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Staff Council Minutes

Staff Council

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4-20-2017

## **The Minutes of the Marshall University Staff Council Meeting, April 2017**

Marshall University Staff Council

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## **Marshall University Classified Staff Council Minutes**

April 20<sup>th</sup>, 2017, John Spotts Room MSC 2E37

**Members Present:** Jason Baldwin, Nina Barrett, Missy Browning, Patty Carman, Tootie Carter, David Childers, Carol Hurula, Leonard Lovely, Becky Lusher, Lisa Maynard, Shay McComas, Tim Melvin, Amad Mirzakhani, Larry Morris, Tony Waugh, Joe Wortham, Miriah Young

**Members Absent:** Amber Bentley, Toni Ferguson, Jennifer Jimison, Donna Megquier, Rachel Williamson,

**Members Absent (Excused):** Chris Atkins, Marcos Serrat, Nancy Tresch-Reneau,

**Guests:** Brandi Jacobs-Jones, Bruce Felder, Mark Robinson, K. McComas, Karen Fischer

The meeting was called to order by Chair Nina Barrett. Parliamentarian Joe Wortham verified there was a quorum.

### **Brandi Jacobs-Jones**

Dr. Gilbert could not attend as he was with Congressman Evan Jenkins at an event at the Robert C. Byrd Institute.

### **Mark Robinson – Interim CFO**

- Mark announced that since there is no budget from the State yet, they will be giving different scenarios to the Board of Governor's relating to Marshall's budget for Fiscal Year 2018.
- There will be upcoming information sessions for the bi-weekly pay changes on April 24<sup>th</sup> and 26<sup>th</sup>.

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

- Bruce announced that over the summer they will be implementing the Time & Attendance Software from Timeclock Plus.
  - Employees and students doing either Web Time Entry or purple timecards will be switching to Timeclock Plus.
  - There will be timeclocks strategically placed around campus for logging in.
    - They will do a needs assessment over the summer to determine where the timeclocks will go. They will need to be strategically placed to get the most use out of them as they are over \$2000 per clock.
    - There will be proximity badges for those logging in with the timeclocks.
    - There will be a timeclock at the med school as well.
  - Exempt employees will still only report their leave.
  - Those employees with access to computers will be able to login there.
- Search Committee Training
  - Bruce said they have arranged for Dr. Christopher Lee to be on campus April 27<sup>th</sup>-28<sup>th</sup> for search committee training using his 16 pathways to success.

- There is an electronic search training online now, which upon completion will print a certificate and be added to your Banner training.
- PEIA
  - Open Enrollment is ongoing through May 15<sup>th</sup>.
  - PEIA has been sending emails on different topics, most recently on a pharmacy discount program.
  - Healthy Tomorrow's reporting form must also be submitted to avoid an additional \$500 deductible
  - According to page 5 of the Shoppers Guide, in 2019 they won't only be increasing deductibles for not completing the Healthy Tomorrow's reporting, but they'll also be increasing monthly premiums.
- The Modern Think Survey has ended, but Marshall won't get the results until August.
- Payroll changes are taking place, and Bruce will be doing more of the same presentation they've been doing in anticipation of the changes. Marshall is ready for the August implementation of bi-weekly pay periods so long as we're given the go ahead from the State.

### **Approval of Minutes**

March 16<sup>th</sup>, 2017 minutes approved without changes.

### **Resolution**

The following resolution was voted upon and approved by Council:

## **Staff Council Executive Committee RESOLUTION**

### **17-18-02 SCEC**

Whereas, it came to light through many media outlets that Governor Jim Justice interfered with the operation of Marshall University by placing political pressure on Marshall University officials to make certain changes in the Athletic Dept.;

Whereas, it appears when these demanded changes did not take place, more political pressure was reportedly applied to the Board of Governors to dismiss President Gilbert without cause;

Whereas, historically no higher education institution can survive and thrive in a climate of political interference of its operation;

Whereas, the classified staff employees of Marshall University, seek to promote a positive work environment for all classified staff employees, without regard to race, color, gender, religion, age, handicap, national origin, or sexual orientation.

Whereas, the classified staff employees at Marshall University are committed to ensuring the fair, equal, and just treatment of all staff members, **faculty and administration**, and to facilitating the creation of a workplace atmosphere free from fear, intimidation, threat and/or harassment in any form in which it may exist.

Be it resolved that the Classified Staff Council of Marshall University respectfully requests that Governor Justice respects the autonomy of Marshall University and honor the shared governance of the Board of Governors, Classified Staff Council, Faculty Senate, and Student Government and abstains from interfering in the operations of Marshall University.

### **Miriah Young – Board of Governor's**

- The finance department is working on several budget scenarios to present to the Board of Governors the following week since there isn't a budget from the State yet.
- It's anticipated that there will be a tuition increase, they're just unsure of how much it will be.
- Dr. Gilbert is committed to raises, student affairs programming increases, and increasing undergraduate research. These three initiatives are still in the FY18 budget at this time.

### **Carol Hurula - ACCE**

Carol sent the following report to Council via email before the meeting:

ACCE Meeting

4/7/17

MUGC

Meeting called to order 9:00am

ACCE member's discussion:

- Discussed legislative bills and the many questions the campuses have on HB2542.
- Discussed budget bill "unknowns" and how it may impact each institution
- Email from lobbyist to Concord President – Governor extended session not to exceed one day, therefore legislators not in session on Monday.
- Campus concerns on how HB2542 may impact council elections, promotions and transfers, classified and non-classified performing same duties but having different benefits and different status.
- Encouraging ACCE members to ask any questions of concern of our guests today as many things are NOT clear in current legislation.
- Discussed Leadership Conference currently planned for June 12-14. Budget cuts? Travel woes? Change in legislation may impact attendees. Should this be moved to fall once budgets are known? Should a "session" be held at each campus b ACCE Chair, BOG, & HR? Motion made to cancel Leadership Conference for June and hold regular ACCE meeting in June with time & date to be determined.
- ACCE Retreat is tentatively planned for July 10-11 with tentative discussion of Hawk's Nest. Committee to determine best dates and do further research.
- ACCE made motion to change May meeting from WVU to location TBD by executive committee.

- WVU will be consulting with staff at WV Tech on April 26<sup>th</sup> as it relates to HB2542.
- Glenville President retiring June 30.
- Fairmont President Rose retiring June 30 but has agreed to stay on until position filled.
- Comment on upcoming elections. If not enough to fill all EEO categories go with what you have.

Members from HEPC joined ACCE at 10:00 am

Trish Clay VCHR / HEPC

Matt Turner / Executive Vice Chancellor of Administration

EEO codes are an issue in OASIS so if your school uses that it will effect classified staff elections (whom is eligible in what EEO category). She had a conference call with CHRO's to discuss. MU does NOT use OASIS.

#### Legislative Discussions/ Bills

HB2887 retirement incentives. Added "reduced salary" for phased and lowers retirement age from 70 to 65 & other updates. Provided, That if an employee is sixty-five years of age or older and vested and eligible to retire under a retirement system of the state at the time the employee voluntarily separates from the institution pursuant to a plan authorized under this section, there shall be no costs attributable to, or required to be paid by, a state institution of higher education, to the applicable retirement system of the state resulting from that voluntary separation. Any state institution of higher education shall enter into **memoranda of understanding** with the Public Employees Insurance Agency and any affected retirement system prior to implementation of any incentive with any employee which must state any cost to the retirement system or the Public Employees Insurance Agency and that this cost is to be paid by the institution upon the implementation of any incentive with any employee. No incentive may be granted unless memoranda of understanding are filed with the retirement system, the Public Employees Insurance Agency and the institution that sets forth any cost to the retirement system and the Public Employees Insurance Agency and the agreement of the institution to pay the same by a date certain, or if there is no cost, the agreement of the parties to the same. Any incentive granted without such memoranda of understanding are unlawful. Any memoranda of understanding entered into by a state institution of higher education pursuant to this subsection must be presented to the Legislative Joint Committee on Pensions and Retirement along with the policy as required by subsection (a) of this section.

HB2815 reorganization bill. (Exempts WVU, MU, Potomac State, Tech and Osteopathic Med). Now will have to concur with senate amendments. Next year removes assessment funds July 1, 2018. What's impact on students? State-wide mission of HE? Bill eliminated student completion data – that's been put back so data on completion can continue (very valuable). Transfer language has been amended back in. The DATA shows that we have graduate more students (record #) in WV. Loan default rates are down. Retention rates up. Study the per FTE funding to institutions (losing July 1, 2018). The commission may assess institutions under its jurisdiction, including ~~Marshall University and West Virginia University~~ the exempted schools, for the payment of expenses of the commission or for the

funding of statewide higher education services, obligations or initiatives related to the goals set forth for the provision of public higher education in the state: Provided, That the commission may not assess institutions pursuant to this subdivision on or after July 1, 2018;

Any rule of the commission or council in effect at the time of the re-enactment of this section or approved by the Legislature during its 2017 Regular Session shall remain in effect and applicable to an institution of higher education under the jurisdiction of the commission or council until such time as an institution exercises its authority to adopt a rule pursuant to this chapter.

Question on IT “related” positions. Not certain what the WVU lobbyist that wrote the bill intended in this section. Send questions or concerns with HB2542 and will ask Bruce Walker to comment.

Trish noted that according to HB2542 nonclassified can be other than will & pleasure per this language in 18B 9A2 - 11 (F)

- Unless otherwise established by action of the institution where employed, a nonclassified employee serves at the will and pleasure of the organization, which authority may be delegated by act of the board

Bruce Cottrill / Director of Class & Comp - joined us in the afternoon.

- Has drafted the salary administration guidelines and Trish Clay is now reviewing.
- Has not drafted the “rules”.
- Market Study complete and institutions have data.
- Guidelines for institutions on how to progress through ranges.
- Can’t require to implement but will have minimum range to work toward. Budget issues.
- Classification study was not done. This should have preceded the market study but was not.
- 270 job specifications are done with benchmarks.
- Next step to review job description / titles as many things are distorted due to people being reclassified in order to compensate since 2001 salary schedule out of date.
- Bruce to schedule a meeting every other week with JCC & CHRO to review job descriptions (classification review).
- Institutions are to continue current process until new plan in place.
- Annual salary report is complete and ready to send out.
- HR report card data will be ready soon.
- Institution can have a policy on bumping recall if policy written as such.
- Master Job specs will eventually be on HEPC website.
- EPrism – market system software.
- New legislation for market study workforce development will now include such companies as Tower Watson, Mercer, BLS, etc., into EPrism salary data.

Meeting adjourned 4:15

## **Committee Reports**

***Election Committee – Becky Lusher*** – The committee just finished the 2017 General Election and the preliminary results are below. Those elected will serve from July 1, 2017 – June 30, 2019.

**Chair:**

Chris Atkins (University College)

**Institutional Board of Governors Representative:**

Carol Hurula (Academic Affairs)

**Advisory Council for Classified Employees Representative:**

Tim Melvin (Academic Affairs)

**EEO Group 10 – Executive, Administrative & Managerial**

William "Tootie" Carter (Student Center Operating)

Carol Hurula (Academic Affairs)

Crystal Stewart (Information Technology)

Amad Mirzakhani (Information Technology – MUGC)

Marty Gillenwater (Lewis College of Business)

**EEO Group 30 – Other Professionals**

Chris Atkins (University College)

Jonathan Sutton (Finance Information Technology)

Tim Melvin (Academic Affairs)

Teresa Meddings (Accounts Payable)

Katherine Hetzer (Human Resources)

**EEO Group 40 – Technical & Paraprofessional**

Nina Barrett (Accounts Payable)

Toni Ferguson (School of Education)

Lisa Maynard (School of Medicine – Finance and Administration)

Missy Browning (Psychiatry & Behavioral Medicine)

Jason Baldwin (Accounts Payable)

**EEO Group 50 – Clerical**

Leonard Lovely (Mailroom)

Nancy Tresch-Reneau (Psy D Program)

Jami Hughes (Sociology/Anthropology)

Patty Carman (Admissions)

**EEO Groups 60 & 70 – Skilled Crafts & Service/Maintenance**

Tony Waugh (Physical Plant)

David Childers (Biotechnology Center O&M)

Kevin Ferguson (Physical Plant)

Justin Tyler (Housing)  
Marcos Serrat (MUPD)

**Physical Environment Committee – Nancy Tresch-Reneau** – No Report

**Staff Development Committee – Miriah Young** – The committee will be taking donations for the Flower Fund at the Staff Recognition Luncheon. Flowers are sent to Classified or Non-Classified staff members in the event of the loss of the employee's parents, spouse, children or the death of an employee themselves. For other needs, the Staff Council Office can send cards.

**Legislative Committee – Chris Atkins** – No report.

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

**Ad Hoc Scholarship Fundraising Committee – Tim Melvin** – The committee will also look for ways to advertise at the Staff Development Luncheon.

#### Announcements

The Staff Recognition Luncheon will be June 8<sup>th</sup>, and the menu will be breakfast items.

Minutes taken and prepared by: \_\_\_\_\_  
Katie M. Counts, Program Assistant, Staff Council

Minutes approved by: \_\_\_\_\_  
Nina L. Barrett, Chair, Staff Council

Minutes read by: \_\_\_\_\_  
Dr. Jerry Gilbert, University President