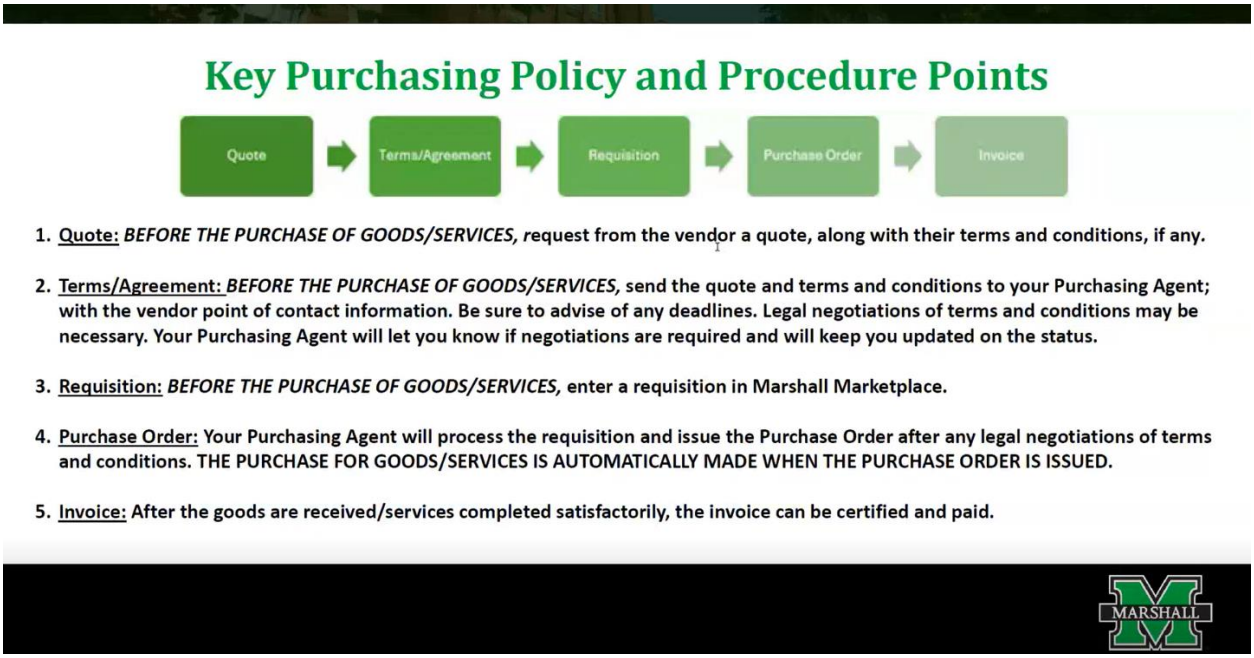
Matt Tidd – CFO

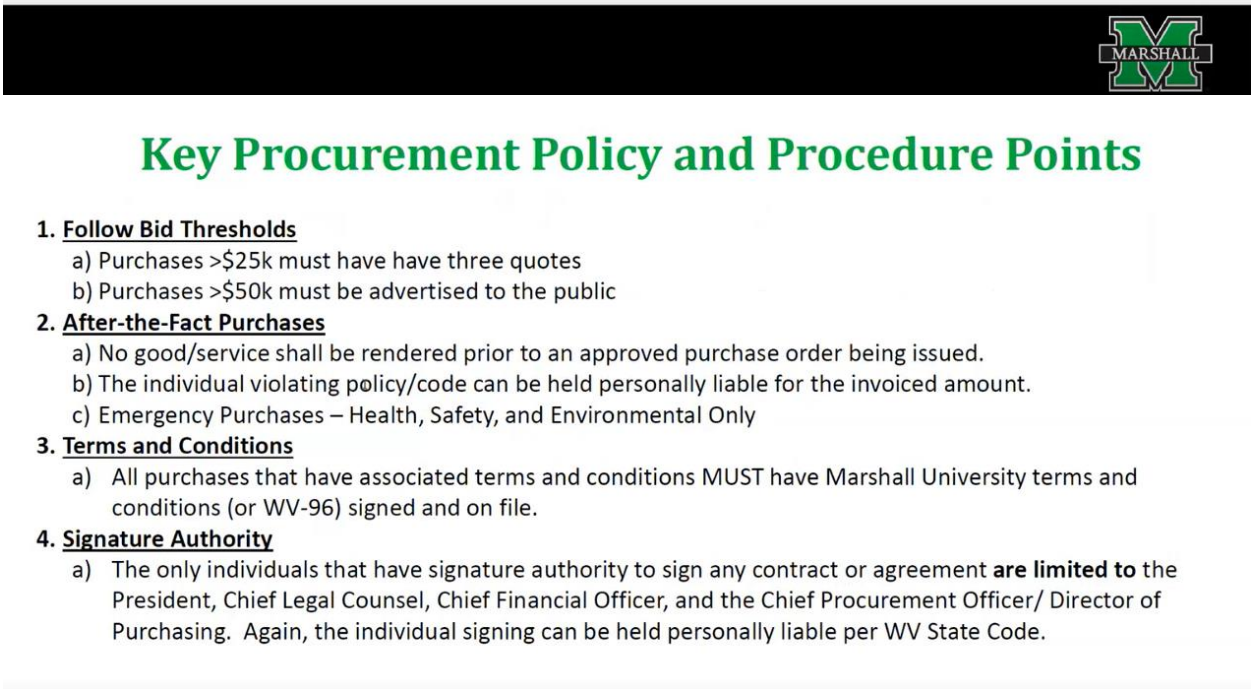
- **Procurement & Financial Operations**
  - Current efforts focus on procurement reform and state compliance.
  - The following chart identifies who the contact points are for various departments and topics:



  - Common issues:
    - Delays due to missing quotes, contracts, or vendor terms.
    - State requires signed contracts for payments.

- Steps for purchasing:





Office of Purchasing - Workload Report
August Comparisons

Purchase Orders Approved Since 9/1/2024	
Marketplace POs Approved	1,553
Banner POs Approved	1,703
Total POs Approved in Both Systems	*3,256*

Pending Requisitions	
Marketplace Requisitions	244
Banner Requisitions	6
Total Pending Requisitions in Both Systems	*250*

Purchasing Workload - Aug 2024 vs. Aug 2025 Comparison	
POs Completed in August 2024	265
POs Completed in August 2025	703
Increase	*438*
Percentage Increase	*165.3%*

PCard Workload - Aug 2024 vs. Aug 2025 Comparison	
Pcard Purchases Completed in August 2024	2,463
Pcard Purchases Completed in August 2025	1,311
Decrease	*(1,152)*
Percentage Decrease	*-46.8%*

Purchasing - Vendor Management	
Lite Suppliers Added to Marketplace	*665*
New Suppliers Since August 1	*196*

- **Q:** Will the decrease in P-Card use affect the P-Card staff?
  - **A:** No.

Bruce Felder – Human Resources

- **Health & Wellness Fair**: Oct. 28, 10AM–2PM, MSC.
- **Engagement Survey**:
  - Launching Sept. 23
  - Goal: 80% participation (previous year participation rates were 65% and 66%).
  - Goal: 78% engagement target. (previous year engagement rates were 71% and 73%).
- **Compensation Training**
  - Compensation 101 Training has been ongoing for the last week, and positive feedback has been received. Training focuses on the basics of compensation at Marshall.
  - Compensation 102 Training will begin in January 2026. Focuses on the performance matrix as it will tie into salary increases during evaluations.
  - Supervisors are required to attend trainings.
- **John Marshall Service Awards**: 15 nominations received
- **Total Rewards Statements**:
  - Hard copies mailed to employees who completed training.
  - New statements to release in Nov 2025.

Dr. Jodie Penrod – Information Technology

- **Cybersecurity Training**: Mandatory for all faculty/staff (launching soon).
- **Windows 10 Support Ends Oct. 14, 2025**:
  - Unsupported systems can't access Marshall's internal network (Banner, VPN, etc.).
  - Must upgrade to Windows 11 or replace device.
  - One computer per employee policy for replacements.
- **Email Accounts Policy (ITP-3)**:
  - Staff lose Marshall email access on last employment day, even if they were previously a student.
  - Faculty lose access on last day *unless* extended (6 months) by supervisor.
  - Emeritus employees retain access if paperwork is completed before last workday.
  - Avoid using Marshall email for personal accounts/subscriptions.
- **AI Tools**
  - Employees are encouraged to learn more about the AI tools available to them at https://www.marshall.edu/ai/.

Parliamentarian Becky Lusher verified that there was a quorum.

Minutes

- The August 21st, 2025 minutes were approved as written.

Classified Staff Council Committees

- **Elections/Communications Committee – Nina Barrett** – No report.
- **Legislative Committee – Larry Morris** – No report.
- **Personnel/Finance Committee – Becky Lusher** – No report.
- **Physical Environment Committee – Becky Lusher** – No report.
- **Staff Development/Service Committee – Tiffani Daniels** – No report.

Announcements

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

Minutes approved by: _____
Lacie Bittinger, Chair, Classified Staff Council

Minutes read by: _____
Brad D. Smith, University President

Classified Staff Council Meeting September 18th, 2025 Attendance

*Classified Staff Council members are in bold

Adams, Diana	Crigler, Kimberly	Lupashunski, Spencer	Riley, Erika
Adkins, Jason	Cutler, Jon	**Lusher, Becky**	Risch, Christine
Adkins, Kelli	Cyrus, Meg	Mannan, Bindu	Roberts, Alice
Adkins, Mike	**Daniels, Tiffani**	Marcum, Darian	Rodkey, Sarah
Allen, Mike	Dean, Benjamin	Marcum, Kelly	Rose, Angie
Anders, Brandi	Dingess, Kimberly	Martin, Madison	Roth, Conner
Aretz, Sam	Donathan, Alex	**Martin, Nick**	Rowe, Kandice
Arthur, Stacey	Dorado, Bob	Mathis, Anita	Russell, Megan
Atkins, Christopher	Dunfee, Carey	McComas, Karen	Sarah Short (External)
Bailey, Bonnie	Ellison, Marc	McDade, Michael	Saunders, Patricia
Bailey, Cara	Felder, Bruce	McDavid, Cristina	Schulenberg, Shawn
Bailey, Travis	Ferguson, Toni	McDavid, Sherry	Sharp, Tyler
Baldwin, Jesse	Fulks, Allison	McDonald, Carissa	Sheets, Elizabeth L Appell Sheets
Ball, Tricia	Gallaher, Melanie	McGhee, Otesha	**Sigler, Michele**
Barrett, Nina	Greenwood, Kenneth	McKenna, Char	Simms, Marcie
Bell, Jodi	Hall, Cody	McKinley, Garnet	Sims, Kristin
Bevans, Jean Ann	Hall, Gary	McSweeney, Teresa	Slate, Nick
Bibbee, Hailey	Hanrahan, Elizabeth	Meade, Mitzi	Smith, Brad
Biggs, Michelle	Hawthorne, Justin	Meddings, Teresa	**Smith, Heather**
Bittinger, Lacie	Hendrick, Ashley	Meek, Rebecca	Smith, Lindsay
Bond, Cassi	Henshaw, Kit	Mendoza, Carrie	Smith, Tracy
Bookwalter, Robert	Hill, Michael	Midkiff, Glen	Spradlin, Wes
Booth, Sharon	Himes, Eric	Midkiff, Susan	**Stackpole, Sharon**
Boyce, Charlotte	Holiskey, Sam	Milam, Darrell	Stafford, Robyn
Brannock, Kathy	Holmes, Linda	**Miller, Nathan**	Stephens, Sarah
Brooks, Jason	Hudson, Jadan	Mills, Cassandra	Stewart, Crystal
Brown, Jennifer	Hunter, Todd	Mirzakhani, Amad	Tambaliuc, Geanina
Brumfield, Mark	Hurula, Carol	Moran, Terri	Taylor, John
Buchanan, Amy	Keefer, Morgan	Morgan, Brian	Taylor, Robin
Burgess, Brent	Kennedy, Paige	**Morris, Larry**	Testa, Lesli
Burriss, Butch	King, Beverly	Morrison, Michelle	Thomas, Erica
Call, Cody	Kompanek, Simone	Mummert, Carl	Thomas, Kim
Cantrell-Johnson, Sonja	LaFon, Erin	Murphy, Katherine	Tidd, Matt
Carey, Allison	Lambert, Scott	Neace, Becky	Ulrich, Sarah
Carico, Paul	Lapole, Christopher	**O'Neill, Carleen**	Vaughn, Randy
Carter, Justin	Laton, Dena	Pack, Rebecca	Walker, Bob
Chaffin, Perry	**Layne, Mary**	Payne, Leah	Walker, Lacey
Chapman, Mary	Legg, Erik	Penrod, Jodie	Weaver, Amy
Childers, David	Lemon, Leeann	Perry, Jody	West-McCombs, Traci
Clark, Ralph	Lester, Amy	Persinger, Daniel	Wheeler, Michelle
clinet@marshall.edu	Levering, Susan	Puckett, Tabby	Wheeler, Tracie
Contreras, Kassandra	Lewis, Olivia	Ransbottom, Lisa	Wintz, Kathi
Counts, Katie	Lopez, Sebastian	Reeves, Emily	Young, Howard
Crawford, Dean	Lucas, Taylor	Rhodes, Jessica	Young, Miriah