

Marshall University

**Marshall Digital Scholar**

---

Staff Council Minutes

Staff Council

---

5-20-2021

## **The Minutes of the Marshall University Staff Council Meeting, May 2021**

Marshall University Staff Council

Follow this and additional works at: [https://mds.marshall.edu/staffcouncil\\_minutes](https://mds.marshall.edu/staffcouncil_minutes)



Part of the [Higher Education Commons](#), and the [Higher Education Administration Commons](#)

---

## Marshall University Classified Staff Council Minutes May 20<sup>th</sup>, 2021, Virtual Meeting via Microsoft Teams

**Members Present:** Nina Barrett, Lacie Bittinger, Karena Burriss, David Childers, Timothy Cline, Toni Ferguson, Chris Hodge, Carol Hurula, Dena Laton, Mary Layne, Becky Lusher, Mitzi Meade, Teresa Meddings, Denise Parks, Terri Thompson, Tony Waugh,

**Members Absent:** Justin Tyler, Marcos Serrat, Eric Wallace, Rob Williamson

**Members Absent (Excused):** Lisa Maynard, Crystal Stewart,

**Guests:** Monica Brooks, Mallory Carpenter, Mary Chapman, Judy Clark, Beretta Coleman, Margaret Cyrus, Bruce Felder, Jerome Gilbert, Lindsey Harper, Justin Hawthorne, Katherine Hetzer, Darlene Howell, Elizabeth James, Kelli Johnson, Cristina McDavid, Michael McGuffey, Susan Midkiff, Patrick Moore, Katherine Murphy, Becky Neace, Rebecca Pack, Ginny Painter, Mark Robinson, Kandice Rowe, Bre Salyers, Tracy Smith, Gillian Sochor, Jaime Taylor, Tracie Wheeler, Amy Marie Workman

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

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

- Dr. Gilbert announced his intention to leave the University in July of 2022 for various reasons.
- **Soccer** – Dr. Gilbert stated that he is very proud of Marshall for our first ever Division 1 National Championship Soccer win that our team has ever had.
  - Billboards are being designed to put around the state, announcing the championship win.
- **Encova Foundation Donation** – The Encova Foundation of West Virginia made a \$1.8 million gift to the Lewis College of Business, for the auditorium in the new LCOB Building. The 360 seat auditorium will be available to be used by other campus entities, and not just the College of Business. A celebration of the donation was held May 14<sup>th</sup> in Foundation Hall.
- **Aviation Open House** – An Open House for the new Aviation program was held on May 15<sup>th</sup> at Yeager Airport. There were originally 12 students signed up to learn more about the program, but over 50 students of varying ages and backgrounds showed up for the open house.
- **Enrollment** – Our enrollment numbers continue to climb, but we are still below where we were two years ago. It's expected that enrollment will continue to increase as we know many have taken longer to apply due to the pandemic, and FAFSA and Promise Scholarship processing is slower than normal as well.
- **Budget** – The budget that will be presented to the Board of Governor's is very close to what the 2019 budget was in terms of funding.
- **Promise Scholarship Shortfall** – The State has transferred the funds to Marshall for the Spring 2020 Promise Scholarship funding.
- **Q: Wasting Flowers during Budget Crisis:** On more than one occasion a staff member witnessed physical plant uproot healthy Pansies from flower beds (near the MSC and around the John Marshall statue), and throw them away, only to replace them with Impatiens instead. What

would be the reason to waste money by replacing healthy flowers in this way, especially when those healthy flowers were just thrown into a garbage bag?

- **A:** Dr. Gilbert relayed the following message from Brandi Jacobs-Jones, Sr. VP of Operations: Pansies are a cold winter flower that last from September – mid-May. They were originally planted in fall of 2020, and removed prior to graduation for optimal graduation photos and recruitment activities. They were then replaced with Impatiens, which are important to plant shortly after the last freeze and prior to high temperatures to ensure time for the roots to establish so the plants are hardier during high temperatures.

### **Jaime Taylor – University Provost**

- **Aviation Program** – The open house proved to be a great opportunity to have some face time with individuals who have expressed interest in the program, especially since so many are non-traditional students. The attendance included individuals from High School seniors and up to someone in their 70s. Over 150 individuals have submitted applications to Marshall for the program, and the goal is to get 25 of them to make a commitment to the first class.
- **Summer Enrollment** – Last year we were up 4.9% compared to the 2019 summer enrollment. We're currently up 7.4% compared to the 2019 summer enrollment.
  - Last year was the first time many courses were offered online, which could have contributed to the increase since students tend to go home for the summer.
  - The Deans were asked to look at last summer's enrollment, see which courses had an increase enrollment, and offer them online again this year. Also, if courses had a better enrollment face-to-face, they were asked to go back to that.
- **Green & White Day Event** – Not many universities did a face-to-face recruitment event like this, but Marshall decided to hold one and wound up with over 350 high school seniors coming. It was the biggest Green & White Day we've had, and the majority of them were from out-of-state.
- **Fall Enrollment**
  - **Freshmen**
    - We're down about 6% for in-state students, which is typical across WV right now.
    - We're up about 30% in out-of-state students.
    - Metro numbers are flat.
  - **Overall Enrollment**
    - Overall enrollment numbers are down.
    - Retention numbers for the rising sophomores are low. Their difficult 1<sup>st</sup> year as a freshman during the pandemic could be having an impact. The advisors are working on a plan to reach those students this summer and try to bring them back.
- **Program Marketing** – We're looking at our online programs that have unlimited growth potential to see how we can better market them.
  - Ex. Masters in Leadership and Doctorate in Leadership in the College of Education, which are both fully online.

- Plan to move those programs onto a pro forma model to project when new faculty members will need to be added to keep up with growth.
- Each program will require its own marketing plan.
- **Q:** With summer enrollment being up, is it possible that some students need to add a class during summer to keep their scholarships due to the rough virtual year?
  - **A:** It's likely that it was a combination of that as well as other factors.

#### **Mark Robinson – CFO**

- **Q:** Are we reinstating travel into budgets for 2022?
  - **A:** We will open it back up for travel but it won't be as much as previous years.
- **Q:** Are there any updates on the 3<sup>rd</sup> Cares Act funds?
  - **A:** Yes, those funds have been received but we still have to read through the details.
    - Student portion is \$13 million.
    - Institution portion is \$12 million.
- **Q:** Will we still distribute the student portion of the cares act funds this fall?
  - **A:** Yes, financial aid will be handling that.

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

- **Open Enrollment** – Open enrollment for the 2021-2022 plan year ended on May 15<sup>th</sup>, and went well.
- **House Bill 2009** – Bruce encouraged staff to read HB 2009, which deals with deductions from paychecks.
  - The bill instructs agencies that there are some deductions that can no longer be deducted from employee paychecks.
  - It was centered on union dues, but could affect other deductions as well such as the YMCA, Rec Center, etc.
  - The legal department is looking at it, to see how it could affect Marshall.
  - Whichever deductions it applies to have to be stopped by June 17<sup>th</sup>, and must be paid directly to the entity.
- **Q: Electronic Staff Evaluation System:** Could we get an update about the “soft” rollout of the electronic evaluation system and how that is going? When can other departments expect to be added to Electronic Staff Evaluation System? Are we still targeting April 2022 as a target date to get everyone onboard?
  - **A:** Human Resource Services will be meeting with a few departments in June and July 2021 to train them on our new electronic evaluation system. The system is fully operational and is in a sandbox/test environment. Other departments will receive training and be added to the system in January/February 2022. We are still on schedule for an April 2022 target date to get all staff onboard. Faculty members will not be evaluated using this system.
- **Q: Staff Compensation Plan:** Could you give us an update on the progress of the Staff Compensation Plan and when a draft of the plan will be available to be shared?
  - **A:** Human Resource Services and the compensation steering committee has finalized our “draft” of the compensation guidelines. They need to format the table of contents and

possibly number the paragraphs within the document to reference things, and believe it will be ready to share with Staff Council within two weeks, but definitely before the next scheduled classified staff meeting. Bruce is not ready for the document to be shared campus wide, but is certainly OK with this committee having access at this point.

- **John Marshall Service Awards** – Bruce stated that since the Bob Hayes Awards went so well, he would like to know if Staff Council would like to also take over the awarding process for the John Marshall Service Award.
- **Q:** Will parking deductions still be allowed?
  - **A:** Bruce stated he was unsure but will find out.
- **Q:** Will we digitize old staff evaluations, or just start fresh with the new ones?
  - **A:** We will just start fresh with the new evaluations.

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

- **COVID-19** – The community spread is down, and we are still monitoring the status to see which way we need to go with protocols and plans.
  - We have been fortunate to work with community partners such as Valley Health, Marshall Health, Cabell Huntington Hospital, the health department, etc. and we will continue to monitor with their help.
  - CDC mask mandates have been updated. Marshall is currently working on a draft of updated safety guidelines, which will be sent to campus in the next day or so.
  - There is no way to differentiate who has been vaccinated or not, which the CDC and our local health advisory groups have stated as well.
- **Student Vaccination Tracking** – Tracy stated they are working with Brian Morgan on request for information about whether students have been vaccinated, want to be vaccinated or not, etc. We still have a long way to go as we're only at a 20% response rate.
- **Q: Percentage of Staff/Faculty Vaccinated:** Could we get an update on the number of Staff/Faculty that are vaccinated?
  - **A:** Around 75%, although that number is likely higher since we have had some employees receive vaccine elsewhere.
- **Q: Percentage of Students Vaccinated:** Could we get an update on the number of students that are vaccinated?
  - **A:** Our current vaccination rates for our students are:
    - Summer session I – 26.8% ( 71% no response)
    - Summer II – 25.8% (72.8 no response)
    - Summer III – 25.6% ( 72.3% no response)
    - Fall 27.4% (70% no response)
  - Approximately 25% of our student population have reported they are vaccinated, although that number is likely higher. We are working with Academic Affairs and University Communications to strengthen the language in messaging as well as expand our modes of communication with the students.
  - Incoming students will be able to either show they have been vaccinated, be tested, or have an opportunity to get vaccinated.
- **Q:** Is there something in place with Human Resources for new hires to receive the vaccine?

- **A:** It hasn't been discussed in detail, but that is aligned with what we're offering for incoming students, and they will have the opportunity to be vaccinated.
- **Q:** Is there a plan to send an email to student population regarding the legitimacy of the student tracking and vaccination registry?
  - **A:** They will receive several communications, including a postcard in the mail, which usually results in the best response rate.
- **Q:** Will there be incentives for students to get vaccinated?
  - **A:** Yes, there will probably be a raffle for those who get vaccinated and register on the website. Possible prizes could be gift cards to the bookstore and food points.
    - Students who do not get vaccinated will require testing and quarantining.
- **Q:** Is the mask mandate changing?
  - **A:** They are working on a communication to be sent out that will explain when a mask is and isn't required.

#### **Mike McGuffey - Office of Institutional Research**

- FCC Emergency Broadband Internet
  - The rules and guidelines for the program have now been published. Those are as follows:
    - Provides up to \$50/month for internet access through certain providers, including Comcast, Suddenlink, Armstrong, and others as well as some Verizon and AT&T mobile plans.
    - Could provide up to \$600 per year savings for eligible students, employees and families.
    - Can be used by a student in their own living space, or by the student's family if they live at home.
    - Criteria for eligibility is listed on the website, including anyone who receives a Pell Grant in the plan year, or families who have qualified for the free and reduced lunch plan in schools.
    - Helpful Links:
      - <https://getemergencybroadband.org/>
      - <https://getemergencybroadband.org/do-i-qualify/>
      - <https://www.xfinity.com/learn/internet-service/ebb>

#### **Minutes**

April 15<sup>th</sup>, 2021 minutes approved as written.

#### **Teresa Meddings – ACCE**

- Matt Turner and Trish Humphries from HEPC attended the meeting.
- Spoke mainly about Senate and House bills since the meeting took place during the legislative session.
  - Senate Bill 14 – Regarding alternative certificate of teachers.

- Could have an impact on teacher education programs in the State, and adds a 3<sup>rd</sup> method to certify someone as a teacher.
    - A superintendent can issue a teaching certification to a person who has a bachelor's degree that is not in education.
  - Senate Bill 277 – Liability (COVID job protection) Bill
    - Set forth basic liability protection.
  - Senate Bill 657 – Creates a new section of Code, and prohibits free speech zones on campuses
  - Senate Bill 307 – Provides in-state tuition rates for members of the military reserve
  - Senate Bill 335 – Fixes problems with WV Invest Program
    - WV Invest Grant will now cover all mandatory and required course and academic fees.
    - Program course fees must go before the Council and Commission for approval to be covered.
    - Will begin Fall 2021.
    - Drug testing will occur only once a year, instead of twice a year. If a student tests positive, they are not automatically removed from the program. We must provide students with resources to help deal with their drug usage, such as counseling.
    - The jump savings program, similar to a 529 program, can be used for tools, equipment and licenses.
  - House Bill 3293 – Transgender Bill
    - Higher Education was added to the bill, but it is currently unclear what the NCAA stance is.
  - No campus carry bill was passed as they all died in committee.
  - Programs to build the nursing workforce did not make it out of committee this year, but may see movement on nursing programs and behavioral health next year.
  - Study Resolution 55 is studying the viability of creating a veterinary school in WV.
  - There wasn't much discussion in the legislature about funding formulas, but the HEPC will be looking at them this summer.
- Budget
  - All institutions were instructed to submit their flat budgets.
  - Total Higher Education appropriations were \$470 Million.
    - Marshall was cut \$10 million, and WVU was cut \$18 million, but most of that will be restored through a surplus transfer.
    - All four year colleges were reduced by 1.5%, but is supposed to be restored through surplus transfers.
  - Budget process for upcoming legislative session will begin in August.
  - Part of the separation agreement between Fairmont State and Pierpont Community and Technical College is \$3 million to help facilitate their separation.
- Current state of Governor's travel ban:
  - Institutions are permitted to travel in-state, but it is the institution's decision.
  - HEPC in-state travel has been limited.

- No out-of-state travel.
  - Governor has lifted the ban on social gatherings.
- Most of the 4 year institutions are having in-person graduations.
- May 10<sup>th</sup>, 2021 was supposed to be interim legislative meetings, and Matt Turner should update more at the next ACCE meeting.
- Trish is working on communicating with the members of the JCC to meet, and there has also been a request to modernize the JCC title.
- Guidance on Emergency Closure of Campuses:
  - The Governor is the only one who can declare a state of emergency.
  - They are looking at revising the inclement weather rule to clarify and cleanup the language. Any rule that provides benefits or compensation to an employee needs to be a legislative rule according to HEPC.
- Comp-Time and rules on use.
  - Comp time has to be used within a certain time of earning it, and there is an issue with Kronos about how it accounts for comp time and when it expires, leading to the possibility of a negative comp balance. Although, Kronos does not affect Marshall.
  - Comp time cannot be cashed in for money.
  - An institution can require overtime, but it is up to the employee about which they receive and must be discussed in advance.
- Trish has interviewed for the vacant position in the HEPC HR Office.
  - Once that position is filled, it should help in regards to getting the market study work started again.
- On April 30<sup>th</sup>, the Chair of ACCE reported to the HEPC and will likely have a report to share at their next meeting.
- The JCC had full staff membership and should be meeting soon.
  - The JCC determines the benchmark positions for the market study.
  - K-12 should be included in the market study.

### **Carol Hurula – Board of Governor’s**

- Approved minutes for February
- Reviewed and approved four existing BOG Policies.
  - The BOG has been reviewing existing BOG Policies for the last year to fix old language and other changes.
  - Approved: AA 1, AA 21, AA 22, and FA 9
- Approved program review recommendations, which are done annually and come up in rotation every five years.
- Athletics
  - Reviewed budget, compliance report and team updates.
- Informational items relating to sabbatical leave for 2021-2022:
  - Required by the Board.
  - Provided information on who will be on sabbatical next year.



- Approved investment earnings update.
  - Will be looking at investments to discuss changes without additional risk.
- Approved tuition and fees with amendments.
  - Excluded any increase for in-state and metro students.
  - Omitted auxiliary fee for all three categories: in-state, out-of-state, and metro.
  - Kept E&G Capital fee, which pays for the Rec Center and is part of a bond.
  - Approved tuition for Aviation and other non-core programs.
- Delayed budget for FY22 until June.
- Went into executive session.
- Approved naming opportunity to be discussed and named later.
- Discussed personnel matters.
- Provost Report
  - Talked about information from last meeting, which included Herd Immunity, which is at 75-80% for staff and faculty.
  - There will be a vaccine clinic at orientation this year.
  - Student vaccines were 17% self-reported and they are working on an app for self-reporting.
  - During program reviews, a recommendation was made for a new position for Academic Affairs, which would help with marketing that would assist with recruitment.
  - Enrollment is looking promising for fall.
  - Green & White Day was a success, and handled efficiently following COVID guidelines.
  - Discussed a joint program with Glenville State Nursing.
- As it was her last meeting, Student BOG Representative Anna Williams introduced the two individuals who will succeed her: Student Body President Alyssa Parks and Student Body Vice President Isabella Griffiths.
- Anna Williams reported as Chair of the Advisory Council of Students Representative:
  - The committee is developed and designed just like the staff ACCE representative.
  - Committee met in March to discuss legislative items, polled students, and wrote a letter opposing guns on campus.
  - They will hold a leadership conference in May.
  - Marshall and WVU collaborated together on a food pantry drive, which was virtual.
  - Had a campus service day cleanup downtown, with over 100 who participated.
  - Had an April panel on how to get women more involved called “Women in the Board Room” with Gail Manchin and others.
  - Spoke about TED Talks she helped host.
- President’s Report
  - Discussed tuition and fees.
  - Gave an early notice that he was stepping down.
  - Announced that we had been vaccinating students for three weeks by that time.
    - Spoke about giving incentives for students who get vaccinated.
  - Recruitment efforts are going well, and is optimistic that numbers will catch up over the summer.
  - We plan to return to regular instruction this fall.

- Chairman Ferrell's Report
  - Discussed where to go with the president search, and will communicate the plan once it is developed.
  - Identified three challenges going forward:
    - Financial stability
    - Affordability
    - Adaptability
- The board retreat is scheduled for August 18<sup>th</sup> - 19<sup>th</sup>.

### **Committee Reports**

#### ***Election Committee – Nina Barrett –***

Congratulations to the winners of the 2021 General Election. Those elected will serve from July 1<sup>st</sup> 2021 – June 30<sup>th</sup> 2023.

#### Chair:

Tony Waugh (Physical Plant)

#### Institutional Board of Governors Representative:

Carol Hurula (Academic Affairs)

#### Advisory Council for Classified Employees Representative:

Teresa Meddings (Accounts Payable)

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

Carol Hurula (Academic Affairs)

Lacie Bittinger (Lewis College of Business)

Dena Laton (Library)

Eric Wallace (Physical Plant)

Becky Lusher (Facilities Planning and Management)

#### EEO Group 30 – Other Professionals

Teresa Meddings (Accounts Payable)

Christopher Hodge (Library)

Crystal Stewart (Information Technology)

Daniel “Rob” Williamson (Information Technology)

Raymond Blevins (Counseling)

#### EEO Group 40 – Technical & Paraprofessional

Nina Barrett (Accounts Payable)

Clay Arens (Student Center Operating)

Toni Ferguson (College of Education/Professional Development)

Andrea Gray (Registrar)

Beretta Coleman (Student Support Services)

EEO Group 50 – Clerical

Terri Thompson (College of Education/Professional Development)

Amy Saxton (Registrar)

Kelly Sowards (MUGC – Education/Professional Development)

Vacant Position

Vacant Position

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

Tony Waugh (Physical Plant)

David Childers (Biotechnology Center Operating)

Timothy Cline (Physical Plant)

Vacant Position

Vacant Position

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

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

***Physical Environment Committee – Crystal Stewart*** – The committee discussed the issue of lack of food options on campus during the summer.

***Service/Staff Development Committee*** – No report.

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

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

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