

Meeting Minutes

WVU Classified Staff Council

August 21, 2013

Jerry West Lounge

Name	Title	Department	Present
Baldwin, Joan	Nutrition Outreach Instructor	Ext. Services	Yes
Baldwin, Larry	Elect. Technician	HSC	Yes
Bise, Linda	Program Assistant II	HSC	Yes
Bolyard, Emmitt	Purchasing Assistant I	Facilities Management	No (Unexcused)
Bremar, Nancy	Nutrition Outreach Instructor	Ext. Services	Yes
Bright, Karen	Nutrition Outreach Instructor	Ext. Services	No (Excused)
Campolong, Linda	Housekeeper	RFL	No (Unexcused)
Campolong, Ron	Trade Specialist	Facilities Management	Yes
Crabtree, Joan	Supervisor Campus Services	Facilities	Yes
Eddy, Pam	Office Administrator	Student Health Service Program	Yes
Edwards, Tiffany	Administrative Secretary	HSC	Yes
Fletcher, Louise	Traffic Enforcement Officer	Transportation & Parking	Yes
Hammack, Diana	Accounting Clerk	Biology	Yes
Martin, Lisa	Program Coordinator	Event Management	Yes
Martinelli, Dixie	Office Administrator	Ext. Services	Yes
Martinelli, Paul	Program Manager	Ext. Services	Yes
McCormick, Beth Ann	Admission Coordinator	Student Services	Yes
Wodzinski, Amy	Program Coordinator	FIS	Yes

Also Present:

Jim Morris: Director, Employee Relations

Invited Speakers: Dr. Fred Butcher HSC

Clemont Solomon: Interim Director of Parking & Transportation

Kim Hattsell: Interim Assistant Director of Parking & Transportation

Call to Order

Meeting called to order by the Chair Lisa Martin at 8:15 a.m. and a quorum was established.

Meeting sign-in sheet was passed around for members sign.

Treasurer's Report:

By Diana Hammack

Beginning Balance	\$3260.00
Marriott credit	(\$11.32)
Telephone	\$67.90
Ending Balance	\$3203.48

Diana will check to see why the phone bill was so high since the office has not been staffed. It should only be around \$21.20 month.

Chair's Report:

By Lisa Martin

Candidates for the Staff Council Secretary position were interviewed with an offer made. The person offered the job was scheduled to begin working on 8-20-13. The candidate declined after comparing pay versus the total hours. The job was offered to the next candidate who initially accepted but then also declined saying he wanted to stay where he is. We need to reassess that position but before we do that Lisa asked Narvel Weese, VP Administration & Finance to give us permission to hire a Mountaineer Temp because we need someone in there ASAP. Hopefully soon it will be filled. Lisa will get order submitted by tomorrow. This is a 20 hour a week position we need to increase the hours up to 25 if not 30 hpw pay grade is a 10.

The purchase of a shredder was discussed

A motion was made for the confidential documents to be shredded via Jim Morris, HR Director, Employee Relations or other internal means. Also motion made by Nancy Bremar to purchase a shredder for the Staff Council office and was seconded by Pam Eddy. Vote was unanimous.

Lisa was asked to submit names for:

- Athletic Council
- Health Sciences Chancellor Search Committee
- Parking Committee: a formal request was submitted to Clement Solomon, Interim Director, Transportation & Parking to have 2 Staff Council members on that committee - Larry Baldwin and Louise Fletcher were the names submitted to represent HSC and to represent Downtown/Evansdale

The name submitted were classified staff members not necessarily staff council members.

ACCE (Advisory Council Classified Employees) Report:

By Paul Martinelli- ACCE Representative and Staff Council Professional Classification

Paul contacted Nina Barrett, Marshall University Staff Council Chair, to gather more information on their Staff Council secretary position such as pay grade, hours, benefits, and parking. She has not yet responded.

August 21, 2013 Report

- I. HEPC (Higher Education policy Commission)
 - ACCE August 9, 2013 Report to HEPC
 - ACF Interim Report to HEPC – August 9, 2013
 - State Revenue Option Impacts State Budget
 - Outlook for Rule-Making Workshop – 7/26/13

- II. ACCE (Advisory Council Classified Employees)
 - July 15 -17, 2013 Retreat Agenda
 - August 6, 2013 Meeting Agenda
 - Mercer Market Salary Data Review
 - Fox Lawson List of 45 Submitted Questions
 - 2013 Business Development Conference
 - Level One Hearing Guidelines
 - Authority over Higher Ed Personnel

- III. Staff Council
 - Frequency of Pay Update
 - WVU Employee Holiday Schedule
 - Independent Research Reports Related to CCE
 - Emergency Rule Draft – Facts for Higher Education Act
 - WV Public Employees Grievance Procedure
 - State Workers' Compensation Insurance

IV. Higher Education Information of Interest

- WV Should Extend CHIP Coverage to Public Employees
- Update on Associate Provost Search
- WV Photo Voter ID Law

V. Future Meetings

- September 26, 2013 ACCE Meet – Eastern Community & Technical College, Moorefield, WV
- September 26, 2013 Classified Staff BOG Presentation, 1:00 p.m., Barnette Room, Erickson Alumni Center

Handout given:

- Higher Education policy Commission and letter to Senator Plymale & Delegate Poling
- Draft Emergency Rules "FACTs for Higher Education" Act
- ACF Interim Report to LOCEA August 19, 2013
- Authority over Higher Ed Personnel
- Mercer market Salary Data Review
- Appendix B, Level One Hearing Guidelines
- WV should extend CHIP to public employees
- A costly option impacts state budget
- Charleston Daily Mail
- Trans Tech Energy: 2013 Business Development Conference
- Outline for Rule-Making Workshop (7-26-13)
- WV OASIS ERP at a Glance (6-2013)
- Gov. Tomblin Appoints Individuals to University Board of Governors
- WV Legislature 2013 Information packet
- ACCE Agenda 8-6-13

BOG Report:

By Dixie Martinelli

Board of Governors - Meeting and Summit

BOG Meeting:

The BOG had a telephone conference call on August 7, 2013..this was a special meeting to change the name and add a few new curricula-classes to the fall schedule. This change and additions had to be approved by the Board.

Summit:

On August 9th and 10th Board members from every WV Higher Education Institution was invited to attend the Higher Education Policy Commission Summit at Stonewall Jackson. There were several speakers from WV institutions discussing their program implementations and the success they were having.

The most informative speaker was Mike McKown who is our current director of West Virginia State Budget office. He works closely with the Governor and Legislature on WV's state budget. For more than three decades, he has prepared budgets and financial statements for various state agencies. These experiences have given him invaluable knowledge of the state's finances and its budget process. So his credentials are highly noted.

It was a bleak report he gave to us. Our tax revenue is way down from the coal industry. In the next couple of years it is expected that 15% of our coal plants will be shut down. This is why discussions on taxing the Marcellus Shale gas is reviving up in Charleston. We need to find something that will replace the coal severance. We are a very poor state, an aging state, and 30% of the poverty level qualifies for Medicaid. In WV 415,000 people are on Medicaid and when the Obama Care is fully implemented, the state will add another 125,000 thousand people. This means that 1 in 3 people in WV will be on Medicaid. Our median age in WV is 41 and our average salary in WV is \$30,388.00/yr.

McKown reported we do have over a 900 million dollar rainy day surplus. However, the governor doesn't want to use this as once it is gone. we are back to square one. They know they will need some for the additional Medicaid recipients, state teacher's retirement, and any catastrophe that could happen to the state, i.e. a powerful winter storm.

It was an informative meeting. Not the information you want to hear, but a better understanding where the money goes.

Standing Committee Reports:

1. **Legislative:** Nancy Bremar announced there is a committee meeting scheduled after Staff Council today.
2. **Tuition Assistance:** Beth Ann McCormick
43 classified Staff applied for assistance. State Funded
32 received assistance
11 were not registered for class so an email was sent asking them to register for class and get the paper work back to her. All but 4 were received.
14 Children of Dependents applied. Foundation account \$2500 total
(5 received \$500 each)
3. **Welfare:** Linda Bise said they haven't met yet.
Their first meeting is Sept 3, 2013 in the John Jones Conference room at HSC.
4. **Compensation** No one was there from this committee.

Clement Solomon, Interim Director of Parking and Transportation, gave a presentation on parking and answered questions.

Parking manages: 8400 parking spaces,

24 Evansdale, 6 HSC, 4 Law School parking areas

38 parking areas Downtown: 30-Faculty and Staff, 3 Housing, & 5 Short Term

1477 permits sold to faculty and staff

Waitlist has around 130 employees on it with a move list of around 379 employees

They are working on projects such as – CPASS & Student Health, - AERB, -Ag Sciences, -Evansdale Connector and about 31 parking lots all of which are totaling \$250 Million in 2013 - 2014.

As of September 15, 2013 all WVU lots will require a parking permit.

Area 86 (Mountaineer Station Garage) Parking Permits are open for anyone to purchase. This is the only space that is left to purchase all other lots are full.

Rate Structures are set by Administration & the Parking office then they are approved by BOG.

Parking wants to establish a partnership, communications, and openness with staff council.

Old Business:

Thank you Jim Morris for getting the answers to the questions from last month.

One question from last month is still not answered. The question was about the license required for electricians applying for new jobs. Jim will continue to work on getting an answer to that question.

New Business:

There is a rumor that the recycling program will be changing to an outside company. What will happen to our state employees?

State jobs that are lost: the employee has 90 days to look for another job within the system. After 90 days if they haven't found one then pay could be reduced.

Student Health employees that will be moving to WVUH still waiting on answers about their jobs. No answered as of yet.

Jim Morris had draft handouts titled:

- Application to and Referral for Classified Positions
- Discipline

Jim needs comments to him by September 6, 2013

Diana Hammack made motion to adjourn.

Louise Fletcher seconded it.

Meeting adjourned at 12:05 p.m.