

WVU Staff Council Meeting Minutes

January 15, 2014

8:15 a.m.

Jerry West Lounge – Coliseum

Name	Title	Department	Present
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	Yes
Baldwin, Larry	Electrical Technician	HSC	Yes
Bise, Linda	Program Assistant II	HSC	Yes
Bolyard, Emmitt	Purchasing Assistant I	Facilities Management	Yes
Bremar, Nancy	Nutrition Outreach Instructor	Extension Services	Yes
Bright, Karen	Nutrition Outreach Instructor	Extension Services	Yes
Campolong, Linda	Housekeeper	RFL	Yes
Campolong, Ron	Trade Specialist	Facilities Management	Yes
Crabtree, Joan	Supervisor Campus Services	Facilities Management	Yes
Eddy, Pam	Office Administrator	Student Health	Yes
Edwards, Tiffany	Administrative Secretary	HSC	Yes
Fletcher, Louise	Traffic Enforcement Officer	Transportation/Parking	Yes
Hammack, Diana	Accounting Clerk	Biology	Yes
Martin, Lisa	Project Coordinator Senior	Event Management	Yes
Martinelli, Dixie	Office Administrator	Extension Services	Yes
Martinelli, Paul	Program Manager	Extension Services	Yes
McCormick, Beth Ann	Admissions Coordinator	School of Medicine	Yes
Morris, Jim	Director	Employee Relations	Yes
Wodzinski, Amy	Program Coordinator	FIS	Yes

Submitted By:

Janelle Squires, Administrative Secretary – Staff Council

Call to Order

Meeting called to order by the Chair, Lisa Martin and a quorum was established. Meeting sign in sheet was passed around for members to sign.

First Business

Approval of December Minutes was sent out by Lisa Martin on Thursday, however, Pam Eddy and others on the Health Sciences campus did not receive it through Listserv. Lisa will check with Bob Haring-Smith regarding correct emails on Listserv. Approval of December Minutes will be postponed until the February meeting.

Treasurer's Report

By Diana Hammack

The phone bill was \$21.41 and the balance is now \$3522.02. Lisa informed everyone that the car rental and fuel charges from last month will be reflected in the report for January. Also, the charge for the copies were most likely from September when Janelle made several copies for the Retreat. No credit will be requested again.

Nancy Bremar motioned for approval of Treasurer's Report. Pam Eddy seconded. All in favor and motion was carried.

Chair's Report

By Lisa Martin

Lisa wanted to just remind everyone when they were elected to Staff Council last July and they were asked why they wanted to serve on Staff Council, everyone agreed it was because they wanted to make a difference and speak on behalf of all 2800+ classified staff statewide. She reiterated that work comes first but it is very important to attend meetings and/or respond to committee emails, etc. as it pertains to them individually.

She had met with President Gee briefly, as Faculty Senate had their time with him as well. It lasted roughly 20 minutes. She believes President Gee will make a difference during his short time here and hopeful he will speak on behalf of classified staff when he goes to Legislature. She has the utmost confidence in him and believes what you see is what you get. He asked several questions about Staff Council, i.e. if they were elected or nominated and was very engaged.

Lisa informed the group that she was prepared to send an email to Dining Services to question if they would donate snacks for the Staff Council Blood Drive that is held at the Waterfront Place Hotel. However, Amy Wodzinski informed her that in order to get the room at the hotel for free, the Red Cross must purchase snacks there. They will look into possibly finding another location, maybe at One Waterfront or Marina Tower. Amy asked if Staff Council could donate the \$30 to the Red Cross for snacks. Lisa would have to ask Narvel Weese (Vice President, Administration and Finance) but they will continue the discussion during the committee report part of the meeting.

Regarding SB 330, Lisa informed everyone that the Fox Lawson report was a no show, as they previously expected. They are throwing out the faculty studies but are keeping the classified staff studies, which she personally doesn't think is a good idea. She asked the group if everyone received the articles in *The Dominion Post* that she had sent out pertaining to that. Mostly everyone did, a few did not; she will resend if needed.

The Presidential Search Committee will be meeting on Friday at 2:30 in the PCR (President's Conference Room) and if anyone has any questions/concerns to add, there is a link online that lists everyone on the committee.

ACCE (Advisory Council of Classified Staff) Report

By Paul Martinelli

Paul wanted to give everyone an indication of what kind of person President Gee is. He informed everyone he had sent President Gee a copy of the 2013 Legislative Brochure and just two days later he emailed him and told him he had read it thoroughly and had interest in it. Something like that had never happened with all his years serving on Staff Council and working with seven or eight different presidents.

He also shared that he had been invited to the Texas game but could not attend and President Gee emailed him that he was sorry he couldn't go and asked him how he was feeling. He wanted to share that and reiterate what Lisa stated about President Gee.

Paul then referred to a handout he had, a commentary from the Ohio State University student newspaper that told President Gee to enjoy his vacation, gorge himself on pepperoni rolls, listen to "Country Roads", and that they would miss him.

He had some items suggested by committee members for the 2014 Legislative Brochure. One in particular was an increment increase of \$100 for each year of service. That would cost \$1.5 million. A \$75 increase would cost over \$500,000.

Another item discussed was raising the tobacco tax. Currently it is \$.55 and the increase would make it \$1.55 tax. That tax would go to higher education.

He also wanted to inform the group that they had two consultants in Charleston and they now have a third. Her name is Sarah Smith and her salary is \$140,000. All three make over \$100,000 a year. Joan Baldwin stated she is in her building and she plans to meet her soon. Lisa advised to take her some copies of the brochure as well. He hopes to get some results from having so much representation, especially with the tobacco tax for higher education.

Paul referred to the General Revenue Budget for the year 2015 and it shows funds allocated to higher education at 10.3%. A report he found from 1978 shows higher education funds at 17% when other categories have either stayed the same or increased. Plymale wants some the increases based on performance, although it is unspecified.

He had a few other articles regarding President Gee and one of them talked about how President Gee stated what makes WVU different from other universities he has worked at, this institution has growth.

Paul also had a list of higher education acronyms for the group to refer to. He informed the group the ACCE meeting has been rescheduled twice now. He tries to attend each meeting but with the Search Committee obligations it is difficult for him to readjust his schedule, as his first priority is the Search Committee in which he represents classified staff.

In regards the Presidential Search Committee, members were asked to give a brief bio that would be given to the candidates when they interviewed to get a better idea of their background. Paul had made it short as asked with only a few paragraphs; as did the other classified staff

members. They asked him to remove some items as it was too long. When he viewed a couple of other committee members' bios, they were full pages. When candidates read this information, it is imperative they know the person's work experience and knowledge of this institution. This is just one instance where classified staff seem short-changed.

He asked the group what the definition of a state worker is and said he has gone around the university and no one can really accurately define it. He referred to the Governor's Address that pertains to giving state workers a pay increase. It is assumed a state worker is anyone who receives a paycheck from the state. However, they cannot confirm if and when this will happen and if higher education is included.

He does feel that the administration needs to look at the search committee members' bios and fairly allow everyone to write what they wish because between himself, Dixie and Lisa, they have 75 years experience at WVU. The link to the bios is online.

Lisa noted to inquire about a future ACCE meeting on our campus while students are here to so they can see the university as a whole.

BOG Report

By Dixie Martinelli

Dixie took part in the December 19th Commencement on behalf of Staff Council which was very rewarding. She was asked to do so by Chair Dailey (Board of Governors) and Lisa Martin. She expressed how you could feel the excitement from the students and families that shows we are doing good things here. It was on a sad note that it was President Clements last charge and he will missed.

The BOG meeting was held January 6th and Chairman Dailey approved members to the Presidential Search Committee. The BOG is looking forward to some excellent candidates and are excited President Gee is here.

Committee Reports

Compensation Committee

By Linda Campolong

Lisa asked Linda if she had contacted Sheila Seccurro regarding an overview of compensation and the salary schedule. Linda confirmed that no information has been obtained as of yet. Lisa asked that she keep in touch with her because Sheila offered to meet with the committee.

Legislative Committee

By Nancy Bremar

The committee had an updated brochure and distributed a copy to go around the room. Lisa wanted to share that she received an email from Tricia Petty with the University Relations office under Sharon Martin, VP of University Relations. She offered to look at the brochure and

update to marketing standards free of charge. Lisa wants to get the brochure out to them today to get copies printed. Legislative committee will be meeting today to decide if they want to make a trip down to Charleston.

Lisa reminded everyone that they had planned to go in with faculty and students for the "trifecta" brochure. Nancy tried to contact them, sent emails in early December and had not heard anything until the very last day when they had the draft done, which was too late.

Nancy was told that Bill Hutchens' office was to set up appointments for their visits to Charleston. Nancy called him and he said they were asked by Jo Morrow at the time to do that for Staff Council but they never wanted to nor do they have the time. He said they have plenty to do and Staff Council can make their own appointments, just let them know what days in case they have something to pass along.

Tuition Assistance

By Beth Ann McCormick

Beth Ann confirmed the tuition assistance has been completed. There were a few appeals with the new GPA requirement but they have been resolved.

Athletic Council Report

By Joan Baldwin

Joan had a conference call with Matt in the Athletic Department and they came up with a reference sheet/FAQ regarding season ticket sales to employees (handout on file). Joan wanted to inform everyone that the Athletic department relies on sales and donations; they do not receive state funds.

Parking & Transportation

By Louise Fletcher

Louise confirmed they will meet this Friday. Clement Solomon (Interim Director of Parking & Transportation) is scheduled to speak at next month's meeting.

Lisa said she wanted to attend a meeting in October and she was told it was not an open meeting, however, Louise stated people attend it all the time. Lisa asked if they could get the meeting minutes and forward to Janelle to bring to the meetings.

Welfare Committee

By Larry Baldwin

Larry referred to the Medicaid Healthcare Bridge for employees who meet the criteria based on income and number of people in the household. Larry is concerned with certain employees not being able to access a computer due to their job. He suggested there be a physical address where reps would be able to help get them signed up. Dixie stated she finds it hard to believe

that there aren't accessible computers to everyone, as there should be. Larry stated even those who do have a computer are having trouble due to the many different links they gave.

Joan Crabtree informed everyone her employees have to use the computer in her office to check their emails now since it is web based. The kiosk computers have blocks on them so they can't check their email on them. Dixie reiterated all employees must have equal access to computers. Jim Morris will check into it.

Jim also stated they will talk with the Medicaid person to see if they will provide assistance to our employees.

Old Business

Samantha Burwell was to speak regarding the updated Staff Council bylaws. Jim Morris confirmed they had to pull Samantha from this task into SB 330 discussion at this time. She is to speak at the meeting in April.

March is open for Brian Jara and Ann Hawkins as guest speakers on behalf of the proposed LGBTQ office.

In regards to the elimination of the certain department offices and employees being moved to another position, some have received a letter from HR reducing their hours; they are now or will become .8 employees which affects their leave accruals and pay. Jim Morris stated these reductions are due to budgets or loss of grants, etc. but the department has to pay the salary for the individual until they are permanently placed. For instance, Student Health employees (those who chose not to be hospital employees) have been temporarily placed until a permanent position is available. They have also waived the six month probationary period for these employees as well. Jim Morris stated they are doing all they can to get these employees placed.

New Business

Dixie Martinelli understands if the university doesn't receive any cuts, then all state employees may get another \$504. She motioned Staff Council ask administration that they add that into any other possible increase, and combine them both to make a better increase for classified staff. Paul seconded it. All in favor and motioned was carried.

President's Meeting was scheduled for January 27th, however, President Gee has other commitments; therefore it is being rescheduled for January 28th, 11:00 a.m. at the PCR (President's Conference Room).

Some items on the agenda are as follows:

- Jim will check again into the issue of certain employees still having to fill out a paper request for leave.
- Dixie suggested a way to save money would be removing office phones from some faculty because everyone now has a cell phone. Lisa said she just recently started receiving a stipend for her cell phone for work. However, not everyone would want to use their personal cell phone for work purposes. Joan Crabtree suggested since some offices are so close, maybe have one office phone for everyone.

- Lisa wants to bring up the definition of a state employee.
- Dixie requests the discussion of the matching of proposed salary increase.
- Joan Baldwin is requesting to discuss the recent federal emergency of the chemical spill in southern West Virginia in which several extension employees were affected. They were told they would have to take annual leave if they could not make it to work.

Lisa informed the group President Gee will be sending out emails to supervisors regarding Staff Council members' obligations. Diana Hammack motioned to adjourn meeting. Louise Fletcher seconded. All in favor and meeting adjourned at 11:35 a.m.