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Staff Council Minutes

Staff Council

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10-21-2021

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

Marshall University Staff Council

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## Marshall University Classified Staff Council Minutes October 21<sup>st</sup>, 2021, Virtual Meeting via Microsoft Teams

**Members Present:** Clay Arens, Nina Barrett, Lacie Bittinger, Ray Blevins, Timothy Cline, Beretta Coleman, Andrea Gray, Chris Hodge, Carol Hurula, Dena Laton, Becky Lusher, Teresa Meddings, Kelly Sowards, Crystal Stewart, Terri Thompson, Eric Wallace, Tony Waugh, Rob Williamson

**Members Absent:**

**Members Absent (Excused):** David Childers, Amy Saxton,

**Guests:** John Apel, Jean Ann Bevans, Johnny Bradley, Monica Brooks, Butch Burriss, Pat Campbell, Mary Chapman, Judy Clark, Dean Crawford, Margaret Cyrus, Anthony Drumm, Rebekah Duke, Bruce Felder, Trish Gallagher, Jerome Gilbert, Lindsey Harper, Justin Hawthorne, Lisa Henry, Katherine Hetzer, Jillian Hovatter, Darlene Howell, Mary Layne, Amy Lemaster, Kate McComas, Leigh McDonald, Michael McGuffey, Rebecca Meek, Avinandan Mukherjee, Carl Mummert, Leah Payne, Scott Rhudy, Alice Roberts, Mark Robinson, Kylie Seaton, Sabrina Simpson, Tracy Smith, Wes Spradlin, Robyn Stafford, Jonathan Sutton, Erica Thomas, Kim Thomas, Lance West, Marie Willis, Miriah Young

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

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

- Dr. Gilbert expressed his gratitude to the staff at Marshall and the Classified Staff Council as the next president of Marshall will be announced soon and his time with the University will be coming to an end.

### **Avi Mukherjee – Interim Provost**

- **Shifting to Strategic Management Enrollment**
  - Transitioning from an individual office approach for admissions, recruitment, etc. to a strategic enrollment management model. This will allow more collaboration and responsibility across all student services on campus.
  - This is a practice that is now being used in most universities.
  - This process will be more strategic as opposed to tactical, and more proactive as opposed to reactive.
- **Academic Clusters**
  - Will be to harness the academic strengths and competencies of each of our schools to create academic clusters of excellence.

### **Mark Robinson – CFO**

- **Tuition and Budget**
  - Our core operating tuition and fees are projected to be down approximately \$3-3.5 million.
  - We still have a structural deficit, which started before the pandemic.
  - Some took pay reductions instead of a reduction in force.

- **Cares Funds** – These funds were given in two separate amounts.
  - The student portion gave access to \$27.7 million, and all of that has been distributed except for around \$4-5 million, which is still being used in financial aid to help students as needed. They hope to have some money left over to help students in the spring, but either way it will expire in May of 2022 and must be used by then.
  - The institution portion gave access to \$29.6 million, part of which went to the students when they were forced to move from their residence halls in spring of 2020. There is only \$1 million left from this portion of the funds.
  - The funds were given in three different batches.
    - The first was for the student reimbursements.
    - Others have propped up the loss of revenues.
    - Some were used for advancements and investments in technology.
    - Portions of these funds covered all of the COVID related costs, such as the plexi glass.
  - Our revenue loss was much more than what they gave us.
- **Employee Retention Credits** – These credits are for anyone who kept their employees employed during the pandemic. The funds we are applying for that is somewhat of a rebate. The amount is unknown at this time, but we have a firm helping to analyze it and help us apply.
  - **Q:** Are there any stipulations on this?
    - **A:** That is uncertain at this time, therefore we don't know what we can and cannot do with it yet. One *possible* use could be to pay back the employees who had their pay reduced.
- **Q:** Should we expect any additional reductions during this Fiscal Year?
  - **A:** No.
- **Q:** Can our employees earn anything like the \$3,000 the City of Huntington is awarding their city workers for service during the pandemic?
  - **A:** No, their funds came from a different source of revenue than ours. Ours came from the Department of Education, which we can't use that for.
- **Q:** Have we heard anything from the Governor about getting funds for us specifically for hero pay?
  - **A:** No.
- **Q:** Is there anything creative we can do to help alleviate some of the pandemic stress and burnout the staff has been experiencing? For example, an extended holiday break?
  - **A:** This question could not be answered immediately as it was unsure whether it is a possibility.

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

- **Health Fair** – Too place that week from 10am-2pm in the Don Morris Room.
  - It was limited to specific vendors, particularly those who did various testing.
  - Administered 350 flu vaccinations.
  - Administered eight first-time COVID vaccinations.
  - Gave out the Pfizer booster to those who had already had both doses of Pfizer.
- **President Biden Executive Order**

- Highlighted that not only federal agencies with more than 100 employees mandate the vaccine, but also anyone working on a federal grant is subject to either vaccination or weekly testing.
  - We will be running reports to see how many are working on these kind of grants. Although, they should be fine if they're doing what they are supposed to: vaccinate or test weekly.
- **Classification and Compensation Guidelines Update**
  - The guidelines are essentially the procedures for how salary increases would be awarded if eligible.
  - If it can be put on the December Board of Governor's meeting, we will see a policy that will allow the guidelines to be enforced.
  - Right now, the policy gives the possibility to give an across the board raise, fund the salary scale or raise someone to the minimum of a salary range.
  - The December proposed policy will have 4 other types of salary adjustments: supplemental pay, market adjustments, internal equity adjustments, and performance based pay.
  - Once the other types of increases are added, the procedure will tell how those increases will work.
- **Hero Pay** – Many people have stepped up and done great things during the pandemic, and across the board our infection rates have been lower than the surrounding community.
  - There were differences in what the employees who received hero pay did during the pandemic versus what our employees have had to do. Marshall has tried to minimize the need for our employees to put themselves out there.
  - Even if we were able to give hero pay, who would receive it? It couldn't be across the board, even though many have stepped up.
- **Q:** If the Board of Governor's policy that enables the procedures listed in the compensation guidelines has not been approved yet, does that mean no raises are taking place currently?
  - **A:** Due to the nature of having to build the guidelines and policy while still moving forward in the workplace, there have been some adjustments and modifications that have already taken place since there wasn't anything in place to enable those changes yet.
- **Q:** Once the BOG Policy is in place, will this be formally effective?
  - **A:** Correct, and even when the policy is approved, the procedures don't have to go to the BOG for approval.
- **Q:** Is it accurate to say that the BOG policy will only refer to salary, and the guidelines will tell how reclassifications, pay increases, etc. will be handled?
  - **A:** Correct.
- **Q:** As mentioned earlier, is additional time off during the holidays a possible option for employees?
  - **A:** Bruce stated they would take it under advisement. However, he encouraged employees who were in need of time off to use the leave they have available to use.
    - Employees stressed that even when time off is taken, employees still have a hard time fully unplugging when the emails and issues are still coming in.

- Bruce added that employees are welcome to submit a resolution for a request to take more time off during the holidays. However, Marshall is limited by the rules of the State of West Virginia and cannot pay for work that is not done.

### **Tracy Smith – Safety**

- **COVID-19**
  - The community spread numbers have improved.
  - Some states that had been in the red much of the pandemic are starting to turn yellow and gold.
  - COVID related hospitalizations have decreased.
  - We are not reducing neither the mask mandates nor the weekly testing for those who aren't vaccinated.
  - Tracy stated he would continue to monitor the area COVID situation.
  - The majority of our employees received the Moderna vaccine. The Moderna booster was approved the day before, and we have plans to put into place once the CDC weighs in on guidance for administration. There will be a booster for everyone regardless of which original vaccine they received.
  - Meetings can take place in person, in offices conferences rooms, etc, but mask wearing is strongly suggested. Large gatherings will need to be considered though. The number of people allowed in a room varies based on the size of the room.
- **Vaccination Data**
  - The number of cases we have on campus are very manageable.
  - Percentage of students vaccinated: 79.32%.
  - Percentage of employees vaccinated: 88.5%.
  - Full campus vaccination percentage: 80.75%.
  - Typical class vaccination percentage: any class on campus at any given time is at 78% or above.

### **Minutes**

September 16<sup>th</sup>, 2021 minutes approved as written.

### **Recommendation**

- 21-22-01 SDSC – Recommendation to update the Tuition Benefit Guidelines approved with the change “E-Delivery Course Fee” instead of “E-course Delivery Fee”.

### **Teresa Meddings – ACCE**

\*Disclaimer: These are a combination of my notes and draft minutes from the meetings. The minutes have not been approved by ACCE and published as of today.

If you have any questions, please let me know.

9/17/21 via Microsoft TEAMS (in-person at Concord University cancelled due to COVID exposure in area where meeting would have been held)

The majority of the meeting was in discussion for the ACCE presentation to the HEPC on October 4, 2021. I emailed the presentation and accompanying materials. She also presented this to the CTC Council on October 6, 2021.

Here are the major issues ACCE felt it important to bring forward:

The current interpretation of the definition of non-classified staff and causing concerns.

- Large number of non-classified positions with no representation

- Current definition is legally questionable

- Institutions making employees non-classified, does not result in change in exemption status

- Series 55 language doesn't match language in code (18b9a2-2)

Data not being collected by Commission and Council to produce a proper Market study.

- Trish Humphries communicates that she does not have authority to collect data from each school, schools using different codes, titles, etc.

- Does commission have current Masters specs for all jobs in the system?

- Lack of standardized job codes

- ACCE feels that commission does have authority to collect all required data since tasked by the legislature

- Can commission and council mandate use of standardized job codes, use JDXpert and Payscale to facilitate data collections and analysis?

Lack of standardized job codes has resulted in inability to accurately count the number of classified and non-classified positions complicating a proper market study.

- Job codes should match duties and responsibilities, not job titles. Job titles are being used between classified and non-classified positions.

- ACCE is concerned JCC has not begun the work to identify benchmark, no RFP developed yet.

- ACCE would like to review RFP before public release

- Will there be a plan for the commission and council to develop a uniform set of job codes for implementation?

ACCE would like an update regarding Policy Review occurring or not at the HEPC

- How and when is process occurring?

- Can ACCE see the results of the process. Have not seen results since Bruce Walker left.

- Higher Education staff are only state employees who had bumping rights, recall rights, seniority and other rights taken away. Being treated inequitably compared to other state employees.

- Asking commission and council to support work of ACCE as follows:

- Ensure that ACCE can address LOCEA directly annually.

- Ensure that ACCE has a commission and council staff representative, that institutions understand importance of representation and participation of ACCE at all institutions

- Support ACCE representatives to travel and receive reimbursement.

Other noted concerns regarding HEPC:

No transparency or representative

JCC (Job Classification Committee) need to have a committee

New Chair – met once, no activity or participation of note

Dee Preston (MCTC rep for JCC) indicated they are to meet once a quarter but nothing really occurred in the August 2021 meeting (first meeting in 2 years give or take)

ACCE questioning if quarterly meetings are enough

HEPC should involve staff in budget liability (if the state cuts income tax), how will Higher Ed be affected? We need reliable and predictable support.

Many student support services have been stripped down (Mental Health, Veterans, etc.).

Better access to data and reports (Trish Humphries from HEPC notes that they have not been getting information from institutions in order to keep up with reporting). Question was asked of her, what is being done to correct that? It is required, not being done, who can “encourage” institutions to provide the REQUIRED information?

At this time:

Pierpont does not have an ACCE rep

Eastern is considering dissolving their staff council

Matt Turner – Executive Vice Chancellor for Administration -HEPC

Brief update on current events. Gave updates on searches for replacements to HEPC staff

Training being done for BOGs as there are many new members.

Trish Humphries – Vice Chancellor for Human Resources

It was noted that some institutions are using years of services to justify pay increases rather than merit. Chair of ACCE Jenna Derrico is to follow up and share with Trish in future

Trish noted that the JCC can meet more often to discuss the JCC benchmark positions (no clarification on this) and to discuss the market study that is due to happen this fiscal year

Once benchmarks are known, JCC can work on specs and reflect jobs, codes in Oasis.

This is where she discussed that institutions are not providing personnel information for reporting.

After the HEPC updates, ACCE discussed strategies to boost Staff Engagement:

Campuses are having difficulty finding reps for BOG, Staff Council  
Overburdening staff

Supervisors recommend representatives

New employee orientations – ½ day: welcome to campus, include ACCE rep

Right now HEPC does not have an ACCE rep

Please be reminded that PEIA is working hard to recoup any monies paid out to ineligible participants (divorced spouses, age-out children, etc.)

Meeting adjourned at 1:30

### **Committee Reports**

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

***Legislative Committee – Carol Hurula*** –

**3<sup>rd</sup> special session began 10/11/21 and ended on 10/20/21**

Wrap up:

[House Bill 301](#) was made effective from passage. The bill creates 100 single-member House districts based on the population of the 2020 Census. \*Number of house members remain same. Currently some districts may have had 2-3 members, now those will be single members.

WV will go from 3 congressional districts to 2. Our current congressional representatives are Alex Mooney (Eastern panhandle), Carol Miller (Southern WV) and David McKinley (Northern panhandle).

The House concurred to complete [House Bill 335](#), which requires covered employers to provide religious and health exemptions to mandatory **COVID vaccination**. Effective 90 days from passage.

The House amended and passed [Senate Bill 3034](#), which creates Senate districts based on the population of the 2020 Census.

The House passed [House Bill 339](#), which creates the Broadband Development Fund. Effective from passage.

Both, House Bills [337](#) Economic Development and [338](#) supplementary appropriate of federal funds, Coronavirus State Fiscal Recover fund were tabled. The Senate's companion bills were taken up and completed. The House suspended rules to take up Senate Bills 3040 and 3042 immediately.

[Senate Bill 3040](#) transfers \$10,000,000 from General Revenue to the Department of Economic Development for Broadband Development. Effective from passage.

[Senate Bill 3041](#) transfers \$90,000,000 from federal money to the Governor's Coronavirus State Fiscal Recovery Fund for Broadband Development Fund. Effective from passage.

Confirmed and approved a list of 150 persons nominated to various boards and commissions. Those affecting MU, approved Chad Pennington, Shawn Ball, and Patrick Farrell.

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

***Physical Environment Committee – Becky Lusher*** – The committee met and is still working on composing a building list for building contacts for emergencies and other issues.



***Service/Staff Development Committee – Eric Wallace*** – No report other than the Recommendation that was proposed and approved already.

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

**STAFF DEVELOPMENT/SERVICE COMMITTEE  
RECOMMENDATION**

**CSR-21-22-01 SDSC**

The Staff Development and Service Committee recommends changes to the Classified Staff Council Tuition Waiver Guidelines as per the attached documents. Original documents are attached with deletions being indicated with ~~red-strikethrough~~ and new language in red font. A clean copy with recommended changes is also attached.

**RATIONALE:**

To bring current some out-of-date parts of the guidelines, include some necessary restrictions, loosen other unnecessary restrictions.

**STAFF COUNCIL CHAIR:**

APPROVED  
BY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVED  
BY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

**UNIVERSITY PRESIDENT:**

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Classified Staff Council Tuition Benefit/Assistance Program

### Mission Statement

It is the intent of Classified Staff Council to ensure ~~our Marshall employees~~ Employees have ~~the every~~ opportunity to further their education by offering tuition ~~benefit/assistance to them as funding is made available.~~ benefits for all employees.

### Guidelines

#### Tuition Benefits for On-Campus and E-Course Classes What is Covered?

- Unlimited Graduate and Undergraduate Courses
- E-Course and On-Campus Courses
- Fall, Spring and Summer Courses
- Cost of System Capital and E&G Fees
- Regular Student Enrollment Courses (Not Distance Student Enrollment – See FAQs)

#### What is Not Covered?

- Other fees, including but not limited to: auxiliary, special equity, recreation center, program, lab and late fees.
- WV Rocks Courses
- Graduate Social Work Program
- Hybrid Courses
- Distance Student Enrollment (See FAQs)
- Distance Student Fees
- E-Delivery Course Fees (E-Courses are covered, but the additional fee is not)
- Other programs or courses can be added to this list at any time.
- On-campus and e-course tuition benefits are available in the Fall, Spring and Summer semesters as funding permits.
- Employees must apply for tuition benefits by the appropriate due dates for each semester.

#### Who is Eligible?

- Benefits-Eligible Marshall and MURC Employees.
- Employees who are admitted to the University and have already registered for classes.
- Employees registered with “Regular Student Enrollment” (See FAQs)
- Employees who have maintained “Satisfactory Academic Progress” (SAP) according to Financial Aid and University Policies. [www.marshall.edu/sfa](http://www.marshall.edu/sfa)

#### Further Criteria

- Employees taking courses during regularly scheduled working hours (with supervisor's approval) must follow the “Educational bBenefits” policy at <https://www.marshall.edu/human-resources/files/Marshall-University-Classified-Staff-Handbook.pdf> [www.marshall.edu/human-resources/handbook/BENEFITS.HTM](http://www.marshall.edu/human-resources/handbook/BENEFITS.HTM) regarding release time from regularly scheduled work week. **With supervisors**

~~approval full-time regular status employees may take up to five hours per week release time to attend class.~~

- ~~• Employees are responsible for all costs not covered which may include: auxiliary, special equity, recreation center, program, lab and late fees.~~
- Employees must inform the Service Committee at least 10 days prior toby the first day of class if they intend to decline the award by notifying the Staff Council Program Assistant at ~~6-2222~~either 304-696-2222 or easter@marshall.edu. Failure to do so may impact future awards.
- Withdrawing from class or receiving a failing grade in a class for which funds were received will impact eligibility in the following semester.
- Once an employee accepts the benefit/~~assistance~~, if they choose to withdraw or drop a class after a 100% refund is available the employee will be responsible for paying back any part of the benefit/~~assistance~~ that is not refunded by the Bursar's Office.
- ~~• Each employee applying for graduate benefits will be allowed 6 graduate hours unless extenuating circumstances are communicated to the committee and approval is granted for additional hours.~~
- ~~• Each employee applying for undergraduate benefits will be allowed 9 undergrad hours unless extenuating circumstances are communicated to the committee and approval is granted for additional hours.~~
- ~~• Tuition benefits are for classified benefit-eligible Marshall University / MURC employees only.~~

### **Eligibility**

- ~~• Employee must be admitted to the University as a degree seeking student.~~
- ~~• Employee must be enrolled in a residential program.~~
- ~~• Employee must have completed their initial six-month probationary period prior to first day of class.~~
- ~~• Employee must maintain Financial Aid Satisfactory Academic Progress according to University Policy. [www.marshall.edu/sfa](http://www.marshall.edu/sfa).~~
- ~~• Employee must have a Free Application for Federal Student Aid (FAFSA) on file with the Marshall University Financial Aid Office for current Academic Year. Please go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to apply.~~

### **Classified Staff Council Tuition-Benefit/Assistance Program (pg. 2)**

### **Application Package**

- ~~• Notice of application deadlines will be posted on the Staff Council's webpage.~~
- ~~• Applicants are responsible for filling out the application correctly by the deadline.~~
- Complete Electronic application form will be available on the Staff Council and Financial Aid's webpages at <https://www.marshall.edu/staff-council/tuition-benefits/><http://www.marshall.edu/staff-council/> -or <http://webcontent.marshall.edu/sites/sfa/Pages/FormsandApplications.aspx>
- ~~• After completion of either 90 undergraduate hours or 18 graduate hours applicants must attach a Plan of Study OR a list of remaining required courses to graduate.~~

### **Deadline Dates**

- ~~• Fall Semester – One week prior to first day of classes1<sup>st</sup> Monday of August~~
- ~~• Spring Semester – One week prior to first day of classes1<sup>st</sup> Monday of December~~
- Summer Semester – One week prior to first day of classes1<sup>st</sup> Monday of May

## Notification of Award

- All applicants will be notified of their award ~~by Staff Council~~ via the employee's official Marshall email address used on their application.

## FAQs

- How do I change from Distance Enrollment to Regular Enrollment? – Only “Regular Enrollment” students are eligible for tuition benefits, but if you are currently enrolled as “Distance” that can be changed by filling out and sending the following form to [registrar@marshall.edu](mailto:registrar@marshall.edu). The form also lists which programs typically default to distance and will need changed to qualify.
  - <https://www.marshall.edu/staff-council/files/Distance-to-Regular-Enrollment-Form-2021.pdf>
- Why do I still have a balance due? – Tuition Benefits do not cover fees such as those listed above under “What is Not Covered?”

Revised ~~11/12/15~~ October 2021



## Classified Staff Council Tuition Benefit Program

### Mission Statement

It is the intent of Classified Staff Council to ensure Marshall Employees have every opportunity to further their education by offering tuition benefits for all employees.

### What is Covered?

- Unlimited Graduate and Undergraduate Courses
- E-Course and On-Campus Courses
- Fall, Spring and Summer Courses
- Cost of System Capital and E&G Fees
- Regular Student Enrollment Courses (Not Distance Student Enrollment – See FAQs)

### What is Not Covered?

- Other fees, including but not limited to: auxiliary, special equity, recreation center, program, lab and late fees.
- WV Rocks Courses
- Graduate Social Work Program
- Hybrid Courses
- Distance Student Enrollment (See FAQs)
- Distance Student Fees
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- Other programs or courses can be added to this list at any time.

### Who is Eligible?

- Benefits-Eligible Marshall and MURC Employees.
- Employees who are admitted to the University and have already registered for classes.
- Employees registered with “Regular Student Enrollment” (See FAQs)
- Employees who have maintained “Satisfactory Academic Progress” (SAP) according to Financial Aid and University Policies. [www.marshall.edu/sfa](http://www.marshall.edu/sfa)

### Further Criteria

- Employees taking courses during regularly scheduled working hours (with supervisor’s approval) must follow the “Educational Benefits” policy at <https://www.marshall.edu/human-resources/files/Marshall-University-Classified-Staff-Handbook.pdf> regarding release time from their regularly scheduled work week.
- Employees must inform the Service Committee by the first day of class if they intend to decline the award by notifying the Staff Council Program Assistant at either 304-696-2222 or [easter@marshall.edu](mailto:easter@marshall.edu). Failure to do so may impact future awards.
- Withdrawing from class or receiving a failing grade in a class for which funds were received will impact eligibility in the following semester.
- Once an employee accepts the benefit, if they choose to withdraw or drop a class after a 100% refund is available the employee will be responsible for paying back any part of the benefit that is not refunded by the Bursar’s Office.

**Application**

- Electronic application form is available on the Staff Council webpage at <https://www.marshall.edu/staff-council/tuition-benefits/>.

**Deadline**

- Fall Semester – One week prior to first day of classes
- Spring Semester – One week prior to first day of classes
- Summer Semester – One week prior to first day of classes

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**FAQs**

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  - <https://www.marshall.edu/staff-council/files/Distance-to-Regular-Enrollment-Form-2021.pdf>
- **Why do I still have a balance due?** – Tuition Benefits do not cover fees such as those listed above under “What is Not Covered?”