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Staff Council Minutes

Staff Council

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8-9-2018

## **The Minutes of the Marshall University Staff Council Meeting, August 2018**

Marshall University Staff Council

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## Marshall University Classified Staff Council Minutes

August 9<sup>th</sup>, 2018, MSC 2E37 John Spotts Room

**Members Present:** Chris Atkins, Nina Barrett, Lacie Bittinger, Karena Burriss, Patty Carman, Tootie Carter, David Childers, Timothy Cline, Katherine Hetzer, Carol Hurula, Leonard Lovely, Lisa Maynard, Tim Melvin, Missy Morrison, Jonathan Sutton, Justin Tyler, Tony Waugh

**Members Absent:** Amad Mirzakhani, Marcos Serrat, Jami Smith,

**Members Absent (Excused):** Toni Ferguson, Teresa Meddings, Crystal Stewart,

**Guests:** Brandi Jacobs-Jones, Mark Robinson, Bruce Felder, Becky Lusher

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

### Brandi Jacobs-Jones

- Freshmen will be moving in the following week and the new semester will begin soon.
- Marshall is entering into a new Bike Share program with Gotcha Bike, in which bikes will be able to be checked out and returned at three different locations on campus that have yet to be determined. Previously, the only option was to check bikes out inside the Rec Center. The service will have no fees for faculty, staff, or students and will be under a 3 year agreement. The program should start around the end of September.
- A new made-to-order salad station is going in on the 1<sup>st</sup> floor of Smith Hall along with the other grab-and-go food services already provided there.
- Some investments have been made into Corbly hall and the restrooms on the 3<sup>rd</sup> and 4<sup>th</sup> floors, as well as one of the larger lecture halls on the 1<sup>st</sup> floor of Harris Hall.
- Environmental Health and Safety is working on a new composting program, and they will be putting waste receptacles in the various dining halls. The first phase will be to collect the food waste and provide it to a local farmer for composting. The longer term goal will be to have our own compost on site at Marshall.
- Twin Towers East has had a complete modernization renovation in the lobby.
- Stephanie Smith from Purchasing has retired and Tracy Brown-Dolinski has been hired as the new Purchasing Director. There are also a few other positions that still need to be filled in Purchasing, so Brandi encouraged anyone having trouble to contact her.

*Do we have any idea what our enrollment numbers look like?* – Chris Atkins – Brandi said that at the last update we were trending at about 170 below, and the residence halls are about 140 first year students down from usual, and 30 transfer and upperclassmen.

### Mark Robinson – CFO

- Pay increases have gone into effect and the first pay checks with the increase have been received.

- The parking pre-tax was not taken out of that check as was previously discussed. Instead, it will be on the September 14<sup>th</sup> paycheck.

*What does the money that employees pay for parking go towards?* – Chris Atkins – It goes towards paving, bonds, parking staff, etc.

**Bruce Felder – Human Resources**

Bruce said that they had sent a few test emails to Staff Council earlier in the day to show what the leave accrual balance email will look like once they can get it working for everyone.

If anyone hasn't used comp time in the last year, but had comp time accrued in August 2017 that was entered in TCP, they need to use it or they will lose it because comp time expires after one year if not used. It will be up to the employee and their time coordinator to keep track of when their comp time will expire.

Bruce stated that at the end of August there will be an update on our classification and compensation timeline. They're working to put together a timeline with attainable goals.

*There have been individuals who have inquired about updating their PIQ and have been told they can't because it isn't being used anymore. Why is that?* – Leonard Lovely – Bruce replied that the PIQ process has gone away with HB 2542. The JCC is no longer reviewing PIQs, but they will review job descriptions. Instead of doing a PIQ now, there is a form to review duties and responsibilities. HR will still speak with the employee's supervisor to see if the duties and responsibilities the employee lists are accurate, and if they better match a different job description than their current one then they will look at changing it.

*Is there an explanation as to how this new "duties and responsibilities" form is applied?* – Leonard Lovely – Bruce said there isn't a formal written explanation. Simply put, they will look at the duties and responsibilities the employee submits on their form, match those to a broad "master job spec." and compare the employee's current salary with the salary range of the master job spec. HR will then make a recommendation on what to do about the employee. Also, years of service is not factored into this part of the process as they're only looking to see if the employee is working in the correct master job spec.

*Are you still working on implementing a comp time module in TCP?* – Tony Waugh – At this time there is still a button on the module that turns regular hours into time and a half. Until that is disabled, we are still unable to use it. Until then, Bruce stated that employees accruing comp time should wait until the end of the week after they have met 37.5 hours to enter in comp time on the "comp time earned" field. Otherwise, it will not be logged as comp time.

*Can we have training classes on how to do the duties and responsibilities form once it's all worked out?* – Carol Hurula – Bruce said yes, and that he could also send a copy that's already filled out as an example. He added that he could also put that on the new timeline.

*Since you're working on a new policy that has no written policy behind it, do you have any idea how long it will be before there is a written policy to follow it?* – Chris Atkins – Bruce said that we will still follow the same guidelines as when we had the PIQ process, but we're just using a different form now. Employees will still have a 45 day window to get a reply, etc.

*You told us previously to look into Series 55 because we'll be getting into it in the next calendar year?* – Carol Hurula – Yes, Series 55 has some things that Marshall will start rolling out. One of those things is how we treat internal vs. external applicants. Currently, internal employees who apply for a job and meet the minimum qualifications are guaranteed an interview before external applicants can even be considered. In the future, jobs will be posted without preference to internal or external employee status so that the best employee can be hired for the position.

*Who decides who meets minimum qualifications among job applicants?* – Leonard Lovely – The search committee for the job.

*Are Search Committees being educated on what minimum qualifications and duties are for the job?* – Leonard Lovely – Bruce stated that is found in the job description, and he advises search committees to make 3 stacks: one for individuals who exceed the qualifications, one for individuals who meet the qualifications, and one for individuals who do not meet the qualifications. The search committee is better qualified to determine who meets those qualifications than HR since those on the committee are usually more familiar with the position. The only qualification that Bruce reviews personally is a request for educational equivalency.

*Shouldn't the individuals on the search committee have an idea of what the job they're hiring for is all about?* – Tony Waugh – Bruce agreed that yes, the people on the search committee should absolutely have some idea on what the job does and what it's about.

*Could you provide any information on a 20/20 committee that is interviewing department employees about their job duties?* – Tim Melvin – Brandi fielded the question, and said it was most likely the efficiency committee on lean management in order to learn how to better streamline some processes.

### **Minutes**

The July 12<sup>th</sup>, 2018 minutes were approved as written.

### **ACCE Report**

- The September ACCE meeting will be held on September 24<sup>th</sup> at Marshall University in the John Spotts Room.
- Katherine Hetzer attend the July ACCE meeting and sent the following report, which reflects her notes from the meeting.

ACCE Meeting/Retreat  
July 16-17, 2018

Carrie gave an updated version on the presentation she gave at the WVHEPC meeting on 6/22/18. She talked to them about how we help staff but that we are also helping the students as most of the staff at each institution is the first contact people have. She talked about Senate Bill 2542 and how the changes affect staff in which she said some wrote down notes when she was talking about it. Gave an update on each committee and the work they are doing. This was seen as necessary since some legislatures are hearing that they should do away with ACCE by HEPC personnel.

Funding for higher education needs to be fair (for all University's/colleges). New funding model will actually touch WVU this time which hasn't happened (ever) before. The new Blue Ribbon Commission has been instructed with the task of looking at the funding guidelines and making recommendations. The Governor was going to issue an executive order to change higher education right after his briefing of the NCHEMS report that was initiated by the legislature and took a year to put together, but his legal team told him that he couldn't as it would not be legal since it was established and made law by the legislature. Basically the Blue Ribbon is not looking at the NCHEMS report, as we understand it now or any of its recommendations. Legislatures is the only body that can change the law that affects HEPC and all of higher education and it is felt that the Presidents of the schools noted in the NCHEMS report will be very vocal against any action taken outside of this report.

Chancellor Tucker is wanting a unified CTC system as the split between 4 year institutions and 2 years institutions was directly addressed in the NCHEMS report. This report noted that the split greatly affected the funding model that is being used now and that the state did not keep up the funding needed to support 2 systems. Vo-Tech's are doing a lot of the same courses that many CTC's teach and that maybe they should be under the CTC system or at least build stronger partnerships between the two.

Several 4 year schools across the country (and some 2 years institutions as well) are doing away with tenure. In HB 2542 section 8, talks about how stipends for faculty can be reduced or even taken away for the time they (faculty) are out of the classroom. Time noted as being out included 3 weeks at Christmas, spring break and snow days that the professor's call class off even when the institution is open.

Staff Councils need to look at the proposed funding model listed on the HEPC website. Glenville and WVU have asked for a no harm clause – meaning funding changes for them will not change for the next 3 years regardless of any changes to the funding model that is finally adopted.

ACCE is working on updating their website with new information, minutes of the meetings and making sure all contacts are correct. Committee chairs need to be able to make changes to the website once the changes have been approved by the ACCE executive committee. All committee leaders were asked to send their reports to the ACCE list serve so they can be added to the website.

ACCE has basically 4 months (Aug – Nov) to gather information and talk with legislators and this applies to staff council leaders as well. ACCE is looking at inviting legislators to some of our meetings to meet with us and hear our concerns and see where they stand on higher education.

Student Advocacy Committee: working to make sure all schools are honoring the board transfer lists of courses and 2+2 agreements. Looking at ways to help students know about available scholarships and grants without getting lost in the system. With the funding issues, tuition keeps going up and that is becoming more of a hardship for families. Group talked about how grants,

which used to cover 70% of tuition costs has become a flat rate. There needs to be some sort of an incentive offered to students so they complete their degrees but we have to be careful with the incentives and make sure it is called a grant since grants do not have to be claimed on taxes but loans do. Lack of preparedness – especially in science and math – in high school students continues to be an issue at all institutions.

State of WV is moving from an ACT state to an SAT scores state. More students are qualifying for Promise scholarships with the SAT but again funding will become more of an issue as this occurs.

ACCE is looking at asking that WV Code 18B-6-5 and 18B-6-6 be opened during the legislature process. This is always a little scary since once a bill is opened, anything can happen; however, with HB 2542, ACCE feels that some of the wording needs to be changed so they can continue to help all staff – even those that are being changed to non-classified who are not at will non-classified employees.

Changes in classifications must be made by each institutions BOG representatives and it is felt that the Staff Council Chair and ACCE representative specially should be at all BOG meetings to hear what is discussed as well as be able to build a working relationship with board members. This will be even more important as the institution works on employee classification changes noted in HR 2542. The BOG rep from staff council is on the board to help with this some but their main goal is to vote for the betterment of the institution as a whole and not just staff issues.

MU ACCE representative will need to watch for the draft copy of 18B and bring it to the executive committee of their staff council so they can review and discuss before the next ACCE meeting.

New Chancellor Long called in to talk with the group the morning of the 17<sup>th</sup>. She feels it is vital to make small schools bigger and better and all fiscally sound. Greatly values staff – said we are the backbone to each institution – and she would love to come to one of the ACCE meetings to meet and talk in person with everyone. She was invited to the August meeting which will be on the South Charleston campus.

ACCE held elections. Amy was voted back in as Chair, Carrie was voted in as Vice Chair and Anita will serve as the secretary.

Meeting adjourned at 2:15 PM on the 17th.

#### **Committee Reports**

***Election Committee – Nina Barrett*** – No report.

***Legislative Committee – Tim Melvin*** – No report.

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

**Physical Environment Committee – Crystal Stewart** – No report.

**Service/Staff Development Committee – Missy Morrison** – The committee is looking at doing the Thanksgiving Dinner for students again this year. If we do it on the same day this year, it would be on the 20<sup>th</sup>. Staff Council agreed they would be on board for helping to put it on again.

**Ad Hoc Scholarship Fundraising Committee – Tim Melvin** – No report. Once we get closer to the holiday season there will be more fundraising opportunities.

**Announcements**

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