

WVU Staff Council Meeting Minutes

February 19, 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	No (excused)
Bolyard, Emmitt	Purchasing Assistant I	Facilities Management	Yes
Bremar, Nancy	Nutrition Outreach Instructor	Extension Services	Yes
Bright, Karen	Nutrition Outreach Instructor	Extension Services	No (excused)
Campolong, Linda	Housekeeper	RFL	Yes
Campolong, Ron	Trade Specialist	Facilities Management	No (excused)
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

Guest Speakers: Clement Solomon, Interim Director – Transportation & Parking

Jack Lake and Adam Reeves – American Red Cross

Submitted by: Janelle Squires, Administrative Secretary – Staff Council

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 passed around for members to sign.

First Business

Approval of December Meeting Minutes motioned by Joan Baldwin. Beth Ann McCormick seconded. All in favor and motion was carried.

Approval of January Meeting Minutes motioned by Beth Ann McCormick. Amy Wodzinski seconded. All in favor and motion was carried.

Treasurer's Report

By Diana Hammack

Beginning balance was \$3621.21. There was a credit of \$120.57 for fuel and rental car. Telephone was \$21.38. The ending balance is \$3621.21.

Lisa wanted to note that next month's balance will reflect the cost of the printing of the brochures along with the postage to mail those out.

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, along with Dixie Martinelli, were invited and attended the Davis College Classified Staff Executive Meeting on January 29th which was held at Towers. She along with several others, were not aware that there are sub classified staff meetings on campus. Lisa stated many had several good questions; some regarding SB330; how would they get on Council; as well as how would they reach out to Council members. She also wanted to remind everyone of the email Janelle had sent out regarding a FAQ list to be put on the Staff Council website. She advised the group to send any questions they receive frequently to her.

On January 30th she and Lisa DiBartolomeo (Chair of Faculty Senate) met with Narvel Weese (VP, Administration & Finance) and Russ Dean, Senior Associate Provost to discuss the weather related cancellations as it does pertain to everyone. She was unaware that nine month faculty do not get paid for days missed. They advise everyone to use their best judgment when it comes to inclement weather and attending work. The only way the University will be closed is if the Governor declares a State of Emergency. Pam Eddy stated she thought one day last week there was a State of Emergency. Nancy Bremar said the Governor advised that non-essential personnel should stay home and only DOH, EMS, or Fire & Safety personnel should be out. Larry Baldwin referred to the WVU handbook that states Governor's State of Emergency calls do not automatically apply to WVU and branch facilities and to monitor local media for road

conditions. Dixie expressed concern regarding people's safety trying to get to work when the University is still open yet classes are cancelled. Lisa noted this should be an agenda item for our next President's meeting on March 5.

Lisa informed the group that she and Joan Baldwin have been corresponding via email regarding privileges being given to retired faculty as opposed to retired staff. She has recently learned that under BOG (Board of Governors) policy, there is a Faculty Emeritus Status. She had asked the Welfare Committee to follow-up on that and find out why we can't get a Staff Emeritus Status.

She and Jim Morris had visited Health Sciences Center to follow-up from the President's Meeting discussion regarding paper leave requests. They met with Kim Kelley who is the HR Director at HSC as well as Leonard Lewis, Director of Facilities at HSC. Mr. Lewis seemed open to some other alternatives to the paper leave system. Lisa informed them that President Gee is also for doing away with paper forms. Ms. Kelley and Mr. Lewis explained to Lisa they will let them know of a decision before our next President's Meeting.

Lisa stated he had informed her that there are 70 computers in the area. Mr. Lewis also stated that the paper leave request system is a service to the employees and they seem to really like it. Lisa reiterated March 5th is the next President's Meeting and this topic will be discussed.

Lisa recently spoke to Terry Nebel, former Staff Council chair, regarding more information about the Mertin's Award. The plaque is located at One Waterfront and at one time was in Stewart Hall. When the plaque was relocated, it had a separate plaque within it that listed the names of the Award recipients, which is now missing. She had asked Narvel Weese (VP, Administration & Finance) if he would agree to purchase a new plaque for Staff Council, which he agreed. She has the list of the names but needs to verify before it is made.

In the fall, she would like to start the process of nominating people. It has been around ten years since an award was given. The applications would go to the Executive Committee of Staff Council; they determine three or four nominees and take it to Staff Council to vote on a winner.

Lisa wanted to remind everyone of the email she had sent regarding the Health Sciences Chancellor's Awards. They have until Friday to submit names of those who work at HSC.

Guest Speakers

Jack Lake & Adam Reeves – American Red Cross

Jack Lake is the local representative for Blood Services. The greater Allegheny region has to collect between 500 – 600 units of blood every day. The next blood drive, to be

held March 11th, 10 – 4 at the Waterfront Place Hotel. It is a crucial to get donors now because they lose a third of the donors over the summertime due to schools being closed. The harsh winter weather along with the water crisis in southern W.V. has affected the amount of donors. He stated this past winter has caused them to lose about 50,000 blood products. In the past week, they've lost 400 blood drives and about 13,500 units of blood.

The double red procedure is a special test they can do in their blood mobiles to target specific blood types to just retrieve the red blood cells, the more crucial substance. Those blood types are: O positive, O negative, A negative and B negative. They have the machine onsite that draws blood, separate it the red blood cells from the plasma, then returns the blood to the donor along with saline. This process extends the 56 day donation period to 112 because it basically is two donations in one. You can also refer to the Red Cross website for more information regarding donating if you are taking medications, antibiotics, or if you have a certain health condition.

ACCE Report (Advisory Council of Classified Employees)

By Paul Martinelli

Paul is requesting Staff Council discussion during the next President's Meeting of the Governor's proposed \$504 salary increase as well as the fact that Dixie had proposed the matching of that by WVU, making it \$1000, to former WVU President Clements for consideration just a few months ago. He doesn't want to lose sight of that.

The ACCE meeting last week was held on the campus of West Virginia State University. They have several new buildings going up as well as a new President, whom he spoke with and seemed like a very nice young man who also shares the same love of bowties as President Gee.

In regards to SB 330, Mark Toor (Vice Chancellor of HR, WV Higher Education Policy Commission) spoke of the issues and problems with the two consulting firms of Fox Lawson and Mercer. He had asked Mark what it would cost for a reliable study done the right way. He estimated a figure close to a million dollars. Legislature, of course, would not pay that amount. So the study continues to be at a stand-still.

Paul wanted to discuss the email he had sent to Staff Council with reference to House Bill 4568 which authorizes WVU to have 25% of the personnel in the non-classified positions which does not benefit WVU that much. It would just create higher salaries and increase the number of employees in the non-classified category. Should this bill be approved by the Legislature it would only effect WVU.

Senate Bill 322, is the twice per month pay that will go into effect January 2015.

Paul wanted to inform the group that the Rainy Day Fund, which Staff Council has supported using, is currently under consideration by the Legislature to help with the

budget deficit. Senator Prezioso, Senate Finance Chair, stated they plan on using \$84 million of the Rainy Day Fund. The tobacco tax is also being considered. They are looking into bringing back the food tax as well. Another bill Paul is encouraging everyone to look at is the Series 56 - Reduction in Force (RIF). The SB 426 would require the Board of Governors to fill vacant appointment board positions within a reasonable amount of time. This was in reference to the current fifteen unfilled positions to be filled by the Board.

The last day of the Legislative session is coming up on March 8th. The next ACCE meeting is scheduled for March 6th – 7th. They plan on attending the last day of the Legislative session.

Guest Speaker

Clement Solomon, Interim Director of Parking & Transportation – WVU

Mr. Solomon presented a brief update since he last appeared before Staff Council in September 2013. Regarding Evansdale parking for faculty and staff, they lost area 43, Ag Sciences, and moved those employees to area 46. They are considering moving the short term lot and creating a small event parking area. Their goal as of now is making the inner circle all pedestrian, the next circle would be permitted parking for faculty and staff and the outer lot would be short term parking for students. They don't have all the numbers yet because of all the current construction, however, he believes they could do that successfully.

On the downtown campus, the last time he spoke at the Staff Council meeting in September, they had move lists, wait lists, etc. They want to start with the move list firstly, that contains over 200 employees and some of those people put move requests in as far back as the 1990's, with those requests being forgotten or overlooked, he is not sure. They have gone through the entire list and are now on the last twenty. They have informed them that they may be able to offer some other options but if they don't accept it, then they will have to stay as is.

He did a complete Lot Utilization Analysis, where they went through every lot on campus counted all the spaces and how many folks were using them then based it on whether or not they are completely full, if they are, they may see if they can increase parking 5% or 10% more. It does depend on the size of the lot.

They have also started looking at the wait list, which contains about 100. They've contacted the first 20 and have looked at lots 4 & 7 which are across from Brooks Hall and lot 9 is the garage. Staff and faculty have been given those options and they will continue to work on that.

They have also established some goals for the Health Sciences Center such as meeting the needs of faculty and staff first; move staff to upper lots; sell garage parking to

faculty. Lots 80 & 81 have 300 spaces as of February and they've had an oversell of 360. Health Sciences was handing out the orange temporary tags and they have been informed this is no longer permitted. As in the future employees must work with the Parking and Transportation business office. Currently no move or wait are available at the Health Sciences Center.

They've also revised the parking garage swipe cards because there were people not paying for parking because they stated they didn't know they were required to pay for this parking.

Lot 88, which they don't control directly, but they communicate with the Diversity office regarding that as well. The capacity is 80 and have 78 sold.

Dixie had inquired that with all the construction going on right now near the Ag Sciences building, that sometimes employees have to park at another spot and she hoped that they are not going to be cited. He explained they are more lenient with that issue and folks should not be cited.

Paul had informed him that he had responded to the Parking/Transportation May 7, 2012 survey and he questioned if any of the survey suggestions received have ever been considered. Paul also reported that parking at Knapp Hall is a concern because county Extension Agents and staff visit Knapp Hall often and need to secure a parking permit. During the time it takes to secure a parking permit, return to their vehicle, ticket writers have already placed a citation on the vehicle. He suggests authority should rests with the party issuing the permit to write a permit for more than one day is necessary.

Lisa said it appears much improved. In the past she has corresponded with Interim Assistant Parking Director Kim Hartsell when events are scheduled and she has been helpful.

He verified they will look at the move list first, since those employees have been here the longest; they will then look at the wait list. It is based on first come, first serve. Also, they do not plan on increasing parking for the fiscal year 2015.

Linda Campolong inquired if there was a universal parking permit that could be purchased because her job requires her to travel to all parts of the campus. Mr. Solomon informed her there was a 94 permit she could purchase through her department.

He verified Cathy Patterson assisting and advising him with the HSC parking. She provides the names because they don't have access to their records.

Beth Ann wanted to commend the office staff that issues permits for the visiting possible medical students that park in 81. She said it has improved a great deal.

He stated he is happy to assist anyone with any questions and will continue to work on this issue. He would be glad to come in again and give Staff Council an update in the fall.

BOG (Board of Governors) Report

By Dixie Martinelli

The BOG is scheduled to meet Friday. After this meeting, she is set to go to a Facilities Committee meeting. The BOG has developed sub-committees. The Facilities Committee in which she was appointed to oversees purchasing and contracting. The BOG wants to be more involved with the activities of the University. After the BOG meeting Friday, there will be an Audit Committee meeting, in which she has also been appointed to. Each Board member is on at least two of these sub-committees. She is pleased the BOG is encouraging Board members to want to be more involved as it is the right thing to do. They've also been more attentive with funds spent on projects within the University.

They've recently lost a fellow Board member, Dr. Vest, who passed around Christmas. They will be heading to DC for the memorial service tomorrow to pay respects.

The new member is Tom Jones. He was chosen as one of the top 50 influential leaders in West Virginia in 2008. He is retired from the WVU Health System as of last year. He is a great advocate for staff. He is a WVU alum, received his master's from Minnesota and another leadership degree from Penn State.

They met with President Gee on February 6th as the Legislative Committee. He seems to want to be more engaged with the legislature. He stated, "We must personalize this large institution." Which she agrees. He has been down there and has been doing just that.

The BOG meeting is this Friday at 8:30 a.m. at the Erickson Alumni Center. A copy of the agenda is available on their website.

Committee Reports

Athletic Report

By Joan Baldwin

Lisa had gone to Joan regarding an employee that is nearing retirement. They were told faculty receives Olympic passes that include all sports except football and basketball. This is strictly for retirees and there was a misunderstanding that these were for faculty – this is not true. There are passes for classified staff. Faculty has a representative, a retiree, but no one for classified staff. She has been corresponding with Matt Wells regarding this. He asked her to get names, addresses and a CSZ. He said once that is obtained, he will make sure they are produced and mailed to the appropriate retirees.

Beth Ann looked up the acronym and it is City, State, and Zip code. Lisa Martin suggested that this be something included in their retirement package. Jim stated they are looking into a Retirement Association.

Joan stated they are trying to schedule a meeting in April.

Compensation Committee Report

By Linda Campolong

She has spoken briefly with Sheila Seccurro about what she is wanting to discuss (compensation structure) and she explained she would have to run it by Margie and Jim before she could set a time.

Legislative Committee Report

By Nancy Bremar

Brochures are completed and Narvel Weese's (VP, Administration & Finance) office is taking care of the cost. The members of the Legislative Committee have mailed out the brochures in printed envelopes with a short personal note with the Staff Council sticky notes to personalize it.

She has tried to set up Legislative Committee meetings with the legislature but they keep getting cancelled due to the water crisis. Joan Baldwin has set up a meeting on Friday morning at 10:30 with Senator Palumbo.

Parking & Transportation Report

By Larry Baldwin

Nothing else to report due to Clement Solomon's visit.

Tuition Assistance Report

By Beth Ann McCormick

Beth Ann informed the group they are currently working on the Scholarship Tuition Assistance for Children of Classified Staff, which are due by March 1st. Janelle receives them and has the info on a spreadsheet. This program is governed by how much money we are given from the Foundation. Brian Hoover, FA Personnel, gives us the amount. Last year \$2500 in funds were given. There was 16 people on the list, only 5

received the award. It usually is given in the amounts of \$250 or \$500. The recipients are chosen usually by GPA.

Lisa asked that she and Janelle work together to get it out in E News. Beth Ann confirmed that Brian Hoover has been putting it out there.

Welfare Committee Report

By Pamela Eddy

They met on February 10th this month; they usually meet the first Monday of the month but due to weather conditions, it was the second Monday. They discussed parking updates that Larry has covered; HR questions presented to Jim, which he has covered. Lisa had asked them to look into Emeritus status for classified staff. Linda Bise had spoken with Kevin Cimino, Legal Affairs Associate, about a policy. He said he's at the end of the stage so they would have to start elsewhere and there is a policy 45 (which she has copies of) and they would have to start out with creating a new policy, it then has to be approved and it will go to Kevin.

The next committee meeting will be March 3rd in Room 1165 1st floor, HSC.

Lisa's items/topics on the agenda for the next President's Meeting:

- Continuing problems at HSC – paper leave requests
- Inclement weather policy – WVU vs. Governor's declaration
- Update on \$504 proposed increase and match by WVU
- Why we are having a workforce reduction and going to contractors

Pam Eddy questioned Jim Morris how many people have been displaced in the last year. Jim couldn't give an exact total but explained that organizations have to constantly look for ways to be more efficient and do business smarter. Things cannot stay the same forever with budget issues; last year a 4.5% budget cut and there's another coming this fiscal year so that is why these departments are taking action and HR is assisting them. Employees represent around 63% of the budget at the University – salary and benefits. Classified employees are not being laid off. They have statutory job protection rights and HR is helping to move them to another locale within the University.

Lisa apologized that Old/New Business wasn't discussed today; but some old business was covered by our guest speakers.

The next President's Meeting is scheduled for March 5th, 11:00 a.m. at PCR in Stewart Hall.

Diana Hammack motioned to end the meeting. Joan Crabtree seconded. Jim had one more item he needed to follow up on the signing up for Medicaid. Toni Christian, Director Human Resources, informed him there will be sessions at the Morgantown Public Library on Friday, February 21st 8 – 5, and Friday, February 28th same time and place.

All in favor of ending meeting. Meeting adjourned at 12:00.