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Staff Council Minutes

Staff Council

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8-20-2020

## **The Minutes of the Marshall University Staff Council Meeting, August 2020**

Marshall University Staff Council

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

August 20<sup>th</sup>, 2020, Virtual Meeting via Microsoft Teams

**Members Present:** Nina Barrett, Lacie Bittinger, Karena Burriss, Timothy Cline, Samantha Fox, Carol Hurula, Dena Laton, Becky Lusher, Lisa Maynard, Mitzi Meade, Teresa Meddings, Missy Morrison, Denise Parks, Marcos Serrat, Crystal Stewart, Justin Tyler, Eric Wallace, Tony Waugh

**Members Absent:** Amber Bentley, David Childers,

**Members Absent (Excused):**

**Guests:** Mike Adkins, Shahid Ali, John Apel, Dustin Baldwin, Joann Black, John Bowen, Adam Brooks, Tony Brumfield, Brent Burgess, Butch Burriss, Christy Burton, Mary Chapman, Bob Collier, Margaret Cyrus, Bob Dorado, Wanda Dyke, Bruce Felder, Trish Gallagher, Melanie Gallaher, Dr. Gilbert, Gary Hall, Katherine Hetzer, Michael Hill, Christopher Hodge, Edwin Holley, Brandi Jacobs, Brandi James, Seth Johnson, Katherine Kay, Chris Key, Shriya Khanal, Christopher Loudon, Elaine Martino, Linda Massie, Kevin Maynard, Michael McDade, Carissa McDonald, Susan Midkiff, Nathan Miller, Cassandra Mills, Amad Mirzakhani, Rebecca Pack, Jody Perry, Willa Price, Mark Robinson, Kay Scott, Tracy Smith, Gillian Sochor, Robyn Stafford, Patsy Stephenson, Crystal Stewart, Allen Taylor, Jaime Taylor, Tommy Tomblin, Teresa Tyler, Susan Weinstein, Tracie Wheeler, Marie Willis

Interim Chair Tony Waugh called the meeting to order. Parliamentarian Becky Lusher verified there was a quorum.

### **Dr. Gilbert – University President**

- Just finished and passed COVID-19 training module.
- Completed COVID-19 return-to-campus acknowledgement form.
- Still testing employees for COVID-19.
  - Have had 2409 individuals tested.
  - 782 have received results and only 2 were positive so far, which is a 0.3% positive rate and well below the national average.
- The first day of class will be Monday of next week, and currently we have our freshmen on campus for WOW week. They have been tested and the upperclassmen will begin returning today and be tested as well. Most of the freshmen tests will be back within the next day or so.
- Dr. Gilbert stated he has been working with Mark Robinson and our revenues look to be down by about \$5.5 million and it's highly likely that we'll have to implement part 2 of the salary reduction plan.
- Dr. Gilbert stated he is doing a campus reading of the book, Just Mercy, and encourages anyone interested to read the book and take part in the discussion groups.

*Were the two positives asymptomatic or showing symptoms? – Becky Lusher – Dr. Gilbert wasn't sure about one of them but stated that one of them was indeed asymptomatic.*

### **Dr. Taylor – Provost**

- The safety and welfare of our students, faculty and staff have been at the forefront of all decisions made over the summer. President Gilbert made the decision to scale back on the number of students coming to campus.
- The plan consists of bringing the freshmen on campus to try and give them as close to a traditional experience as possible, which is important for their success.
- The upperclassmen courses that will be on campus are the engineering and science labs, studio courses in music and art, and health professions clinicals.
- The students are also allowed to live on campus, even if they aren't a freshman, so that they have access to the bandwidth on campus.
- Marshall has 3700 course sections. Normally about 300 of those are traditional online classes, but this year around 400 will be online. Marshall also has many courses being offered online, but which will be a live virtual experience that allows for interaction between the professor and the students. To help with this, Marshall has been developing learning hubs around campus that allow for social distancing and computer access. A scheduling system allows for the student to also know when a space is available to use as opposed to walking all over campus looking for someplace to attend their virtual class.
- Dr. Taylor thanked the Center for Teaching and Learning and the Online Learning Staff who have put a lot of hours into working with Faculty all summer preparing for classes. He also thanked everyone all over campus who has pulled together and worked hard to make the best of things and create a safe and friendly environment for students to return to campus.

*Is there any report on where enrollment is?* – Lacie Bittinger – Right now we're looking at being down approximately 5%. However, due to the mix of students (not as many international or out-of-state students) we are still down around 10% in revenue. If things hold our freshmen retention looks like it's gone from 72% to 77%, and overall retention looks like it will be up as well. Dr. Taylor thanked all the advisors and everyone who has worked to get those students to return.

### **Mark Robinson – CFO**

*Is August 24<sup>th</sup> still the date in which we plan to see what enrollment looks like to see if we're actually down 10% or will we wait until the add/drop period has passed?* – Carol Hurula – Mark Robinson replied that his numbers are based upon those who have been assessed, and that we'll need to wait at least a week after classes start to see who actually shows up.

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

- Telecommuting for employees with school aged children.
  - We continue to face the challenges of the k-12 schedule, but telecommuting is an option for parents of young children. This is however, based upon the needs of the department and whether the department can still perform the work and the essential job functions that have to be done. Telecommuting may be permitted in situations where the work can be performed remotely, and the standards and quality can be assessed and maintained. The telecommuting must be approved in advance by the employee's vice president, supervisor and HR. Once the telecommuting has been

approved, it's not necessary to come back every time minor adjustments need to be made. It will be a very fluid situation this Fall Semester for Marshall and K-12. Human Resources will approve an overarching telecommute request, but the department will have autonomy to make small changes as needed.

- Telecommuting for employees with underlying medical conditions.
  - Medical documentation must be provided from a physician saying that you have a medical condition defined by the CDC as a comorbidity of an underlying condition that will increase your likelihood of having difficulties handling COVID-19 if you contract it. You must also be able to perform your essential job functions, whether remotely or at home. Will it cause a hardship on the department? You might serve a role in which they cannot allow you to work from home or your job is not conducive to working at home. To date there have been around 40 of these medical telecommuting requests approved, and around 35 for childcare. More will be completed by the end of the week.
- Wearing face coverings.
  - Please ensure you're wearing face coverings when outside of your office area including when walking in the halls, restrooms, etc. Any complaints will be addressed, and can be reported anonymously through the Health and Safety Department.
- The next 2 weeks will be critical and define how the semester works.
- John Marshall Service Award.
  - If you know of any deserving employees who have contributed to all of the extra work taking place to prepare for a safe semester, please submit them for consideration of this award.

*Is the secure way of reporting a refusal to wear a mask on the COVID website? If not, could it be added along with the FAQs?* – Carol Hurula – The anonymous safety link is on the Health and Safety website, and is for any type of Health or Safety condition, not just for mask wearing. Bruce added that he would work with UCOMM and Health and Safety to get it more visible and to put it on a quick link or Q&A on the COVID website.

*Will there be repercussions for people who do not get tested for COVID?* – Tony Waugh – It is a requirement and a mandate (from the WV Governor) to get tested, and we will continue encouraging working together, especially over the next few crucial weeks. Bruce said he would not go into what will happen if someone doesn't get tested, but that they do expect everyone to follow the mandate and do the right thing.

*How are quarantine procedures handled for other staff members who were near employees that tested positive?* – Chris Hodges – Tracy Smith, Director of Health and Safety, offered the following information. If we are notified of a positive test result for a student, faculty member, or staff member, the contact tracing works by first contacting the positive individual. Then we create a contact line to identify anyone that they have been around within two days prior to the positive test. Those people will be contacted and told that they had been around a person who tested positive, without telling them who that person was. They will be asked if they had spent any more than 15 minutes closer than 6 feet with any individuals. If everyone confirms that they had a mask on during any possible contact, then there likely won't be any "primary contacts" identified. However, if we discover a person who did not wear a mask

when around individuals then they would be quarantined. Anyone else around that person would not be affected.

*Will individuals still telecommuting be required to get tested?* – Nina Barrett – Bruce stated that no, testing is just for individuals who are going to be on campus.

*What is the update on the return-to-campus numbers and are we up to 100% returned to work?* – Carol Hurula – We should be back to 100% with the exception of those who have gotten a letter from Human Resources giving permission to telecommute. Everyone else should be on campus. Departments have been told that they can stop reporting their number of employees on campus once they reach 100%, with the exception of those who have been allowed to telecommute by HR. Bruce said to let him know if anyone knows of departments who are not aligned with this.

#### **Tracy Smith – Director of Health and Safety**

Tracy thanked everyone for their cooperation as we have gone through the plans to return to campus at different times and also reminded everyone to be diligent to follow the safety protocols on campus. This is especially true of mask-wearing, and includes wearing a mask when doing activities off campus as well.

*Will we be getting any more mask vending machines on campus, and if a student cannot afford a mask will one be supplied to them?* – Chris Hodge – Students can always contact the Health and Safety office to get a mask if they need one or can't afford one. Brandi Jacobs-Jones added that we have ordered 4 vending machines. There has been a delay in receiving them but communication has been received stating that they will be received and installed on August 24<sup>th</sup>. The machines will have hand sanitizer and disposable masks. They will be located in Smith Hall, the Science Building, the Memorial Student Center, and outside of Towers Marketplace by the residence halls.

*Will we be getting any more masks for employees as many of the ones given have already broken?* – Tony Waugh – Tracy said that they are working on that now. They've had multiple orders of them and have around 1500 of the black masks left that are being screen printed now and we will more than likely order more. He stated that they will work with departments on getting them what they need.

*Employees have been asking whether it was a good time for the painting that is being done at the Biotech building due to the financial strain we are under as a university.* – Tony Waugh – Brandi Jacobs-Jones replied that her understanding was that the part being painted was rusted and needed painted to maintain the structure. It was approved earlier in the spring and wasn't a recent decision. There will be more projects in the future that were similarly approved some time ago, including pre-COVID.

#### **Minutes**

July 16<sup>th</sup>, 2020 Minutes approved as written.

#### **Carol Hurula – BOG Report**

There is an upcoming BOG meeting, but the Board had a retreat on August 5<sup>th</sup> and 6<sup>th</sup>. It was an orientation for new members as well as a continuing education experience for existing members. There were various presentations including what the roles and duties State Code says a board member is to

do. It then went into Marshall Policy as well as the President's vision for the University and the following presentations:

**BOARD RETREAT & ORIENTATION**

**DAY 1 – August 5, 2020 (9:00am)**

Roles & Responsibilities of MU Board Members – Chair Ferrell

- Legal and Fiduciary Responsibilities
- Ethical Guidelines
- University Board Best Practices

Topic (1) University Structure – President Gilbert

Strategic Look Forward – Vision for the Future of Marshall – President Gilbert

Topic (2) University Budget – Mark Robinson

Topic (3) MURC Structure and Finances – John Maher

Topic (4) The Relationship of the Foundation to the University – Ron Area

Topic (5) Structure of Marshall Health and School of Medicine – Dean Shapiro

Topic (6) Overview of Campus Operations and Capitol Projects – Brandi Jones

Topic (7) How University Communications Coordinates Marshall Message – Ginny Painter

Topic (8) IT Structure and Future Plans – Mike McGuffey

Topic (9) How RCBI Relates to the University -Charlotte Weber

Discussion (1) – Marshall's (SWOT group exercise) – Chair Ferrell

**Day 2 – August 6, 2020 (9:00am)**

Campus Tour for New Members

Discussion (2) - COVID 2 Contingencies

Discussion (3) – A Vision for the Future of Marshall Athletics – President Gilbert

Discussion (4) – The Financial Right Sizing of Marshall – Jaime Taylor and Mark Robinson

Discussion (5) What It Would Take for Marshall to be Research 1 – John Maher

Committee Orientations – broken out by Academic Affairs and Finance. Athletics Committee orientation overall to all.

Adjourn 4:45pm

**Teresa Meddings – ACCE**

Teresa asked the ACCE group for input on the other institution's population that has returned to campus. Responses are as follows:

- MCTC courses are virtual except for labs. Most faculty are back on campus teaching from offices or classrooms depending on the need. Most staff are on campus but some are telecommuting 2 days a week and are on campus the other 2 for their 4-day-workweek.
- Southern is basically 100% back on campus.
- Eastern is back on campus, although most of their classes are online.
- Concord has been back for months.
- New River have limited employees on campus wherever the need is.
- WV State is almost 100% back on campus.
- WV Parkersburg has courses almost all online except those that cannot be, like welding and nursing.
- Shepherd has everyone back on campus except for the few who need to be telecommuting.
- Osteopathic Medicine has been back since July 15<sup>th</sup>.
- Bluefield State has been officially open to the public since the 26<sup>th</sup> of July.

ACCE attempted to have a July meeting but did not have a quorum, so there are no official minutes. At that meeting they spoke with Trish Humphreys from HEPC HR. She stated that they are rewriting the job description for what used to be the Director of HR. Not much else was discussed since there was no quorum, but hopefully they can meet again in September.

**Committee Reports**

***Election Committee – Nina Barrett*** – We are beginning the election process to fill our current vacancies. It will not be a continuation of the disbanded election that was started in the spring, but a new call for nominations starting from scratch.

***Legislative Committee – Carol Hurula*** – No report.

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

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

***Service/Staff Development Committee – Missy Morrison*** – Missy is reaching out to the City Mission and some of our outreach partners with Herd for the Homeless regarding the coats and winter wear to see how we can safely achieve a collection of donations and distribute those.

### **Announcements**

Carol Hurula encouraged anyone who is aware of employees who are violating policy by not wearing masks to report it anonymously. There was some concern that employees had been treating entire buildings as their “work space” and not requiring masks of the employees there. This is not aligned with the University mask policy and should be addressed. Tony Waugh also encouraged anyone to let him know about this happening.

Katie Counts announced that there have been over 40 applicants awarded for fall tuition benefits and highlighted what the program offers: up to 9 undergraduate hours a semester or up to 6 graduate hours a semester.

*Are there any chances that all 3 elevators in Smith Hall could be opened soon? With social distancing protocols, it takes forever with only 2 elevators being operational.* – Mitzi Meade – Tony said he would check on it.

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

Minutes approved by: \_\_\_\_\_  
Tony Waugh, Interim Chair, Classified Staff Council

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