

Marshall University Classified Staff Council Minutes

November 21st, 2024, Virtual Meeting via Microsoft Teams

Members Present: Jesse Baldwin, Nina Barrett, Lacie Bittinger, Mark Brumfield, Maegan Gruber-Basenback, Carol Hurula, Dena Laton, Heather Lowe, Becky Lusher, Nick Martin, Anita Mathis, Larry Morris, Lisa Ransbottom,

Members Absent: Karena Burriss, Kyrsten Hodge, Samantha Holiskey, Spencer Lupashunski, Cody Mills,

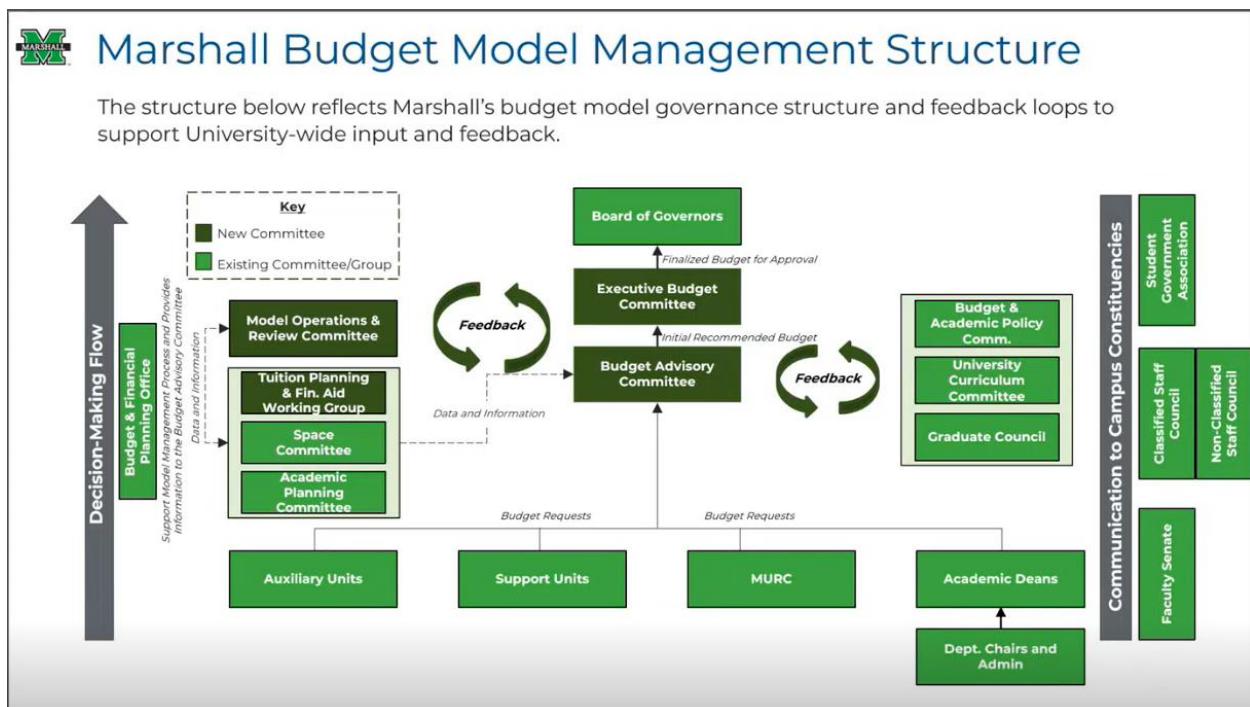
Members Absent (Excused):

Guests: Jason Adkins, Mike Adkins, Sam Aretz, Christopher Adkins, Bonnie Bailey, Cara Bailey, Chuck Bailey, Travis Bailey, Jaylene Berrien, Jean Ann Bevans, Michelle Biggs, Jim Booth, Debra Boughton, John Bowen, Mark Brame, Maddy Branham, Kathy Brannock, Monica Brooks, Amy Buchanan, Brent Burgess, Butch Burriss, Cody Call, Sonja Cantrell-Johnson, Paul Carico, Kelly Carothers, Justin Carter, Perry Chaffin, Mary Chapman, Judy Clark, Latrenda Clay, Kassandra Contreras, Katie Counts, Dean Crawford, Jon Cutler, Meg Cyrus, Tiffani Daniels, Sarah Davis, Kaleigh Decker, Kimberly Dingess, Isabella Dragovich, Rebekah Duke, Carey Dunfee, Mark Ellison, Katrina Eskins, Bruce Felder, Cadyn Fraley, Grace Gooding, Kenneth Greenwood, Cody Hall, Elizabeth Hanrahan, Jim Harris, Lisa Henry, Eric Himes, Brandi Jacobs, Jimmy Jarrell, Paige Kennedy, Beverly King, Simone Kompanek, Christopher Lapole, Amy Lester, Darian Marcum, Chris McComas, Michael McDade, Cristina McDavid, Otesha McGhee, Char McKenna, Garnet McKinley, Teresa McSweeney, Mitzi Meade, Teresa Meddings, Rebecca Meek, Susan Midkiff, Cassandra Mills, Amad Mirzakhani, Terri Moran, Brian Morgan, Jennifer Morgan, Michelle Morrison, Avi Mukherjee, Nathan Mullins, Carl Mummert, Katherine Murphy, Heather Murray, Becky Neace, Rebecca Pack, Ginny Painter, Jyotsna Patel, Leah Payne, Jodie Penrod, Jody Perry, Daniel Persinger, Amanda Preece, Willa Price, Tabby Puckett, Emily Reeves, Mary Beth Reynolds, Jessica Rhodes, Alice Roberts, Sarah Rodkey, Angie Rose, Jerry Ross, Emily Roush, Kandice Rowe, Megan Russell, Patricia Saunders, Sebastian Lopez, Tyler Sharp, Elizabeth Sheets, Michele Sigler, Kristin Sims, Nick Slate, Tracy Smith, Demeley Smith-Holmes, Kelly Sowards, Wes Spradlin, Sharon Stackpole, Sarah Stephens, Sherri Stepp, Crystal Stewart, Toney Stroud, James Taylor, Robin Taylor, Kim Thomas, Mindy Thornton, Matt Tidd, Leah Tolliver, Sarah Ulrich, Bob Walker, Tony Waugh, Amy Weaver, Teresa Wellman, Lance West, Traci West-McCombs, Tracie Wheeler, Allen Williams, Kathi Wintz, Cindy Xu, Howard Young, Miriah Young, Jodi Zimmerman

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

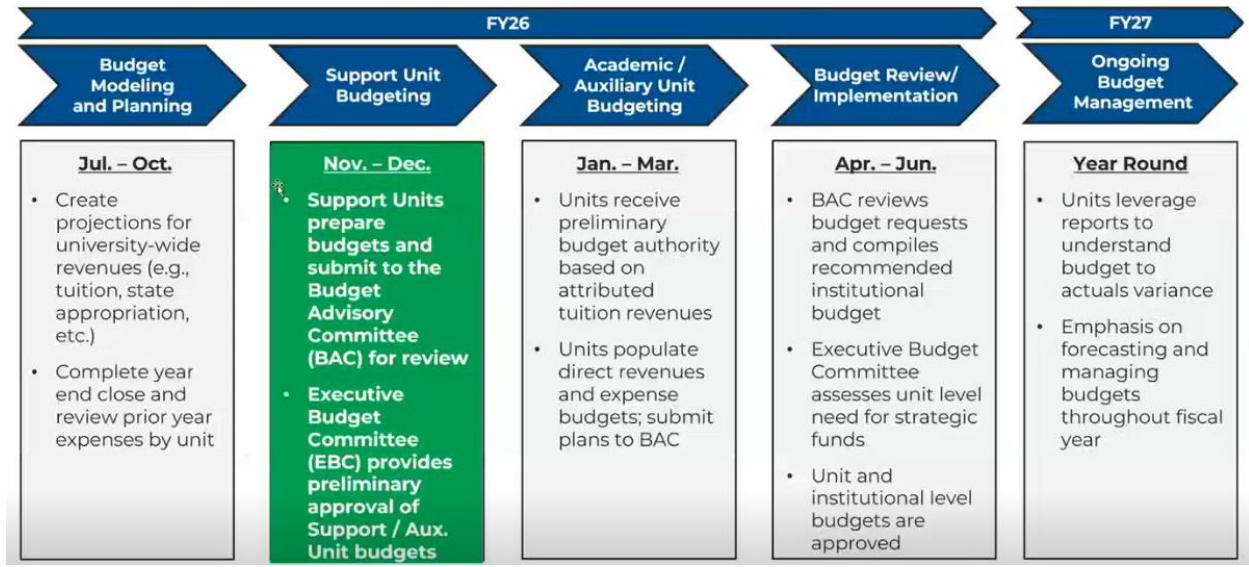
Matt Tidd – CFO

- Matt introduced the new budget model and budget governance, which have been actively meeting over the past several months.
- There was an executive budget committee meeting the previous week, which included Matt, President Smith, and Provost Avi.
- There was a budget advisory committee meeting the previous week, which included 16 individuals representing all aspects of campus.
- **Model Operations and Review Committee**
 - Handles the data of the new budget model and works with institutional research and academic affairs to get the right data consistency as well as send out communications around the budget model.
 - We are actively in the process of budgeting for FY26.
 - This committee is where the budget templates came out of, which have already been put out for the shared units. Academic units in colleges are not doing their budgets yet.
- **Tuition Planning and Financial Aid Working Group**
 - This group has met many times.
 - Proposed Metro rate expansion to 150 miles, which was approved by the Board of Governors in October.
 - Working to estimate our FY26 tuition available, enrollment assumptions, tuition fee rates, and financial aid assumptions.
- **Space Committee**
 - Space is a part of the budget model.
 - We have actively reached out to all owners of spaces on campus, identified that a space is theirs, and given them the opportunity to agree to how it is, or give up the space.
- **Campus Communications**
 - On the far right are the campus constituencies for staff, faculty and students.



- **What's next:**
 - Support units are preparing budgets.
 - Once turned in, we will consolidate the budget.
 - Consolidated budget will be taken to the Budget Advisory Committee for review.
 - Budget will then go to the Executive Budget Committee for a soft approval.

What is Happening Next?



Avi Mukherjee – Provost

- **Enrollment**
 - **Fall 2024**
 - We finished fall 2024 with 9,500 undergraduate student applications for first-time freshmen, and 1837 enrolled students.
 - **Fall 2025**
 - Our target is a minimum of 10,000 undergraduate student applications for first-time freshmen, and 2000 enrolled students.
 - We are currently at 5,326 undergraduate student applications, which is 10% less than last year, but moving in the right direction.
 - We recently had two successful Green & White Days.
 - Graduate Student applications are up 60% compared to last year.
 - Online applications are up 97% compared to last year.
 - International applications are up 40% compared to last year.
 - Adult and Non-traditional applications are up 35% compared to last year.
 - Metro applications are down -13% compared to last year.
 - Transfer students are even compared to last year.

- **Metro Rates**
 - The definition of metro student areas has been increased from a 100 to 150 mile radius around Marshall and into Ohio and Kentucky.
- **Spring 2025 Enrollment**
 - Although spring enrollment isn't reported, it's important for our financial numbers.
 - We are currently 5.3% ahead of enrollment for last spring at this time.
 - We have 7,739 students registered for spring 2025.
 - Last year's final enrollment for spring 2024 was 10,833 students.
 - Our spring 2025 enrollment target is 11,000 students.
 - Undergraduate enrollment for spring 2025 is up 8.8% compared to last year.
 - Graduate enrollment for spring 2025 is down 6.8% compared to last year.
 - Not all grad programs have registered yet, and some register as a cohort.
- **Retention**
 - Retention from fall 2024 to spring 2025 is 85%. Last year at this time we were at 86%.
 - Fully admitted student retention is at 89% and last year we were at 89.7%.
- **Recruitment**
 - There will be four recruitment days in spring semester:
 - January 31st – High School Green & White Day
 - February 1st – Green & White Day
 - March 29th – Green & White Day
 - April 12th – Admitted student event
- **Herd Reset Program**
 - This is a new plan for students who have done poorly in fall semester, to allow them to avoid immediate probation or suspension.
 - Students in the program will be put on an alternate suspension.
 - The plan will include a hand holding strategy of how to make them successful.
 - UNI 280 – New course to be taught by some of our innovation catalysts who are good at working with students and making sure they stay.
- **Dean Searches**
 - We are in the process of searching for three academic deans:
 - Dean of College of Liberal Arts
 - Search committee has 14 members and is being chaired by Dean Wesley Stites from the College of Science.
 - Dean of College of Education
 - Search committee has 13 members and is being chaired by Dean Bookwalter.
 - Dean of College of Business
 - Search committee has 13 members and is being chaired by Dean Dampier.
 - Three committees have already been formed and AGB will help with the searches.
 - Finalist candidates will come to campus in late March and early April.

- **John Marshall Leadership Fellows Program**
 - We are in our seventh cohort of the program with 20 leaders.
 - We have graduated 115 employees from the program so far including:
 - One vice president
 - Two associate vice presidents
 - Two assistant provosts
 - Two associate deans
 - Several department chairs, school directors, program directors, unit directors, tenured faculty, tenure track faculty, term faculty, classified staff, and non-classified staff.
 - The program focuses on innovation and design thinking.
 - Brings together different parts of campus.
 - Has a mentorship component that is part of a long-term benefit of the program.

Bruce Felder – Human Resources

- **“Deduction Holiday” Pay**
 - When there are three paydays in a month, the third payday is slightly higher because there are no deductions for benefits, etc. taken out. November 29th will be one of those paydays.
- **United Way**
 - Employees are encouraged to consider donating to the United Way. The following statement was made in an email from President Smith, also encouraging employees to donate:
 - In our lives, somewhere along the way, someone invested in us, and it made all the difference. For many children from struggling families, United Way helps provide that priceless gift. We can be there for them, the future members of the Herd. We are told that no gift is too small or too large. Each gift makes the future all the brighter.
 - Toney Stroud added that the United Way is leaning into the Marshall for All, Marshall Forever plan and the Prosperity Platform. They are getting ready to start a campaign called Opportunity to Prosperity, in which they will seek to provide the opportunity to help people get their foot in the door to get started and gain prosperity in their lives.
- **Health and Wellness**
 - 301 attendees
 - 20 vendors, largely from Marshall Health
 - 250 flu shots
 - 100 blood glucose screenings
 - 30 skin tag tests
 - 39 door prizes including an iPad and tickets from athletics
- **Fair Labor Standards Act**
 - A federal judge in Texas has declared the recent FLSA changes to be unlawful and rates will revert back to what they were prior to July 1st, 2024, when changes were made. Those changes had been:

- July 1st the salary threshold for exempt employees increased to \$43,888. On November 15, 2024, the US District court struck down the rule raising the salary threshold, that took effect July 1, 2024, as well as the January 1, 2025 increase to go into effect. As a result of the repeal, any employees who were changed to exempt status from non-exempt status will revert back to a non-exempt status.
- January 1st, 2025 the FLSA rate was going to increase to \$58,656, but that will no longer happen.
- Anyone who received a pay increase as a result of the July 1st changes will keep their pay increase.
- The previous non-exempt salary amount that we will revert back to is \$35,638.
- **Performance Evaluations**
 - Employees and their supervisors should have already begun talking about evaluations and establishing three goals to work together on.
 - Evaluations shouldn't just be a single occurrence, but they should also be having monthly check-ins.
 - There is a website for evaluations, which has training on it.
 - We have a leadership coach working with team members and he will be doing another session in January on a "Deep Dive Two."
 - The end of the evaluation period will be in June, and supervisors are advised to not wait until the last minute.
- **Engagement Survey**
 - We reached a 66% participation rate, up from the 65% we had last year. We also have over 100 more total employees this year. Mercer is gathering all of the data to share with us. The report will have our three strengths, three weaknesses and areas of improvement for us to work on over the next 12 months.
 - **Q:** Do we bid out companies to do the surveys?
 - **A:** We could, but it's best to have the same company give year-over-year results. We also need a company that can compare us to others in the industry.
- **Q:** Have total rewards statements gone out yet?
 - **A:** HR did a soft launch with vice presidents, received feedback, made updates and changes, and did another soft launch. Feedback indicated that we need to do some more education on what a total rewards statement is.

Tracy Smith

- **Q:** Will there be someplace to get flu vaccines now that the wellness fair is over?
 - **A:** The Health Department might come back out in January.
- Here is a link to the Marshall Health flu shot clinics:
<https://www.marshallhealth.org/flushots#flushots-walk-inswelcome>

Jodie Penrod – Information Technology

- **Information Security Training**
 - IT has sent out information on an Information Security Training, which is *mandatory* for all employees at Marshall University.
 - Employees are encouraged to carefully read through the training and understand it for the safety of themselves and the University.

- Feedback is welcome and encouraged.
- **Phishing Campaign**
 - We ran a two-week penetration test and there were 60 users who shared their credentials through the campaign.
- **University Network**
 - We are in the process of replacing all of our core switching hardware.
 - We will also be replacing all of our switch hardware at each of the buildings.
 - We will be making some changes to how things are routed over winter break.
 - During spring semester, we will start to have outages by building to switch out the switch hardware in each building. This will typically be done during the night because it will take 6-8 hours.
 - Next, we will work to work on upgrading our university access points, which are all of the wi-fi points. This will probably take place in the fall.
- **University VPN**
 - We are changing the way we have access to the VPN. The penetration assessment indicated that we have been too lax on the access that we are providing.
 - Annually, employees will get several emails ahead of time saying that they will need to resubmit a request to access the VPN.
 - Employees are also encouraged to use the multi-factor authentication. There is an app that employees can download and get signed up:
 - Microsoft Authenticator App: [Multi-Factor Authentication: Getting Started –](#)
 - Ensure you are searching for the “Microsoft Authenticator” if searching in the app store.
- **Technology Education and Training Manager**
 - We are hiring our first ever Technology Education and Training Manager at the university.
 - We will have a greater response to providing technology education to the university.
- **AI Developer**
 - We are also hiring an AI developer.
 - We will do some pilot projects with AI and work with new developers.

Approval of Minutes

- The October 17th, 2024, minutes were approved as written.

Carol Hurula – Board of Governors

Committee Reports

Election Committee – Nina Barrett – Staff Council is holding a special election and taking nominations for EEO 30, 40, 50, 60/70 as well as the ACCE Representative. The election will be held on Thursday, December 12th at 6am through Monday, December 16th at 11:59pm.

Legislative Committee – Carol Hurula – No report.

Personnel/Finance Committee – We need to start working on our compensation philosophy.

Physical Environment Committee – Lacie Bittinger – No updates.

Service/Staff Development Committee – The committee is leading a Thanksgiving dinner for students on Tuesday, November 26th in the Campus Christian Center. Any employees are welcome to come help serve, volunteer, or just hang out with students.

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