

Marshall University

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Staff Council Minutes

Staff Council

11-16-2023

The Minutes of the Marshall University Staff Council Meeting, November 2023

Marshall University Staff Council

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Marshall University Classified Staff Council Minutes November 16th, 2023, Virtual Meeting via Microsoft Teams

Members Present: Jesse Baldwin, Nina Barrett, Tim Cline, Beretta Coleman, Samantha Holiskey, Heather Lowe, Becky Lusher, Nick Martin, Lisa Maynard, Teresa Meddings, Larry Morris, Carleen O’Neill, Lisa Ransbottom, Justin Tyler, Tony Waugh, Amy Weaver,

Members Absent: Anna Evans, Carol Hurula, Anita Mathis, Rob Williamson

Members Absent (Excused): Lacie Bittinger, Terri Thompson,

Guests: Jason Adkins, Mike Adkins, Pam Adkins, Mike Allen, Hailey Bibbee, Jim Booth, Kathy Brannock, Jennifer Brown, Amy Buchanan, Perry Chafin, Mary Chapman, Judy Clark, Latrenda Clay, Caroline Copenhaver, Kaleigh Decker, Maggie DeLong, Mark DeLong, Bob Dorado, Laura Drake, Carey Dunfee, Holly Dunmore, Travis Edmonds, Amy Ethel, Bruce Felder, Jenny Frazier, Andrea Gray, Cody Hall, Justin Hawthorne, Lisa Henry, Courtney Hessler, Linda Holmes, Alyssa Hudson, Brandi Jacobs-Jones, Chris Key, Simone Kompanek, Dena Laton, Mary Layne, Leeann Lemon, Linda Massie, Becky Maynard, Karen McComas, Carissa McDonald, Michael McGuffey, Char McKenna, Teresa McSweeney, Rebecca Meek, Susan Midkiff, Nathan Miller, Amad Mirzakhani, Brian Morgan, Nathan Mullins, Katherine Murphy, Becky Neace, Ginny Painter, Dicky Parker, Sara Payne, Jodie Penrod, Richard Probst, Angie Rose, Jerry Ross, Emily Roush, Kandice Rowe, Brittani Ruiz, Dustin Scarberry, Shawn Schulenberg, Tyler Sharp, Elizabeth Sheets, Kristin Sims, Tracy Smith, Julia Spears, Sarah Stephens, Allen Taylor, Erica Thomas. Kim Thomas, Matt Tidd, Bob Walker, Teresa Wellman, Tracie Wheeler, Denise Wiley, Marie Willis, Kathi Wintz, Miriah Young, Jodi Zimmerman

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

Dr. Karen McComas – Academic Affairs

- **Advisors**
 - We have professional advisors who staff University College in addition to staffing other individual colleges.
 - Advisors spend a lot of time on professional development going to workshops, trainings, etc. and aid with scholarships.
 - Some of our advisors will be forming three groups who will each make presentations at a conference of advisors in the spring.
 - Robin Taylor, Sarah Simpson and Justin Fleming will make a presentation titled "Bridging the Gap, Matching Learning Styles with Academic Advising Strategies."
 - Tammy Reynolds, Rebekah Agee, and Justin Fleming will make a presentation titled "Stronger Together – Fostering Partnerships with Faculty Advisors to Advance Student Success."
 - Sarah Davis, Chris Atkins, Sara Simpson, Robyn Stafford and Paige Kennedy will make a presentation on "Integrating a New Advising Theory – A Campuswide Strategic Implementation."

- **Herd Connect**
 - A four-pronged advising and mentoring model we are in the process of building.
 - Involves each student having one professional advisor and at least one mentor for each academic year. These advisors will remain the same from one year to the next unless the student changes majors.
 - **Freshmen and Sophomore Years**
 - Students will have a professional advisor in addition to at least one student mentor.
 - **Junior Year**
 - Students will continue to have a professional advisor, but the student mentor then hands the student over to a faculty mentor for more specialized help in the field they are going into.
 - **Senior Year**
 - Senior students will then transition to having an alumni mentor who can help them transition from student to professional, and how to be successful in the workplace.

Bruce Felder – Human Resources

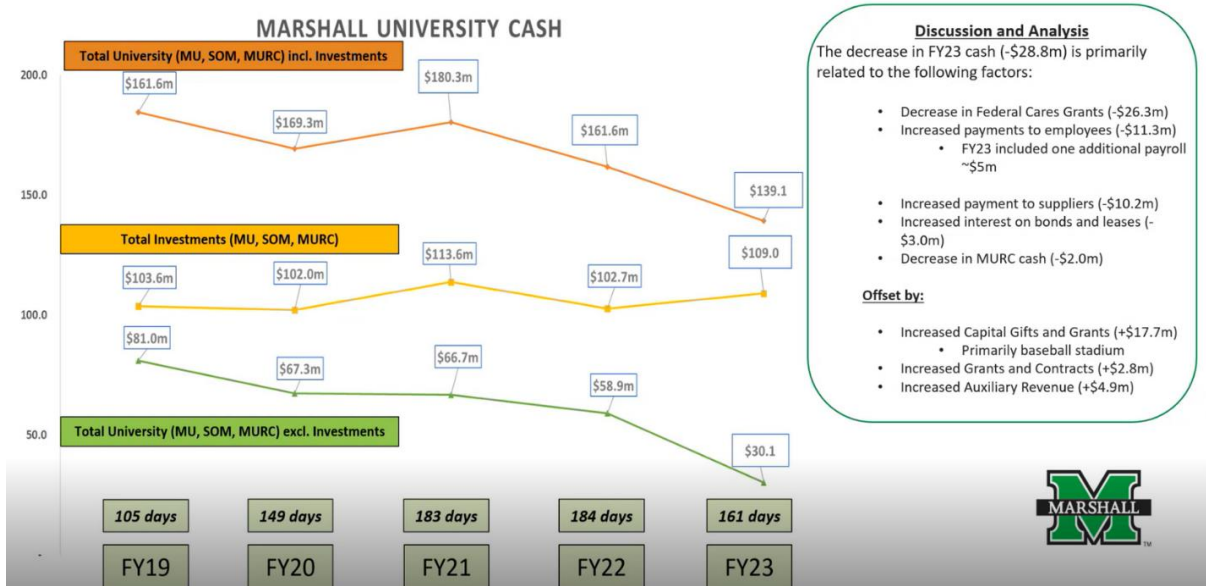
- **Employee Assistance Program**
 - The University is now offering a free service to employees to assist with a variety of things including counseling, legal concerns and document preparation, identity theft, and telehealth appointments. For more information visit <https://www.marshall.edu/human-resources/employee-assistance-program-eap/>
- **Employee Hiring Deadline**
 - In maintaining compliance with our December hiring policy, December 4th is the last official day to start a new employee in the calendar year. All paperwork must be received by Monday, November 27th; otherwise, their start date won't be until January 2nd, 2024.
 - **Q:** Does this apply to internal hiring?
 - **A:** No, they just must have their PAR in a week before the next payroll date.
- **Winter Break**
 - The University will be closed for winter break beginning December 22nd and will reopen on January 2nd, 2024.
- **PEIA**
 - PEIA will be hosting a virtual town hall that night.

Matt Tidd – CFO

• **Finances**

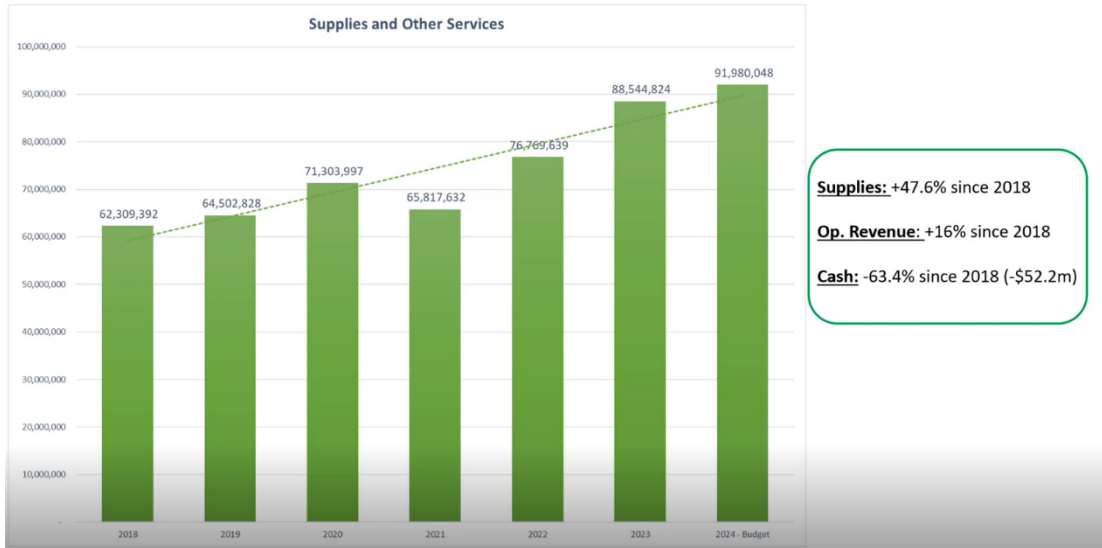
- For context, Mr. Tidd reported on some of the budget challenges colleges and universities across the United States are facing.
 - The University of Arizona recently miscalculated their days of cash on hand, thinking they had 156 days when in reality they had lost \$240 million and had less than 100 days of cash on hand. Their university is now cutting athletic programs, cutting budgets by 2% across their campus, and revisiting their financial aid policies.
 - WVU is making sweeping cuts across their university, eliminating 170 faculty lines and evaluating 32 programs that will likely be cut also.
- Marshall has a \$28 million deficit, which we are working towards reducing through various means.
- The following image shows our cash, and cash and investments.
 - The green bottom line is a 5 year look at our cash position.
 - The yellow middle line is our investment portfolio.
 - The orange top line is both of those combined.
 - FY19 ended with \$81 million cash on hand.
 - FY23 ended with \$30 million cash on hand.
 - We have had a \$50 million decrease in cash on hand since FY19.
 - In fiscal year 2023 we had about 161 days of cash on hand.
 - Current cash on hand is lower than \$30 million.
 - The payroll cost each pay period is approximately \$5.5 million.
 - There will be an inflow of cash when spring semester bills are sent, but then we must manage that cash to last through the end of the fiscal year and into the beginning of the fall semester.

Cash and Investments



- **Save to Serve Initiative** - In light of the financial situation outlined above, Marshall has developed what is being called a “Save to Serve” initiative.
 - 48% increase in *spending* since 2018.
 - 16% increase in *revenue* since 2018.
 - Since 2018, our non-personnel spending has gone from \$62 million to \$92 million.
 - Our cash position has decreased 63%, or \$52 million.

FY18 - FY24 Supplies and Other Services – The Trend



- The University Cabinet meets every two weeks and finance has put forth a 5% reduction, which so far has been met.
- *Reductions shown on the following image refer only to supplies and other services.*

FY22 and FY23 Supplies and Other Services – The Goal

Proposed Reductions	
Unit	Amount
BU01 COB	40,000
BU03 SChas	-
BU04 Finance	35,000
BU05 COS	30,468
BU06 CECS	16,000
BU07 COLA	14,464
BU08 COHP	73,000
BU09 CAM	28,898
BU10 COEPD	15,965
BU11 Honors College	800
BU12 SOP	23,000
BU13 Athletics	500,000
BU14 Plant	207,634
BU15 Autism	8,000
BU16 Housing	67,533
BU17 SOM	198,350
BU18 Central Services	137,133
BU19 Legal	56,000
BU20 Academic Affairs	441,655
BU21 IT	432,183
BU22 Communications	72,220
BU25 Development	22,169
BU27 Library	90,000
BU30 Environ Health and Safety	1,562
BU31 Student Affairs	70,752
BU33 Aviation	70,735
BU35 Chief of Staff	416,515
BU36 HR DEI	21,800
	3,091,836
MURC	75,000
TOTAL	3,166,836

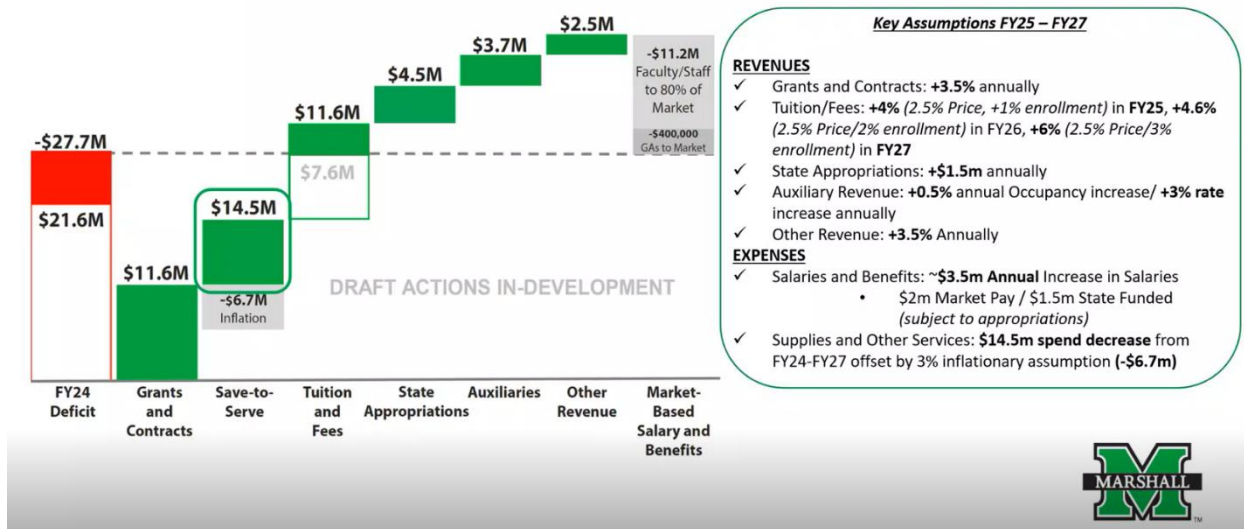
SLOWING THE GROWTH

5% Reduction in FY24 Supplies:
\$3.2m

FY24 Projected Supplies (after Reduction)
\$87.4m
-2.4% vs FY23 Spend

- We've identified that we need to save about \$14.5 million over a 3-year period.
 - Right now, in FY24 we're already saving about \$3.2 million in fall semester.
 - We're still looking to identify non-personnel savings across campus by finding redundancies, inefficiencies, wasteful spending, etc.
- **Financial Path Forward** – Three year plan
 - Red column – our current FY24 deficit.
 - Dotted Line – break even line. Once above the line, we will be out of the deficit and continuing to make/save more funds.
 - Green columns – identifies different areas where we will either save money or increase revenue.
 - Grants & Contracts Growth – \$11.6 million
 - Save-to-Serve Initiative (savings from finding ways to cut non-personnel spending) - \$14.5 million
 - Tuition & Fee Increases – \$11.6 million
 - State Appropriations – \$4.5 million
 - Auxiliary Revenue Growth – \$3.7 million
 - Miscellaneous other revenues – \$2.5 million
 - Grey column – Represents using the funds generated above the break-even line to invest in faculty and staff salary increases.

Financial Path Forward



- We started FY24 with a \$28 million deficit, and our current projections say we are at approximately a \$22 million deficit.
- **Q:** Have there been any discussions about moving to a four-day work week to save on campus operation costs?
 - **A:** No, but it would be a conversation that leadership could have.



- **Q:** Were the reduction in costs for each unit proportional to the amount it costs to operate each unit?
 - **A:** It was based upon a 5% reduction for each unit, so 5% varies in dollar amounts from unit-to-unit.

Sara Payne – Government Relations

- Government relations is getting ready for the next legislative session.

**MARSHALL UNIVERSITY
GOVERNMENT RELATIONS**

The team is a **CRITICAL PARTNER** that has **ESTABLISHED RELATIONSHIPS** with all levels of Government.

We are the **CHIEF ADVOCATES** for the institution's priorities and external interests.

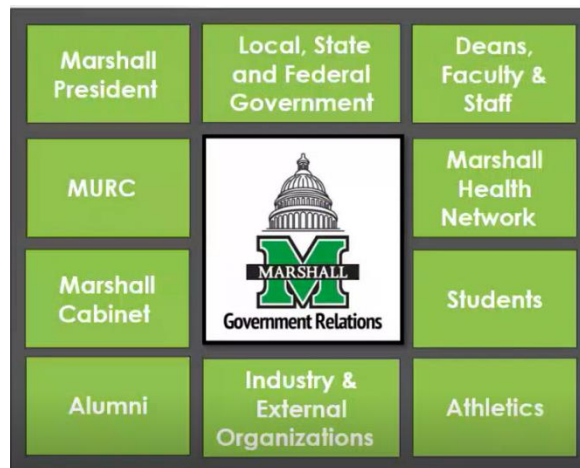
We bring awareness and university assets that support innovation and high growth areas.

We serve as **YOUR BRIDGE** to funding, public policy, public service and development.

CONTACT US TODAY

The graphic features a black header with white text, a light gray background with green text, and decorative green arrow shapes on the left and right sides.

- Government relations is like an ecosystem that works with all the groups around it.




- Specific areas in which Government Relations wishes to help Marshall grow within the State are listed here, from the West Virginia Forward summary of findings.

Distinctive Programs of Interest

Addressing Strategic Needs in WV

WV Strategic Needs & Opportunities




1. Cybersecurity & Forensic Science
2. Population Health
3. Advanced Manufacturing
4. Advanced Energy
5. Aviation/ Advanced Air Mobility
6. Entrepreneurship/Economic Dev.

Marshall University Strategic Pillars & Centers of Excellence




Cybersecurity
Forensic Science



Addiction/Opioid
Obesity/Digestive Health
Gerontology/Healthy Aging
Rural/Behavioral Health
Neuro-Divergence/Autism




Advanced Manufacturing
Economic Development



Advanced Energy
Sustainability



Aviation (Pilot & AMT)
Advanced Air Mobility



Entrepreneurship/Design Thinking
Digital Humanities/New Media

- There have already been several government relations successes, having brought more than \$100 million to Marshall through projects and construction projects.

GOVERNMENT RELATIONS SUCCESSES

Programmatic Highlights

ARC \$1.5M WV Grant Resource Centers – Capacity Building
 State of WV - \$1.5M WV Grant Resource Centers – Capacity Building
 CDC, SAMSHA, HRSA - \$10M to combat substance abuse
 DoJ - \$12M – Forensic Science and Genetic Forensics
 AG - \$3M - Natural Products Center
 DoD – DoL - Advanced Manufacturing - \$20M
 DoE – \$1M New Battery Research Institute, Hydrogen Hub
 Dept. of Ed. – Cyber Critical Infrastructure – ICS - \$3M
 Homeland Security - \$4M Cyber Security
 Cyber Command - \$4M Cyber Security
 HHS - \$10M Healthcare
 State of WV - \$5M – PROACT
 SBA - \$2M Aviation
 HHS- \$2M SOM Translational Research
 HHS- \$1M SOM Equipment
 CDC - \$1M Foster Care
 Airforce - \$1M Material Development CoE
 HHS - \$3 MU Health Network Rural Surgical Suite – Logan, WV
 HHS - \$3M SOM Toxicology Center

Construction

New Cyber Security Building - \$45M
 BioSciences Building - \$25M
 Health Care Complex Buildings - \$27M
 Advanced Manufacturing Statewide Sites - \$15M
 Deferred Maintenance - \$20M
 Baseball Stadium - \$13M

Anticipated Successes

State of WV - \$20M Huntington Tri State Infrastructure
 State of WV - \$17 M Bill Noe Flight School – Charleston
 HHS - \$15M SOM Medical Building
 USDA - \$1M Telemed and Mobile Medicine
 DoD - \$4M Underground Mapping CoE
 DoJ - \$4M WV Genetic Forensic Science Center
 Cyber Command - \$13M Cyber Security
 DoE - \$3M Cyber – Critical Infrastructure
 DoD - \$2M Master's in AI

- **Communicating with Government Relations**
 - Government relations has developed two newsletters, the Capitol Column and HERD: the News, to keep the community up to date.
 - They will also attend or host meetings.

The graphic features a black header with the text "GOVERNMENT RELATIONS COMMUNICATIONS" in white. Below the header, there are two columns of text and two images. The left column contains two images: "Capitol Column" (an email update by Marshall Government Affairs) and "HERD: the NEWS" (a publication by Marshall Government Relations). The right column contains a bulleted list of activities. The bottom left corner has green arrow graphics pointing right, and the bottom right corner has black arrow graphics pointing up.

GOVERNMENT RELATIONS COMMUNICATIONS

- We have developed two Newsletters:
 - Capitol Column
 - Internal for Marshall Community
 - During Regular Session – Every Monday
 - HERD: the News (External)
 - Quarterly
 - Focus: Economic and Workforce Development
 - Audience: Policy leaders and staff at all levels
- We attend meetings:
 - Faculty Senate
 - Classified Staff
 - Board of Governors
- We host virtual Open House Hours.
- We have regular meetings with SGA leadership and Alumni.
- We book one-on-one meetings.

- Government relations can help the community by:
 - Connecting people and assisting with scheduling meetings.
 - Assisting with preparation for meetings with the legislation, government, etc.
 - Helping to get elected officials on campus and getting the word out.
 - Helping to understand how and where you can serve on boards and commissions across the State, and what topics and areas of interest there are boards for.
 - Getting students into internships, fellowships, or connected with different programs like the DHHR, Department of Forestry, Homeland Security, etc.
 - Securing funding for projects.
- You can help government relations by:
 - Being an idea generator for our state’s challenges.
 - Serving on a board of commission.
 - Creating a subject matter expert list for government relations to have on hand to represent the Marshall community.
 - Staying in communication with government relations to share things like who will be on campus, projects you’re working on, etc., which will help build their metrics.



- Government relations contacts:
 - Charlotte Weber
VP of Government Relations
cweber@marshall.edu
304-838-1193
 - Sara Payne Scarbro
AVP of Government Relations
sara.payne@marshall.edu
304-417-0938

Tracy Smith – Health and Safety

- **Insurance Premium Reduced**
 - Our annual premium with the West Virginia Board of Risk and Insurance Management, our insurer for liability and property for the university, has seen a significant reduction. Tracy credits this largely to the faculty and staff involvement of reporting and then quickly repairing things that were either in disrepair or created a risk.
- **Cord safety and guidelines**
 - We don't allow any small residential extension cords on campus like you would use in your home.
 - When decorating for Christmas, be sure to plug all lights either directly into the wall or into a surge protector.
 - Only use lights that are listed as UL or AU on the tag.
- **Training**
 - We are working on streamlining our onboarding and annual training so we can track it better.
- **Health Precautions**
 - Be sure to get your vaccines, wash your hands, and stay home if you're sick.

Approval of Minutes

- The September 21st, 2023 minutes were approved as written.
- The October 19th, 2023 minutes were approved as written.

Teresa Meddings – ACCE Report

ACCE met at West Liberty for the October meeting.

- Guests included the president of West Liberty as well as Matt Turner and Jade Irving from the Higher Education Policy Commission (HEPC).
- West Liberty President's Report
 - West Liberty is implementing their first doctoral program. Most classes for it are online and a few in person.
 - They are launching an aviation program in conjunction with Marshall.
 - They are working on dual enrollment pathways with their local high schools.
 - Their enrollment is up, and freshmen engagement seems to be higher than in the past. Hopefully this will translate to good retention.
 - They are moving from their current wireless provider to one that can offer each student connectivity to 10 wireless devices.
 - They are building a new aquatic preservation to care for animals that are displaced during campus construction. After which, they will be returned to their natural habitats.
 - They are in the planning stages of their campus carry plan.
 - Their athletic director retired the week prior, and they currently have an interim in place.
 - They have started their first women's wrestling team this semester.
 - When asked about attracting more students to higher education in West Virginia, he said that they are working to offer more online classes to make it more affordable and available to students, even outside of West Virginia.
- Campus Carry
 - Jade Irving from HEPC will be inputting the information received at the HEPC regarding campus carry law and implementation across the state institutions.
 - At this time, there has been no support at the state level for additional funding for implementation and safety measures.
 - HEPC will not be hiring a consultant for campus carry as conversations with several institutions across the country that have already implemented campus carry reported having no notable issues.
 - Northern Community and Technical College is working on a policy to put in place on their campus to exempt certain areas.
 - Mr. Turner asked ACCE to compose a list of their questions to send to him prior to their meeting so he can have information prepared.
- Deferred maintenance has made it to the governor's desk and is being appropriated.

- Taran Woford from HEPC has been tasked with working on the market study and compensation plan.
- TIAA
 - The HEPC has brought on a third-party consultant to assist with forced requirement distributions.
 - HEPC is working with a consultant to give us an option for retirement outside of TIAA.
- Minutes were tabled.
- The benefits committee met and suggested that if you have any changes needed for TIAA, go online and try to implement them yourself as it's very difficult to get a live person.
- Bob Long, emeritus member of HEPC, is working to get a meeting with Senator Boley prior to the next legislative interim to bring some of ACCE's concerns about the market study to their attention.
- The website committee met and is continuing to update the ACCE website.

ACCE met at WVU for the November meeting.

- The Director of Government Relations for WVU, Travis Mollohan, attended and took notes and commented on things discussed. He will take some of ACCE's issues to his contacts at the legislature and will get back to ACCE.
 - Diversity, Equity and Inclusion (DEI) is a topic of discussion that the legislature will likely take up in January.
 - PEIA was discussed, and Mr. Mollohan stated that since the increase went into effect in July, it has caused WVU upwards of \$10 million. If the next 10% increase is approved, it will cost an additional \$5 million to them.
 - Mr. Mollohan shared that he is the chair of the WV Task Force for Campus Carry, and right now they are tracking costs of everything they are looking at before they will talk about requesting additional funding. He does not recommend requesting additional funding without firm numbers of what campuses need.
 - The 5% salary increases from the governor were discussed, and the group Mr. Mollohan works with hopes to impress upon the legislature the need for them to be fully backed with money.
 - Not all university employees are state funded, and universities must use additional funds to give their employees a 5% raise across the board.
 - WVU received \$3 million from the state for the last 5% raise, but it would cost them an additional \$17 million to give the raise across the board.
 - Mr. Mollohan discussed cybersecurity and he is currently working with two and four year colleges.

Election Committee – Nina Barrett – We will have an election after the first of the year to fill some currently vacant positions.

Legislative Committee – Carol Hurula – No report.

Personnel/Finance Committee – Rob Williamson – No report.

Physical Environment Committee – Becky Lusher – No report.

Service/Staff Development Committee – Carleen O’Neill

- The 2023 Thanksgiving Dinner for students will be held on Tuesday, November 21st from 5pm-8pm in the Campus Christian Center.
- The 2023 Holiday Project will consist of helping 61 children from a local program make gifts for their parents.

Announcements

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: _____
Brad D. Smith, University President