

# West Virginia University Staff Council Meeting Minutes

August 20, 2014

8:15 a.m.

Jerry West Lounge – Coliseum

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Present</b>
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	No (excused)
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	No (excused)
Bright, Karen	Nutrition Outreach Instructor	Extension Services	No (excused)
Campolong, Linda	Housekeeper	RFL	Yes
Campolong, Ron	Trade Specialist	Facilities Management	Yes
Crabtree, Joan	Supervisor Campus Services	Facilities Management	Yes
Eddy, Pam	Grants Resources Specialist	Dept. of Medicine	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

**Guest Speaker:** Toni Christian, Director – Benefits Administration

## **Call to Order**

The meeting was called to order at 8:15 a.m. by the Chair, Lisa Martin, and quorum was established. The sign in sheet was passed around for members to sign.

## **First Business**

Approval of May minutes was motioned by Paul. Pam seconded. All in favor and motion was carried.

Approval of July minutes was motioned by Dixie. Paul seconded. All in favor and motion was carried.

## **Treasurer's Report**

By Diana Hammack

Diana reported a July beginning balance of \$4610.00. The phone bill was \$21.62. That leaves an ending balance of \$4588.38.

Pam motioned for approval of Treasurer's report. Dixie seconded. All in favor and motion was carried.

## **Chair's Report**

By Lisa Martin

Lisa reported the Legislative Committee met with President Gee on Saturday morning. This would include Paul as the ACCE rep; Dixie as the BOG rep; Nancy as the legislative chair; and herself. The Faculty Senate group was also present along with administrative personnel. The meeting lasted roughly two hours and they discussed what message they will take to Charleston when they visit as a unified group, not just representing classified staff but the university as a whole. They will have to inform them when they plan on going, who is going, and what their talking points will be.

The first item on their ask list will be raises for classified staff, as it usually is, however, Lisa wanted to clarify that is not the only reason for their visit. It is important to just say hello and let them know we're here because we care.

Their visit to Charleston is scheduled for September 9, 2014.

They have a meeting scheduled for tomorrow, August 21 with VP of Administration and Finance, Narvel Weese, and VP of Human Resources, Margie Phillips, regarding the proposed 40 hour work week.

The survey/questionnaire is completed. Lisa had a chance to look over the survey and the only wording she does not agree with referred to when an employee works the extra 2.5 hours a week, that they will receive a potential 6% increase on their paycheck. They will discuss that further during their meeting tomorrow.

Lisa also wanted to inquire if anyone has submitted names for the Climb Higher candidates which gives recognition to any employee who goes above and beyond their basic job duties for the university.

Paul wanted to add with regards to the meeting last Saturday that President Gee did an excellent job in making sure no one dictated the meeting; that everyone had their fair share in discussion. He had also talked about how he always wears his WV pin on his lapel and thought it would be a good idea for the group to wear those when they visit Charleston as well as have extra to distribute. President Gee agreed that when he visited all 55 counties in the state, he wore one as well and people always recognize and love what it stands for.

Paul stated he is being questioned by folks at other campuses about the 40 hour work week. He has to explain it is just in its planning stages with a survey being conducted. They feel if it happens here it will be implemented for them as well.

Linda C. asked if it is a legislative ruling and if all 27 higher education institutions will have to implement it. Dixie added that she asked Narvel and he stated that it is only WVU who has presented the proposal to the HEPC (Higher Education Policy Commission).

Dixie wanted to add that there are two key people: Sarah Smith, Associate VP – Legal Affairs Administration and Travis Mollohan, State Corporate & Community Relations Director – Legal Affairs Administration. They had come up to her after the meeting on Saturday and she was speaking to Sarah about the former liaison, Dave Miller, who did a great job and she expressed to Dixie that she would appreciate the opportunity to be a contact person to schedule meetings and to also attend with them. Travis Mollohan, who had only been at his job for eleven days, had echoed the same request. So, Dixie is hopeful that they are developing contacts down in Charleston.

Lisa added they had also invited them to visit their offices in the Appalachian Power Park anytime they would like to discuss anything or to call/email them with any questions.

Dixie stated she has been asked by others what the hours of the proposed 40 hour work week would be. She believes one of the FAQ's was 8:00 a.m. – 5:00 p.m. Someone had suggested to her that 8:00 a.m. – 4:30 p.m. with a half an hour lunch would be more suitable for people with day care responsibilities and such.

Paul wanted to share that he has been asking some other campuses who work a 40 hour week to get some insight on their schedules. The work week schedule at Blue Ridge varies such as three days a week they work 8 – 4:30 and 9:30 – 6 the other two days; some take lunch between noon and 2:00 p.m.

Jim pointed out that even now, schedules vary depending on your department and supervisor so it will be the same with the 40 hour work week.

Lisa wanted to brief the group that she had been asked to serve on an Honorary Degree Committee, as she did last year. She has asked Pam to sit in on the committee on behalf of Staff Council and she has agreed. Some people self-nominate for the honorary degree but mostly it is others who nominate them. They must meet certain criteria to determine if they are eligible to receive an honorary degree at commencement.

Larry asked that whenever the Legislative Committee meets with President Gee or other university officials, they bring it back to Staff Council to take a vote on what is taken to legislators in Charleston.

Paul stated he would never make a recommendation without consulting the council first. Dixie and Lisa added the brochure draft is always given to Staff Council first to approve before it is printed.

Larry added it mainly is email correspondence back and forth between council members pertaining to SB 330 of which there are some things he doesn't agree with. Lisa indicated to feel free to jump in on the conversation as they are always willing to hear from all council members. She expressed everything she does is for the good of classified staff. Larry concluded he may just need to monitor emails a little better.

Pam inquired if Lisa would send them an email after their meeting tomorrow to give them an idea of when the survey is going to be available; Lisa agreed to do that.

Diana questioned if/when the 40 hour work week goes into effect, if it would be January 1, 2015 along with the 26 pays per year. Dixie confirmed that is what they are aiming for.

Paul wanted to add that over the years, he has participated in many surveys. The last one done in 2007 for the ACCE that included 5300 employees in 22 institutions; some only having 40 employees. WVU had the most results due to the fact that, percentage-wise, there are more employees here. He expressed with this 40 hour week survey, 2500 people are eligible to vote but is concerned that no one will want to and this will dictate what everyone will have to follow. They hope at least 20% of employees will vote. Jim believes that will not be a problem as this is something that people seem to very concerned about.

Pam questioned who in particular will be allowed to vote. Jim and Lisa confirmed 1.0 FTE classified staff and a small number of non-classified staff who clock in/out.

### **ACCE (Advisory Council for Classified Employees) Report**

By Paul Martinelli

Paul reported that according to the Governor's Chief of Staff, Charlie Lorenson, there will be no more fiscal year fiascos like the past two years for the 2015 fiscal year as was stated at the summit he and Dixie recently attended.

Paul just received a phone call from a professor at Salem asking what WVU does regarding a hiring freeze. Paul explained that if a position is vacant, it is getting more difficult to fill it. The professor expressed that is the same situation they are facing.

Some challenges in the state budget according to Bob Kiss, the Governor's State Revenue Secretary and former legislator, are that they are collecting \$17 million less in taxes than anticipated. Issues that WV could face in the next few years is the fact that the coal severance are down and in order to make up for that loss, it would take double in gas and oil productions which is not likely. Also, personal income tax collections are down.

Paul expressed he was shocked to learn that West Virginia, Maine, and Montana are considered to have the best colleges in the nation. He tried researching on what information and sources they obtained to site this but believes it is based on the size of the institution and the employment. The one school that surprised him as being one of the top schools in the

country is Alderson Broadus in Philippi. They only have 670 students with 3500 applying each year.

Another topic of which he had sent out emails to Staff Council members is the Carnegie study. He was also surprised to learn that there are 43 colleges and universities in WV. The oldest school in the state is Bethany College. It is also a common misconception that WVU is the largest school in the state because in 2013 there were 29,707 students who attended. However, the American Public University System, a private profit distant education institution located in Charles Town, WV, has 31,331 students according to the report.

The University of Akron has hired a new president. When this person was at their former institution, he had six or seven points of which he followed. One of them was that you take out your own trash and if you see trash on the ground, to pick it up. He did it as well and plans to utilize the same points in his new position. Paul added it was surprising to learn what other things he does on the campus and is successful at it.

WVU made the Top 20 for licensing of our logo on T-shirts and hats, etc. Marshall was at number 68 and the top school in the country for marketing their logo is Texas.

Paul reported we are hosting the ACCE meeting scheduled for October 8<sup>th</sup>. A quick briefing on what is happening with positions on the ACCE: the Vice Chair and previous Chair is Amy Pitzer of Concord; the new Chair is Teri Wells who represents Southern WV Community and Technical College; Secretary is Jenna Derrico, West Virginia Northern Community College. There is a person who is retired but has yet to resign from his position at Bluefield; Paul is unsure of the outcome of that. Potomac State's representative position has been vacant for some time. Mary Igo from New River was moved to a non-classified position and has since resigned from the ACCE. Jill Nixon from West Liberty University has resigned as of this morning; Kanawha Valley has a vacant position; a person who has been on the ACCE for seven years and the position has never been filled; and Anne Wilmouth from Blue Ridge has also resigned.

When Paul accompanied Dixie to BOG's summit, the speaker announced the state of West Virginia's budget forecast is looking bleak.

The past few months for him have been filled with many meetings. President Gee wants to meet on Saturday. President Gee has just wrapped up his visits to 50 counties in the state and has been well received by everyone he meets.

The ACCE meeting scheduled for August 26<sup>th</sup> will be held at Mount West located at Marshall University.

## **BOG (Board of Governor's) Report**

By Dixie Martinelli

The BOG was invited to Charleston on August 1<sup>st</sup> – 2<sup>nd</sup> for a summit hosted by HEPC (Higher Education Policy Commission) to which she and Paul attended. They are members of the Association of Board of Governors and must take a certain amount of classes to retain membership.

They covered a variety of topics that began Friday afternoon and concluded Saturday afternoon. Several members from the Association of Board of Governors spoke at the event and provided important information to the board. One speaker expressed the need for all board members to have a voice; that they are chosen to be part of a team, not for themselves or for their constituents and spoke of the importance of leaving a board meeting being united regardless of differences of opinions.

Director of West Virginia's State Budget Office, Mike McKown relayed they do not expect the cuts to higher education as was done the previous year. Coal mines in the southern part of the state are shutting down which means the suppliers will also be going out of business. It is estimated over 1,000 jobs will be lost which in turn affects higher education because either these families will relocate or will not be able to afford to send their children to college. Approximately 80% of the Promise Scholarship's recipients remain in the state to attend college.

According to a study, over 50% of jobs require a post-secondary degree. Only 20% of the state's population obtain a post-secondary degree; mainly due to adult learners graduating. There has been no growth in revenue; for every dollar lost in coal production, it takes six dollars in gas production. The baby boomers in the state are now becoming senior citizens which means more healthcare and less personal income tax. The federal government is responsible for 1/3 of the state's budget but with a national debt of over \$176 trillion, less monies are being disbursed to the states. As of now the debt per citizen is estimated at \$55,000; debt per tax payer is \$151,000. One out of three WV residents are now eligible to receive Medicaid; if Medicaid wasn't in effect, higher education would receive around \$30 million more. The state's lottery funding is dropping from \$483 million down to \$475 million in a year. Mr. McKown also indicated there will have to be some proposals such as bringing back the food tax. The tobacco tax and alcohol tax will be discussed as well (most likely after re-elections). The food tax at 1% would generate \$150 million more for the state.

Dixie reported they attended a class for Title IX which carries a common misconception that it only pertains to athletes, however, it pertains to everyone. There will be mandatory training for Extension employees in October. One of the sub-topics in Title IX is bullying which she believes will correct some issues.

She attended an Ethics training for the BOG on August 13<sup>th</sup> and they toured Adventure West Virginia. This program screens students who may be high risk for not finishing school and the students spend an entire week without any cell phones or other mobile devices doing many outdoor activities such as camping, hiking, rafting, zip-lining, etc. Dixie added it was nice to see the students bonding with one another; relying only on each other. She had spoken with a few students about not having their phones and surprisingly many said they did not miss it; they all seemed very happy.

She also wanted to add that the BOG's presentation has been moved. It will now be held on October 30<sup>th</sup> at the Erickson Alumni Center from 1-2. There will be a luncheon around noon before the meeting begins. She had asked Joan Crabtree to assist her in her presentation to which Joan accepted. Dixie expressed thanks to Joan for her assistance and being an active member of Staff Council. She asks to please let her or Lisa know if planning on attending.

The next BOG meeting is scheduled for September 18<sup>th</sup>.

Amy added that she had also attended the Title IX training as per her supervisor's request. She expressed that she learned a lot and it seemed well-received by all.

## **Committee Reports**

### **Athletic Council**

No report today.

### **Compensation Committee**

By Linda Campolong

Linda reported they had met with Jim Morris concerning flex-time and what was and wasn't allowed. Ron added they met with Jim, Amber, and Maria from the Physical Plant HR. One of the Physical Plant's directors sent a memo to the supervisors emphasizing it is not allowed for someone to go to a doctor's appointment then allowing them to come in early the next day; that they must take leave. However, if it pertains to someone working late they could then get off early the next day. It seems allowable only if it benefits the university, not the employee.

Jim indicated their HR group will set up a focus group meeting with some of the managers at Facilities Management. He believes it has a lot to do with not having enough workers at the time and issues with attendance but the leave package is very generous so when you combine that with flex-time, it can lead to some confusion as to when the employee will be coming to work.

Lisa expressed that if the workforce weren't being reduced as it has been, then shifts not being covered would not be an issue and believes flexibility and consistency goes a long way. She inquired when Jim meets with management, if Linda or Ron could attend those meetings so they could give actual scenarios and examples. Jim confirmed they certainly would be allowed to.

Linda had come across a memo while cleaning out a file cabinet that was dated August 29, 2000 and pertained to the sick leave policy due to a grievance that had been filed. It stated the university could no longer penalize an employee for when they are using or not using sick time. One issue that is arising now, as a scenario, she is putting in sick time for a doctor's appointment for next Tuesday and her supervisor will not approve it stating she has to take annual leave. She is inquiring when that becomes her supervisor's choice and not her choice. Jim stated a previously scheduled medical appointment should be sick leave, if available. Taking annual when you are sick is not allowed but there is an exception to that if you are at risk for losing your annual, they will allow you to take it. Jim asked Linda to give him some specifics regarding this scenario.

Linda also wanted to discuss the harassment toward an employee for using sick time then making them provide a doctor's slip next time they are sick. Jim stated they ask the supervisors

to consult with Employee Relations before asking for a doctor's slip. If an employee misses five days, then a doctor's note would be required. They have dealt with instances where an employee calls off sick repeatedly and they are caught working at another job, however, if they are legitimately sick, that is different. He reiterated to contact Employee Relations regarding these matters.

### **Legislative Committee**

Lisa added with Nancy's absence today, the only item she has to report is their scheduled trip to Charleston on September 9<sup>th</sup>.

### **Transportation & Parking**

By Larry Baldwin

Louise reported they have a meeting scheduled for 8:00 a.m. on Friday, August 22 with Clement Solomon, Director of PM Parking and Kim Hartsell, Assistant Director of PM Parking.

Louise wanted to add that after September 8<sup>th</sup>, students may check with the Parking office to see if there are any unused permits available.

### **Tuition Assistance**

By Amy Wodzinski

Amy reported the Tuition Assistance applications are completed and have been approved. Brian Hoover in the FA Office has verified all info and disbursed funds to their student accounts.

There was one person who had applied and was denied due to her GPA being less than 2.5 when she last attended a college course, in the Spring of 1998. She had appealed twice based on the eligibility requirement #8 that states GPA verification is only necessary if you have been enrolled in a course in the past four (4) years.

Amy explained to the applicant that she would have a meeting with the committee today after this meeting and she would let her know.

Amy also reported the Blood Drive was a success with a total of 23 units and 2.5 double red units; their goal was 20 units.

### **Welfare Committee**

By Linda Bise

No report today. The next meeting will be held sometime this fall when everyone is available.

## **Guest Speaker**

By Toni Christian, Director of Employee Benefits – HR

Toni is here today to inform the group of the Retiree Association that will officially launch on October 22<sup>nd</sup> at the Erickson Alumni Center from 4-6. President Gee will be presenting as well.

She explained that when Margie Phillips, VP of HR, started at WVU approximately eight years ago, she had a list of sixteen (16) initiatives and one of them being the retirement conference. At the conference, they had asked the audience for suggestions. One suggestion was creating something special for retirees; to create a mechanism to assist retirees with staying in touch in some ways with the university.

In January 2012 they decided to begin this new endeavor. In the fall of 2013, they surveyed people who had retired from WVU within the past five (5) years to acquire if this would be something they'd be interested in. A steering committee was formed which consisted of three (3) of each constituency: faculty, non-classified staff, and classified staff. The three faculty members are: Art Jackowitz, Carolyn Nelson, and Tom Welt. The non-classified members are: Bobbi Brandt, Doug Maatman, and Gary McPherson. The classified staff members are: Lana Cantoni, Shirley Daft, and John Patteson.

They meet every week and Toni stated they have been great. The by-laws have been developed and they are preparing to launch the website very soon. They have also developed five (5) standing committees: Activities, Membership, Finance, Communications, and Nominating.

Anyone who has already retired are eligible to join as well as those actively working and meet retirement eligibility (30 years working for the state or age 60 and working for the past five (5) years) can also join. Membership is free to join as of now but according to by-laws, there may be some dues later on. Toni added both Margie Phillips, VP of HR and Narvel Weese, VP of Administration & Finance, have given funds toward it and have been a huge support. Mary Thomas has given her clerical support with assisting in the development of the website and database. Elaine Sholtis is chairing the committee and keeping tabs on everything. They do have a phone number, she believes it is 293-3389, and that will ring in to Elaine and Mary.

Toni added they are going to be submitting this to multiple journals and papers to reach out. They will also visit different schools and getting the word out.

Dixie inquired if a retired person could retain their email with the university. Toni explained on the last physical work day, a person's email or building access will cease. She has been telling those individuals to copy others who wish to receive something. She does get requests for retirees to receive the ENEWS so that is something they are working on. Lisa added she knows of a few persons who still have their email addresses. Toni explained their status has maybe changed to a courtesy appointment or a business office may bring a person back as a temporary. Jim added that although it is your email address, technically it is the university's account. You use the email for work and once you leave or retire you are no longer working.

Lisa asked about library privileges and Toni confirmed they remain. You use your retiree id to access the library as well as the Mountain Lion bus for free. There is a separate card that Athletics provides that may also use it to be admitted to sporting events other than football and basketball.

Lisa inquired what other activities would be available to which Toni explained when you join the association, you are the ones deciding on what activities will be available. The whole purpose of the association is to keep people engaged. She and Elaine recently attended the Big 10 Retiree Association. Another one is the Association of Retired Organizations of Higher Education which they also attended to get an idea of some other things. One school stated they ask their retirees to be the mock jury for the law school; some ask them to usher people to their seats at art performances and events; some ask retired faculty to mentor the younger faculty. One association brought in people to teach how to use the new technology like the smartphones and ipads. Some held informational sessions on Medicare as well.

She encourages everyone who is eligible to join.

Lisa inquired if the Emeritus Status Committee had any updates. Beth Ann reported they were going to do a conference call but she had not heard back from them. Lisa asked for an update at next month's council meeting.

At June's meeting, Lisa indicated she would like to have names of nominees for the Election Committee by August. The committee will consist of five (5) members who are full-time classified staff and do not plan to run for Staff Council in the upcoming elections. Lisa asked those who had a name with them today to submit them to vote on. Amy nominated Delores Rogers in Telecommunications; Paul nominated Paul Crumrine in Extension; Dixie nominated Rebecca Frame in Extension; Lisa nominated Michelle Lewis Shockley in the Rec Center; Diana nominated Selena Engebretson in Psychology; Pam nominated Sandra Jolliffe in HR; Linda B. nominated Nelda Watson in HISTA; Joan C. nominated Vernon Hilling in Facilities Management; Emmitt nominated Jeff Davis in Maintenance.

Jim collected everyone's ballot that contained five (5) names. He and Janelle tallied up the results which are as follows:

1. Paul Crumrine
2. Rebecca Frame
3. Michelle Lewis Shockley
4. Sandra Jolliffe
5. Nelda Watson

Paul added they should have alternates if someone declines to be on the committee; Lisa agreed. The two alternates (they are tied so Lisa would have to vote on one as the Chair) would be:

1. Delores Rogers (2<sup>nd</sup> Alternate)
2. Jeff Davis (1<sup>st</sup> Alternate)

### **Old Business**

Larry questioned Jim if there have been any instances of an employee being wrote up for smoking. Jim stated there was one employee who received a letter of counseling for smoking on campus. Lisa inquired how long the letter of counseling (which is not considered a letter of discipline) stays in their file; Jim confirmed it is for one year. Linda C. questioned how many

letters they receive before they are terminated; Jim indicated after the third warning. Linda C. then added that it is an addiction; Jim stated there is a link to smoking cessation on HR's website for employees who seek to quit and they will allow someone to go to these classes even if it means taking time off work to attend the one-hour classes for six weeks. Pam questioned if they would have to take leave to attend the class; Jim confirmed they would not have to.

Lisa will follow-up with Narvel via email stating that the smoking on campus is still a concern. Will there be more policy reinforcement and signage with regards to students, visiting parents/guests and faculty? Pam questioned if the policy pertains to faculty as it does to classified staff. Jim stated their supervisor would be the one who oversees them; policy pertains to everyone.

Diana relayed that the Employeefest is now canceled.

### **New Business**

Jim wanted to add that anyone who is not currently on arrears pay will be placed on arrears pay at the end of September; he believes there is still around 1700 employees who are not on arrears pay. They will receive a no hardship payment and if/when they leave the university, they will receive another no hardship payment otherwise they would lose a paycheck.

The 26 pays will go into effect January 1, 2015 and will be every other Friday.

Jim is putting together a discussion group to collect input on whether or not to have an ombudsperson for classified staff. Linda Bise and Pam Eddy volunteered.

Jim also wanted to remind everyone of the Employee Remembrance Ceremony to be held at noon, September 24<sup>th</sup> at the Erickson Alumni Center. It is the annual event that recognizes employees and retirees who have passed within the past year. He believes there will be around 45 people who will be recognized.

Dixie stated it is time for their group to complete PIQ's and HR is requesting they use the shorter form to pilot it. Dixie is concerned that if they keep it to a minimum amount of characters and it comes back as being down-graded, someone could possibly say it wasn't in their PIQ. Dixie feels they need updated on the terminology for more accuracy when completing the short form. Jim stated he could speak with Sheila Seccurro - Executive Director in HR, about it or have someone from class & comp come in to discuss it. Lisa will ask Sheila to attend next month's meeting along with Clement Solomon – Director of PM Parking, as guest speakers.

Amy questioned if there is a retreat scheduled this year; Lisa confirmed there is not. She feels there is not really a need for one like last year which there were new roles and members.

The next President's Meeting is scheduled for Monday, August 25<sup>th</sup> at 11:00 a.m. in the PCR. Items on the agenda are as follows:

1. Smoking policy – will there be more signage?
2. Update on the 40 hour work week
3. Kudos on the new Retirement Association
4. Kudos to Narvel on his article in the DP

5. Update on the construction on campus
6. Details on President Gee's county tours and move-in day

Diana motioned to adjourn. Beth Ann seconded. All in favor and meeting adjourned at approximately 11:45 a.m.