

Marshall University Classified Staff Council Minutes July 18th, 2024, Virtual Meeting via Microsoft Teams

Members Present: Jesse Baldwin, Nina Barrett, Lacie Bittinger, Mark Brumfield, Tim Cline, Beretta Coleman, Maegan Gruber-Basenback, Samantha Holiskey, Carol Hurula, Dena Laton, Becky Lusher, Anita Mathis, Lisa Maynard, Larry Morris, Terri Thompson, Justin Tyler, Tony Waugh, Amy Weaver,

Members Absent: Anna Evans Nick Martin, Lisa Ransbottom,

Members Absent (Excused): Heather Lowe,

Guests: Jason Adkins, Christopher Atkins, Zach Bailey, Hailey Bibbee, Kathy Brannock, Jesseka Bush, Mary Chapman, Latrenda Clay, Tiffani Daniels, Sarah Davis, Bruce Felder, Andrea Gray, Cody Hall, Brandi Jacobs, Carissa McDonald, Avinandan Mukherjee, Jodie Penrod, Alice Roberts, Jerry Ross, Rodney Sanders, Shawn Schulenberg, Tyler Sharp, Kristin Sims, Brad Smith, Tracy Smith, Sharon Stackpole, Robyn Stafford, Sarah Stephens, Sherri Stepp, John Taylor, Robin Taylor, Matt Tidd, Allen Williams, Miriah Young

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

President Brad Smith

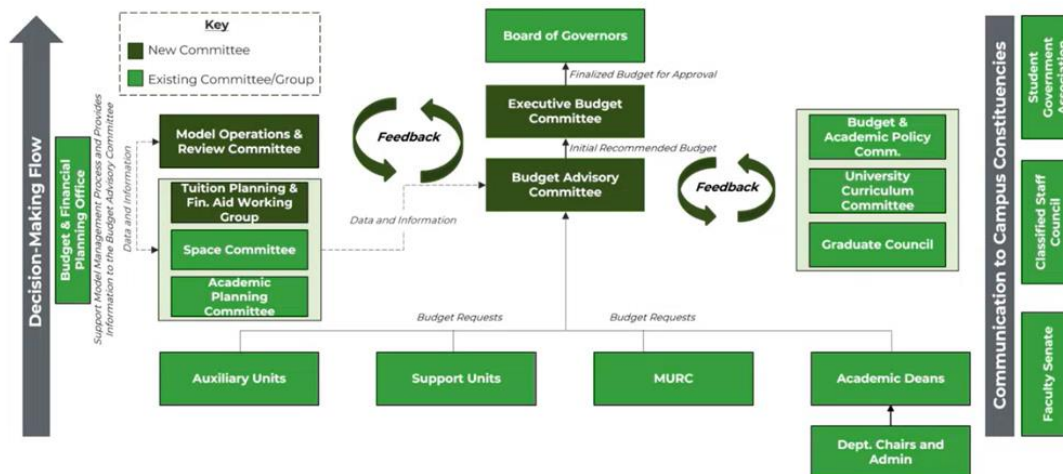
President Smith joined the call to answer any questions. He added that we are making good progress as we planned for a 1% increase in enrollment, and we are currently at a 4.8% increase. However, we are struggling in the area of retention, and plan to focus on why and what we can do to improve upon it.

Matt Tidd – CFO

- **Incentivized Budget Model**
 - A big goal of the new budget model is transparency.
 - There will be opportunities for many on campus to have input.

Marshall Budget Model Management Structure

The Executive Budget Committee will receive feedback and data from various sources to facilitate decision making and prioritize investments.



DRAFT FOR DISCUSSION

- The middle and bottom of the graphic above are the core of the governance structure.
- The executive budget committee will consist of President Smith, Matt Tidd, Provost Avi along with some staff.
- The budget advisory committee is where the campus will be able to weigh in. There will be 15 to 16 representatives, including Staff Council Chair, Tony Waugh, and deans, cabinet members and all parts of campus.
- The committee will bring in all aspects of the campus budget and get it ready for the executive budget committee.
- The bottom row will be the units across campus, which will submit their budgets and requests to the Budget Office.
- The far right is where Staff Council will come in. As progress is made through the budget cycle, there will likely be updates brought to the Staff Council meetings.
- **Q:** When will we be expected to have budgets turned in?
 - **A:** They're working on a calendar for the upcoming year, but some units will start in November and have around six weeks to turn budget templates in, which will then have to go to the Budget Advisory Committee. Some units won't begin until January.
- **Marshall Marketplace**
 - Anyone involved in purchasing on campus is encouraged to attend training sessions, watch demos, etc. as we g live with Marshall Marketplace.
- **Year-End-Audit**
 - Preliminary fieldwork has begun.
 - Full audit work to begin in September.
 - Financial statements to be delivered on October 15th.

Bruce Felder – Human Resources

- **Annual Service Awards Luncheon**
 - Bruce thanked everyone for a great luncheon, and congratulated Michaela Arthur on receiving Employee of the Year.
- **Legislative Salary Increase**
 - A distribution of legislative funds were used to give pay raises. Amounts and distribution examples are as follows:



- **Award** - 3.2 million
- **Available raise pool after fringe benefit allocation** - \$2,440,500
- **Distribution** - All employees would receive \$1,000 + 1.0%

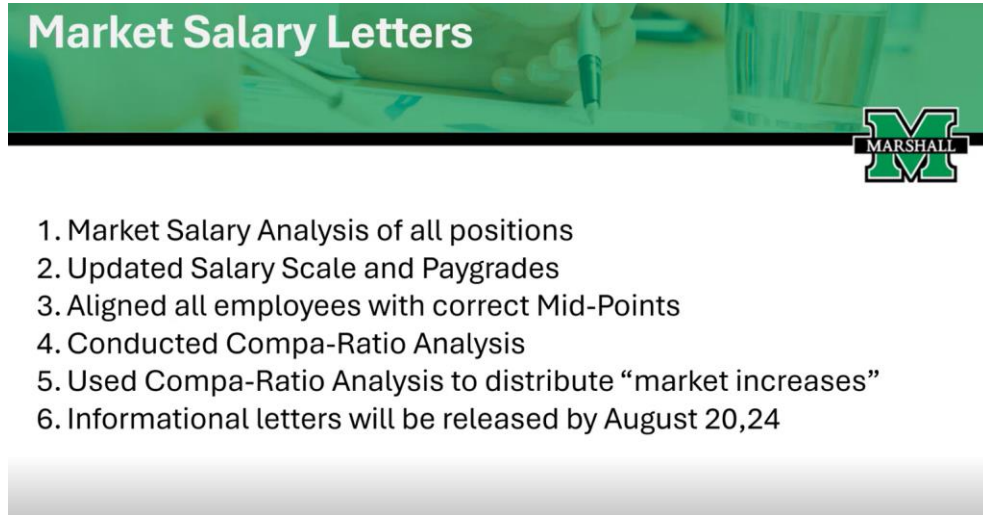
Examples:

Salary	Formula	Raise	%
\$100,000	Salary + 1,000 = 101,000 (101,000 x 1.0%) = 1,010 + 101,000 = 102,010	\$2,010	2.01%
\$30,000	Salary + 1,000 = 31,000 (31,000 x 1.0%) = 310 + 31,000 = 31,310	\$1,310	4.37%

- This approach allows for a balance between ensuring everyone gets a noticeable increase while boosting the overall salary of lower earners.

- **Market Salary Letters – New Paygrades and Classifications**

- A year ago, human resources started working with a company called payscale.com, figuring out where our employees’ salaries were aligned in the market. The process is outlined in the following graphic, and the culmination of the work will be in the form of a letter sent to employees by August 20th. Employees will know exactly what your salary midpoint is, what your comparatio is, and how much additional salary increase you will receive.

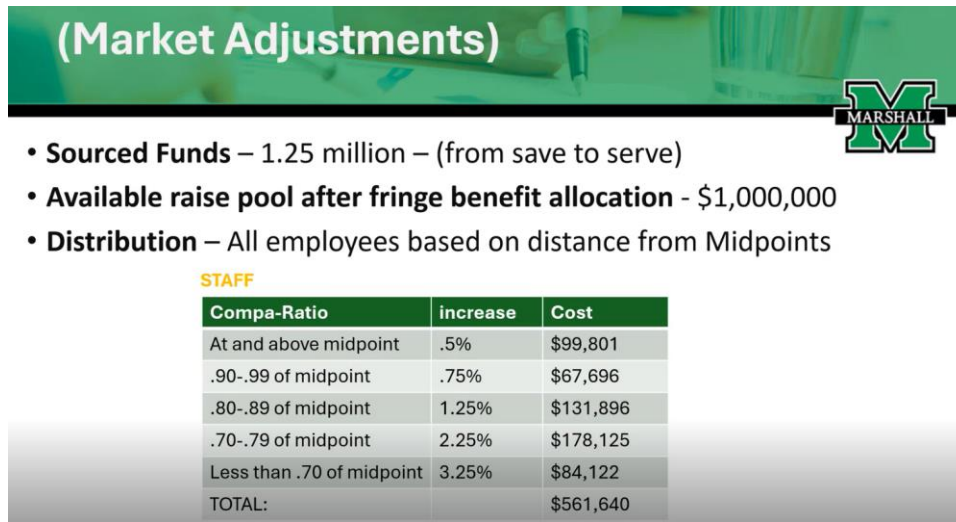


Market Salary Letters

1. Market Salary Analysis of all positions
2. Updated Salary Scale and Paygrades
3. Aligned all employees with correct Mid-Points
4. Conducted Compa-Ratio Analysis
5. Used Compa-Ratio Analysis to distribute “market increases”
6. Informational letters will be released by August 20,24

- **Additional Market Increases**

- Funds have been sourced from the Save to Serve initiative, which will be used to give market adjustment raises based upon how far away from their midpoint an employee is.



(Market Adjustments)

- **Sourced Funds** – 1.25 million – (from save to serve)
- **Available raise pool after fringe benefit allocation** - \$1,000,000
- **Distribution** – All employees based on distance from Midpoints

STAFF

Compa-Ratio	increase	Cost
At and above midpoint	.5%	\$99,801
.90-.99 of midpoint	.75%	\$67,696
.80-.89 of midpoint	1.25%	\$131,896
.70-.79 of midpoint	2.25%	\$178,125
Less than .70 of midpoint	3.25%	\$84,122
TOTAL:		\$561,640

• **Total Reward Statements**

- Total Reward Statements are being produced for each employee, which will show their take-home pay in addition to the total value of their salary including other sorts of benefits.

Total Reward Statements
 2024 Total Rewards Statement
\$50,547.85

Compensation: \$43,944.16

2023 Compensation	Your Contribution	Marshall University Contribution
Regular Wage	\$0.00	\$33,350.00
Overtime Wage	\$0.00	\$4.10
Annual Increment	\$0.00	\$180.00
Education Benefit	\$0.00	\$6,270.00
Employer Tax Contributions	\$0.00	\$2,300.96
Medical	\$270.00	\$3,012.00
Basic Life	\$0.00	\$21.12
401A	\$1,846.37	\$1,846.37

Benefits: \$4,671.22

2023 Benefits	Your Contribution	Marshall University Contribution
Medical	\$368.00	\$4,446.00
Basic Life	\$0.00	\$22.77
Employer Assistance Program	\$0.00	\$2.45

Retirement: \$1,932.47

2023 Retirement	Your Contribution	Marshall University Contribution
401A	\$1,932.47	\$1,932.47

Annual Experience Increment (AEI)

Every eligible employee with three or more full years of service shall receive an annual experience increment (AEI) payment equal to \$60 times the employee's years of service, without limit in each fiscal year and on the first day of July, each eligible employee shall become eligible for an annual increment increase of \$60 for that fiscal year.

Every employee becoming newly eligible, as a result of meeting the three years of service minimum requirement on the first day of July in any fiscal year, is entitled to the annual increment increase equal to \$60.

• **Performance Management**

- We identified in last year's employee engagement survey that employees wanted more performance management and accountability. The new performance management website is live and employees can see the system that they will be evaluated on in the upcoming year. Training has already been ongoing for managers in PeopleAdmin. Employees are encouraged to register for online training and webinars.

Performance Management

[Performance Management - Human Resource Services \(marshall.edu\)](#)

PERFORMANCE MANAGEMENT

Performance management is a process of communication between supervisor and employee. This communication should be continuous throughout the year while working toward the common goal, accomplishing the strategic objectives of Marshall University. The communication process includes:

- Establishing Expectations
- Setting Goals/Outcomes
- Ongoing Feedback
- Assessing Results

Performance Evaluation Types

3 MONTH PROBATIONARY

Employees that have worked less than 3 months at Marshall. They are still using paper evaluation forms. Details on this HR Form are: You will complete their evaluation at the end of the month following following their first work anniversary in January. All of your employees who had 1/1/2024 their 3 month probation would be due May 31st.

6 MONTH PROBATIONARY

Employees that have worked more than 3 months and less than 6 months at Marshall. They are still using paper evaluation forms issued on the HR Form are: You will complete their evaluation at the end of the month following following their first work anniversary in January. All of your employees who had 1/1/2024 their 6 month probation would be due August 31st.

ANNUAL

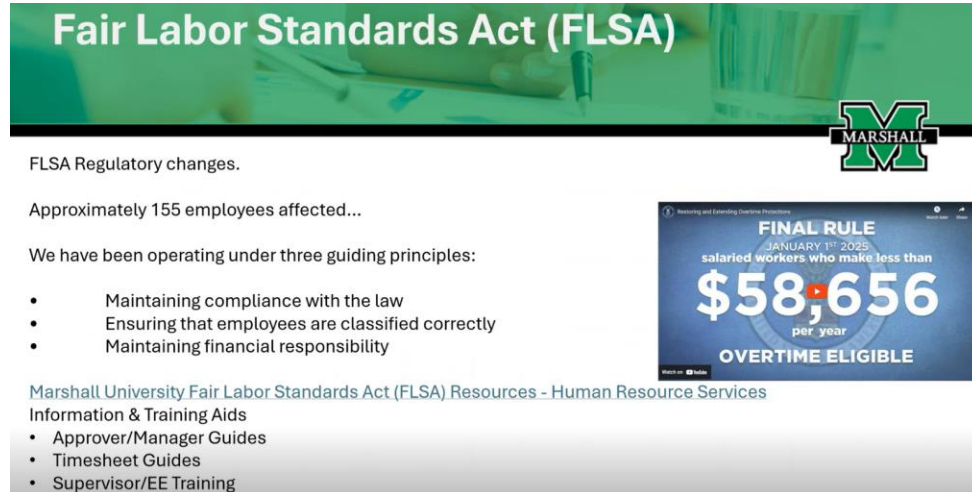
Annual evaluations are for employees that have worked more than 6 months at Marshall. These evaluations will be processed by PeopleAdmin for all Staff and Faculty positions. These evaluations will be completed by your Employee Portal.

Training:

- Systems Training – PeopleAdmin
- Webinars – Vector Solutions
- Leadership Coach – David Beam

- **FLSA – Implementation**

- The Fair Labor Standards Act is now requiring that employers pay their exempt employees a minimum of \$58,656. Any employees paid below that threshold must be non-exempt employees, which means they must now clock in and out. Marshall had approximately 155 employees affected by this change, and had to determine whether to raise their salaries or change them to non-exempt with the opportunity to earn comp. time or overtime.



The slide features a green header with the title "Fair Labor Standards Act (FLSA)" and the Marshall University logo. Below the header, it states "FLSA Regulatory changes." and "Approximately 155 employees affected...". It lists three guiding principles: maintaining compliance with the law, ensuring correct classification, and maintaining financial responsibility. A graphic on the right shows the "FINAL RULE" effective January 1st, 2025, for salaried workers making less than \$58,656 per year, who are overtime eligible. At the bottom, it provides resources from Human Resource Services, including Approver/Manager Guides, Timesheet Guides, and Supervisor/EE Training.

- **Employee Engagement Survey**

- The annual employee engagement survey will go out in late September or early October and employees are encouraged to participate.
- **Q:** It has recently been discovered that there has been a large increase in the number of EEO 30 employees. Why is this?
 - **A:** The change is in part due to the fact that some job titles were collapsed into one title, which in some cases moved an employee from an EEO 40 or 50 to an EEO 30. Also, we have a lot of employees who fit into the EEO 30 category in general.
- **Q:** What salary is the FLSA eventually hoping to raise the minimum to for exempt employees?
 - **A:** They previously tried to get the minimum raised to \$87,000 and will probably continue to work that direction.
- **Q:** Since we must get overtime pay approved before taking the time, the only option is comp. time otherwise. Will receiving overtime pay be an option at all?
 - **A:** The decision to switch exempt employees to non-exempt employees (rather than bringing their salary up to the \$58,656) was done as a budgetary consideration. As such, employees and supervisors must manage the work to be completed in 40 hours, and when that's not possible they can earn comp time.
- **Q:** Now that lower paid employees are being addressed and brought up closer to where they should be, what is the plan to properly compensate people who have additional education, additional job duties, and additional responsibilities?
 - **A:** Very few employees were actually moved up. No one was brought up to the \$58,656 and very few were increased to \$43,888. We will continue to work aggressively to get

our employees up to market using comparatios and money we save through our Save to Serve initiative.

- **Q:** Will the Market Salary Letters come via campus mail boxes or email?
 - **A:** We will do both.
- **Q:** Will the salary schedule be posted online?
 - **A:** Yes, once the letters are released, the new salary schedule will be updated as well.
- **Q:** Since the Master Specs are no longer online, are they being revised and will return online later?
 - **A:** Yes. Because the HEPC is taking longer than we wanted to come up with that information, Marshall is doing their own Marshall Master Specs. We will continue to partner with the HEPC while also doing our own work.
- **Q:** Is there a limit on the maximum number of comp time hours someone can accrue?
 - **A:** Yes, most have a limit of 240 hours, whereas emergency response personnel have a limit of 480.
- **Q:** Does comp time expire, and will it be used before annual leave?
 - **A:** Yes, it has a one year expiration shelf life, but the employee determines which leave type they want to use when they submit their leave request.

Avi Mukherjee - Provost

- **First-Time, Full-Time, Freshmen Undergraduate Students**
 - Current Application Numbers
 - Fall 2024 Applications: 9500
 - Fall 2023 Applications: 8000
 - Current Enrolled Numbers
 - Fall 2024: 1900 (Increase of 7.6% compared to last year.)
 - Fall 2023: 1766 (Increase of 13% compared to the previous year.)
- **University Total Fall Enrollment** – Graduate & Undergraduate
 - Fall 2024 Current Enrollment: 9436 (Increase of 4.8% compared to last year.)
 - Fall 2023 Same Day Enrollment: 9000 (Increase of 4.5% compared to the previous year.)
 - Undergraduate Enrollment is showing an increase of 6.1% over last year.
 - Graduate Enrollment is showing an increase of 1% over last year.
- **Student Retention Numbers**
 - Overall Retention – retention numbers spent a few years going up but have begun to decline again.
 - Fall 2021 Retention: 71%
 - Fall 2022 Retention: 75%
 - Fall 2023 Retention: 79%
 - Fall 2024 Retention: **71.5%**
 - Fall 2024 Retention by Gender
 - 75% are returning females.
 - 67.5% are returning males.
 - Fall 2024 Retentions by Pell Students

- 78% of non-Pell students are returning.
 - 65% of Pell students returning.
- Fall 2024 Retention by First Generation
 - 74.3% of non-first-generation students are returning.
 - 67% of first-generation students are returning.
- **Q:** Are there any ways in which we can help the 1st-generation and Pell Grant students succeed?
 - **A:** Yes, addressing students who are most vulnerable and in need of support is the whole idea of Marshall For All, Marshall Forever. We will continue to look for ways to grow our scholarship base and federal aid.

Tracy Smith – Health and Safety

- **Campus Carry**
 - We have been working to prepare for the Campus Carry implementation that went into effect on July 1st.
 - We have a website of information at www.marshall.edu/mupd/campus-carry
 - You can request stickers and signage designed for certain areas that meet criteria to disallow firearms.

Committee Reports

Election Committee – Nina Barrett

- We will have an election for the following vacancies:
 - 2 positions in EEO 30
 - 1 position in EEO 40
 - 2 positions in EEO 50

Legislative Committee – Carol Hurula

- Upcoming Interims:
 - August 25th – 27th
 - September 8th – 10th
 - October 6th – 8th
 - November 10th – 12th
 - December 8th – 10th

Personnel/Finance Committee – No report.

Physical Environment Committee – Becky Lusher – No report.

Service/Staff Development Committee – No report.

Announcements

Questions or concerns that employees may have for the administration can be sent to either Tony or Katie before the meeting in order for the administration to be prepared to answer those questions.

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