

# West Virginia University Staff Council Meeting Minutes

March 18, 2015

8:15 a.m. – 12:00 p.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	Grants Resources Specialist	Dept. of Medicine	Yes
Fletcher, Louise	Traffic Enforcement Officer	Transportation/Parking	No
Hammack, Diana	Administrative Assistant	Deans Office Arts & Sciences	Yes
Martin, Lisa	Special Events Coordinator Senior	Event Management	Yes
Martinelli, Dixie	Office Administrator	Extension Services	Yes
Martinelli, Paul	Program Manager	Extension Services	Yes
McCormick, Beth Ann	Program Specialist	Dept. of Pathology	Yes
Morris, Jim	Assistant Vice President	HR Employee Relations	Yes
Wodzinski, Amy	Program Coordinator	FIS	Yes

**Guest Speaker:** Chief Bob Roberts, *Director, University Police*

**Submitted By:** Janelle Squires, *Administrative Secretary, Staff Council*

### **Call to Order**

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

### **First Business**

Approval of February Minutes motioned by Pam. Diana seconded. All in favor and motion was carried.

### **Treasurer's Report**

By Diana Hammack

Diana reported a beginning balance of \$4233.42. The phone bill expense was \$21.37. That leaves an ending balance of \$4212.05.

Pam motioned for approval of Treasurer's Report. Beth Ann seconded. All in favor and motion was carried.

### **Chair's Report**

By Lisa Martin

Lisa reported that she, along with Dixie and Roy Nutter, ACF Representative & Vice Chair, visited Charleston last Monday at the request of Rob Alsop, VP for Legal and Governmental Affairs and Entrepreneurial Engagement, to support the present bills on the floor in the committees.

On Wednesday, she again visited Charleston with Roy to speak with members of the House Finance Committee. Delegate Frich had asked Lisa how staff feels about this bill; Lisa explained that they had not taken a vote but supports it because it would be good for WVU and Classified Staff. One component this bill would eliminate is the RME (Relative Market Equity). Those bills were passed and are awaiting the Governor's approval.

The previous cut to the budget is expected to be reduced from \$7 million to \$3-\$4 million.

No new update to the proposed 40 hour work week.

In regards to receiving emails outside of your normal work hours, that is your decision to read them or not but emails will continue to be sent as necessary.

Lisa commented that Rob Alsop, VP for Legal and Governmental Affairs and Entrepreneurial Engagement, and Sarah Smith, Associate VP for State, Corporate and Local Relations, were quite impressive in Charleston while speaking with legislators and used every opportunity to talk about issues pertaining to WVU.

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

By Paul Martinelli

The ACCE meeting was held last Friday at Marshall University Graduate College with a quorum present.

Some issues coming up were the elections that are also being held at other campuses. Unlike, our elections, which have many classified staff members running for various positions, they are having a very difficult time in getting anyone to run for any office.

A few instances are Shepherd University's ACCE rep is being asked to stay on another year because they cannot find another person to replace him and WVU Tech – among many others – is facing financial difficulty in sending their ACCE rep to attend meetings even though it is in State Code that institutions must provide the funds for their representing ACCE member to attend meetings.

With this ongoing issue, Paul has suggested allowing telephone conference calls for reps to call in during a meeting they are unable to attend but has not had any success in getting that implemented. He will again bring the issue up during their retreat to be held in July.

Paul expressed concern pertaining to those who are running for the ACCE and BOG representative positions as he has not personally received any phone calls/emails inquiring what exactly this title means and what responsibilities it will entail.

The market study was projected to be completed this year but Senator Plymale is requesting it be completed sooner than what the bill stated.

A reduction of campus presidents is another issue coming up. One instance is former West Liberty University President, Robin Capehart, who has resigned as of this month.

Paul has provided some handouts pertaining to the new SB 137, introduced by Senator Plymale, as well as news regarding the tobacco tax increase that was introduced in 2013; which we are insisting it go to higher education.

The Emeritus status, which he has been helping to work on for Classified Staff, is making some progress. Paul relayed you may join the WVU Retirees Association while still working if you are eligible, which he has done recently.

SB 439 is being well-supported by other campuses. Paul has indicated to them that Staff Council has not taken a definitive stance on it but are trying to stay current on it. He and Nancy were asked to call 26 legislators to request them to read the SB 439 as it would greatly help higher education. He had kept a record of the thirteen calls he had initially made: six were voicemails; three were answered by their secretary; and in two cases, a legislator did answer the phone and was appreciative that a person from classified staff had taken the time to call. Out of the thirteen he called, three of them had never heard of the SB 439.

Larry inquired about the nomination results for the Staff Council election and how it went from possibly needing another two weeks to an overwhelming amount of nominations. Jim explained the targeted email sent out from Barbara Bodkins, HR Operation Coordinator, on behalf of Lisa, asking constituents in certain Sectors that did not have any nominees – specifically Administrative/Managerial, Clerical/Secretarial & Paraprofessional/Technician Sectors – to

either nominate someone (with their approval) or self-nominate which produced those results. He will phone Barb to verify.

## **BOG (Board of Governors) Report**

By Dixie Martinelli

Dixie reported the faculty members gave their presentation to the BOG on February 19<sup>th</sup> at the Erickson Alumni Center Barnette Room which included a luncheon before their presentation; as was the same venue when classified staff gave their presentation last September.

The faculty members began by thanking her and all of classified staff for becoming more familiar with faculty as well as us introducing classified staff and what they do for the University. Most of the faculty members explained what they taught and researched. Dixie commented it was interesting and was well-received by the board. A board member had mentioned it was very informative and enlightening and probably the best presentation given by faculty that they had ever attended.

After the presentations, the Joint Finance & Facilities Revitalization Committees had met and reviewed the financial aspects of the University as well as the ongoing construction campus-wide.

They then proceeded to Blaney House for a presentation given by Provost Joyce McConnell as well as a legislative update given by Rob Alsop, VP for Legal and Governmental Affairs and Entrepreneurial Engagement. April Min, Associate VP for Legal Affairs & Executive Deputy General Counsel, also gave an update regarding legal matters.

The group held a working session that included being honest and upfront with everyone around the table and turned out to be a very vocal session.

A regular BOG meeting was held on February 20<sup>th</sup>. Most of the discussion was held during an executive session.

Many new ideas are coming about with the purchase of Mountain State University and what it will mean for our institution and the state. Dixie believes it will offer new programs that aren't offered nationwide. For example, we were one of the first institutions to offer Forensics studies.

After the regular meeting, an Audit Committee meeting was held and they were introduced to the new Director of Internal Audit, Bryan Shaver. He gave a presentation on how he and his constituents will perform their duties here.

On March 9<sup>th</sup> the Finance Committee met and went over the new fiscal year budget and tuition increase.

Diana inquired how the attendance was for the BOG Faculty Presentation. Dixie indicated the turnout was good; much better than last year's.

Paul asked how many meetings she has attended involving the BOG over the past year to which she could not give a definitive answer; she has attended numerous meetings.

She explained the position is different than being a Staff Council member. You are part of the board and represent the entire institution.

Nancy commented that Dixie is highly respected by colleagues which in turn gives us a sense of confidence when she is representing our institution.

Dixie expressed it is nice when she has something to say and board members listen and ask questions. They will ask how issues will affect classified staff and they understand that we have to have some type of pay increase this year.

Pam asked Dixie if she has to use her personal time to attend the meetings or if she gets paid for the extra time she puts in. Dixie explained she is exempt/salaried so she works over or goes in early and sometimes goes in on Sundays to get her work done. She was aware when she chose to run for the BOG representative position that she would have to put in a lot more time. For example, regular board meetings on Thursdays last until around 8:00 – 9:00 at night.

Paul inquired to Jim if someone who is non-exempt is elected, how they would be paid. Jim confirmed that they would receive their regular pay during their normal work hours for any function/meeting they attend. They would not receive any additional compensation for functions outside of their normal working hours. It is a voluntary position.

### **Committee Reports**

#### **Legislative Committee**

By Nancy Bremar

Nancy reported they did have a meeting scheduled to go Charleston but the weather had hindered that. They do plan a visit during Spring interim. Once she receives the available dates from Paul, the committee will discuss the best time to go.

Nancy had made phone calls to legislators regarding SB 439. She reports that five legislators had called her back. The entire committee is in support of the bill.

#### **Athletic Council**

By Joan Baldwin

Joan reported nothing new to report. President Gee asked the Athletic Director to schedule a meeting as soon as possible but they are unsure when.

Dixie asked if Joan has met Shane Lyons, our new Athletic Director. Joan stated she has on several occasions; he seems very nice, personable and intelligent.

#### **Tuition Assistance**

By Amy Wodzinski

Amy reported we have provided the spreadsheet/roster for the Tuition Scholarship for Children of Classified Staff to Brian Hoover, Assistant Director, Financial Aid and are awaiting his review.

Amy stated once we receive that from him they will review the applicants GPA's and make their choices. She would like to award each applicant at least \$150 but they have to see how much money is available because it changes yearly.

Nancy asked where the funds come from. Lisa explained it is an endowment fund through the WVU Foundation office.

Lisa inquired about the person who had submitted an appeal because their application was received after March 1. Beth Ann explained it was verified by a mail person, via letter, that their application was put in the campus mail on Feb. 26<sup>th</sup>. Another applicant also appealed for the same reason and her application was also put in the mail on that same day. The committee determined to allow consideration for their child/children based on that information.

Nancy suggested the money Staff Council has left over after the fiscal year could somehow be used for additional funding for the Tuition Scholarship for Children of Classified Staff. Lisa indicated it is state money so she doesn't think it could, but will find out.

Amy reported the Staff Council Blood Drive that was held on March 9<sup>th</sup> produced 23 units (their goal was 20) and had two double-reds. Nearly 6,000 times a day a person receives blood so it is very important they retain the generous donors that come on a regular basis.

Amy stated when she had sent the email out informing everyone of the blood drive, she had a couple names come back as undeliverable, so she spoke to the person who oversees all the buildings' email listserv and was informed that she could no longer send emails out regarding the blood drives. Lisa suggested through ENEWS but wasn't sure why that is a problem. Amy stated she was also told she couldn't send any emails regarding Wellness (she is the Wellness rep) or United Way. Amy tried to explain it is University related. Dixie suggested converting recipients' names to a new listserv that Janelle could use to distribute that information. Jim will follow up on the matter and let the group know of the outcome.

### **Welfare Committee**

By Linda Bise

Linda reported they held a meeting on March 9<sup>th</sup> (she provided Lisa with a copy of the Minutes) but basically just discussed the same issues that were discussed during the last President's Meeting.

### **Transportation & Parking**

By Larry Baldwin

Larry reported that Narvel Weese, VP for Administration & Finance, approved the new move/wait list but Larry does not have a copy of it.

He referred to the Staff Council meeting, held several months ago, at which the group suggested a way to relieve some of the high cost parking is to start charging those who work afternoon or midnight. He took the suggestion to a meeting and they determined it would not be feasible due to not having workers to issue citations during afternoon and midnight shifts, the

new permits would be costly, and the lots would need patrolled, as well as having the gates locked which are opened after 5:00 p.m. for free parking to everyone.

He was contacted by some Campus Service Workers recently stating they are still having to pay. He emailed Kim Hartsell, Assistant Director Parking Management, and asked her to notify supervisors downtown that it is free parking. She explained each case is different. Larry then called Parking and they verified it is free and to have them bring their permit in, they will issue a free one, and have Payroll update.

Larry and Joan C. had a discussion, during the Welfare Meeting, regarding how some afternoon and midnight shift supervisors are telling maintenance employees if they trade their sticker in and then they decide to charge, they won't get their space back so they should keep paying for it.

Joan C. added that the residence halls and academic buildings have separate parking. The parking permit they are giving for free parking is not beside residence halls; those who are currently paying, park next to residence halls. Some are receiving tickets at residence halls' parking lots after 3:00 p.m. by DPS (Department of Public Safety).

Joan B. and Dixie asked if the afternoon and midnight shift workers could be given a special sticker indicating they are evening shift workers so they won't be ticketed when they go from building to building.

Larry informed the group they will have a Parking meeting on Friday. Larry will send an email giving an update.

Lisa added Clement will be here next month to give an update and to answer questions.

Reverting back to Jim's phone call to Barb, she verified she had sent the targeted email to all employees in the Clerical/Secretarial and Managerial/Paraprofessional Sectors via a listserv that compiles recipients by their title. The Administrative/Managerial Sector email was sent on February 23<sup>rd</sup> and the Clerical/Secretarial & Paraprofessional/Technician Sectors email was sent on February 26<sup>th</sup>.

She also has a new list of nominees she is working on to provide to the group because four people have withdrew for various reasons. She is also working on a copy of the campaign statements that were given to her from the nominees. Some were too lengthy and she had to send them back for a rewrite.

Nancy stated the rule is that a nominee must provide a 50-word limit written campaign statement to Barb and those who did not follow it by having more than the 50-word limit should not have the option of a rewrite.

Jim suggested the group could take a vote to whether or not accept the rewritten statement or to take the original statement and cut off any language after fifty (50) words. The group stated that is what they've always done.

Nancy motioned that the nominee's original 50-word campaign statement must have been received by Barb by the deadline and:

- the statement is not to exceed fifty (50) words
- if the statement exceeds the 50-word limit, it will be cut off after the fiftieth word

- a rewritten statement will only be accepted if received by Barb before or on the date of the deadline

Beth Ann seconded the motion. All in favor and motion was carried.

Barb will inform the few employees whose rewrites were received after the deadline.

### **Guest Speaker**

Chief Bob Roberts, *Director, University Police*

Chief Roberts is here today to update the group on the new WVU Emergency Alert System and Protocols which he provided copies to the group and is on their website. The real purpose of an emergency alert is to notify the University if there is an emergency which means if there is imminent danger.

During the shootings that occurred at various locations on the same day last winter, many thought that the University Police should've sent out more alerts. The department then decided to send out alerts involving any robbery, shooting, or assaults. They then received emails stating the UP is sending out too many.

The UP is less interested in where an incident occurs than the imminent threat to the campus community so that when they send the message out, you know to act.

One issue they want to avoid is creating 'alert fatigue' which is when you receive numerous alerts that they become ignored.

Another item he wanted to discuss is it seems people believe that the crime rate has gone up over the past few years but wanted to share our crime stats. Crimes are categorized as Group A, which are felonies and serious misdemeanors and Group B, which are common misdemeanors. They are as follows:

- in 2013, there were 654 Group A crimes
- in 2014, there were 573 Group A crimes; down from almost a hundred
- in 2013, there were 1,418 Group B crimes
- in 2014, there were 823 Group B crimes; a significant decrease
- in 2013, they had 2,183 criminal cases
- in 2014 they had 1,882 criminal cases
- arrests went down from 1,460 to 809
- the number of victims also went down from 1,736 to 1,272

University Police received 32,222 calls last year. The year before, they received 27,000 calls. They receive numerous calls because they are the only personnel available after 6:00 p.m.

People believe it has gone up because of the communication in which people hear more about crimes. Morgantown Police Department also reported a decrease.

He wanted to relay they are on Facebook and Twitter to which they will post items they feel need communicated. LiveSafe is a free app to download which gives the user ability to correspond with the University Police's communication center directly. For instance, if you see something going on around campus, such as a street light out, or whatever the case, you can

send the message to them and they will send out the appropriate personnel to act on it. There is another feature on the app called WalkSafe. If you worked late and are heading to your vehicle, you can send them a text and they will be able to electronically track you as long as you have your GPS on. They cannot track you without you notifying them via a text. He encourages everyone to download it.

He relayed that in order for our campus to be safe, we all must be engaged with what we see going on because there are more of us than them.

Lisa asked how many officers there are currently. Chief Roberts stated they are authorized to have 56. It is usually around 52 to 56.

Paul inquired how our institution compares with others among the Big 12 and why we aren't sharing it with news media. Chief Roberts indicated they do share the stats with our media staff and the information is listed on their website. Among our peer institutions, we are below average when it comes to general crime with the exception of aggravated assault, which we are one above the average. The only category in which we are significantly higher, is the drug and alcohol arrests; the only school to exceed us in the past is Michigan State University. He reported some schools, mostly ones with religious affiliation, have zero arrests.

Paul stated that Knapp Hall, had some problems in the past and at one time they would have an officer patrol the area but now it is rare for him to see one, though he understands with them not being fully staffed. Chief Roberts shared that they will be hiring six new communication officers for their central office communication center this Fall. These officers will be trained as security officers or known as Community Service Officers. They will have a dress-down uniform, not the traditional uniform, but they will be able to assist with the building emergency plan, scheduling training, etc.

Ron asked how they fared last night, being St. Patrick's Day. Chief Roberts stated our Student Affairs group assisted with talking with students and corresponding with the University Police. He cannot say enough about them. They of course had a few incidents, which isn't surprising.

Linda C. questioned if they have any changes on their agenda for the upcoming football season. Chief Roberts indicated there are just some things you cannot prevent but they are ready to respond. He believes the University acted quickly after last year's aftermath to put a severe stance on that kind of behavior.

Pam asked if UP tickets after 5:00 p.m. Chief Roberts indicated they do not routinely but will, on complaint, respond to blocking fire lanes or parking in ADA spaces but not for typical parking violations. They will ticket in 24 hour lots if they have the time.

Another item he wanted to share is recently they have reestablished a new Monongalia County Drug Task Force which they are now part of. With more robberies happening in our area, those are linked to the drug trade. He referred to the 'mega bus' where people can come into our town, do certain activities, get back on the bus and leave. These are mostly community issues, not necessarily WVU issues.

They were also authorized to add two new dogs to the department for drugs and now have three bomb dogs.

Pam asked if they offer gun safety training for faculty and staff. Chief Roberts stated they can and have two very good programs. One is Flashpoint, which teaches you the signs of potential

violence, and the other is Shots Fired, which teaches you what to do in the event you hear gun shots. There is also a third program, called Silent Storm, which deals with domestic violence which he feels is the most threatening because someone can go stay somewhere secretly but one always knows where they work.

He wanted to extend his gratitude to the faculty and staff for their support and all they do.

### **Old Business**

No old business today.

### **New Business**

Lisa wanted to discuss the interpretation of BOG Policy 32 Section 2.8 which deals with how employees are paid and their longevity pay when they retire.

BOG Policy 32 Section 2.8 states as follows:

Separating employees shall be paid the annual increment on a pro-rata basis for the portion of service rendered by the employee during the current fiscal year of employment, in his/her final paycheck.

Jim explained the annual increment is part of your salary that you earned throughout the year and paid on July 1. If you leave, the University owes you for the portion of the year that you worked. If you've worked for ten (10) years and decide to retire in April, that would be ten (10) months out of the year and you would receive 10/12 of your \$60 per year of service amount based on the previous year.

Lisa and Dixie questioned why it is for the previous year when a person works the current year up to a certain month, they should receive it for the time they've put in the current year. It should be pro-rated to the eleventh year since you've almost made it to that full fiscal year.

Lisa asked how one can be counseled if they are considering retirement. Jim stated Toni Christian, Director of HR Benefits, and her group, would be a great help. Jim Whetzel, Senior Benefits Specialist, also does an outstanding job.

Lisa asked if Jim consulted with the BOG or Legal. Jim confirmed he had consulted with Samantha Burwell, Senior Policy Analyst. They determined it was correct per WV State Code §5-5-1 and §5-5-2, found at <http://www.legis.state.wv.us/wvcode/code.cfm?chap=05&art=5> .

Jim referred to the Attorney General's opinion on June 27, 1990 and found at <http://www.legis.state.wv.us/joint/court/decisions/CC-90-270.htm> :

*"...By entitlement as a pro-rata share, it is meant that an employee who does not work an entire fiscal year is entitled to a fractional portion of the total increment to which an employee who would've been entitled had he been employed during the entire fiscal year."*

Lisa proposed we consult Legal and the BOG for clarification.

Linda C. has had some issues with the Flexible Spending Account recently. She and Joan B. are also having problems with Delta Dental. Jim advised to contact Toni Christian, Director of HR Benefits. Lisa added if they would like Toni to come in and speak to group, to let her know and she can set that up for next month or whenever she is available.

Karen and Joan C. were talking about how AT&T gives WVU employees 15% off your bill. She asked if this information was anywhere to inform employees of where they can received discounts and perks. Pam added the Boston Beanery will give 10% off if you show your WVU id.

Dixie agreed Staff Council should consider a laminated card for employees to provide to local businesses showing you are a WVU employee and list what discounts and perks are available.

Nancy suggested HR add a 'perks page' to inform employees what is available to them.

Lisa informed the group that President Gee will not be available for the President's Meeting that was scheduled for Monday, March 23<sup>rd</sup> at 11:00 a.m. Lisa gave the group the option of retaining that day and whoever can, will attend, or the next date he would be available is April 6<sup>th</sup> at 9:30 a.m. The group decided to move it to April 6<sup>th</sup>.

The next President's Meeting is scheduled for April 6, 2015 at 9:30 a.m. in the PCR (President's Conference Room). Items on the agenda are:

- legislative updates
- update on 40 hour work week
- prospect of raises
- longevity pay
- enrollment projections
- outsourcing

Diana motioned to adjourn. Joan B. seconded. All in favor and meeting adjourned at approximately noon.