

# West Virginia University Staff Council Meeting Minutes

January 20, 2016

8:15 a.m. – 12:00 p.m.

Jerry West Lounge – Coliseum

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Present</b>
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	Yes
Baldwin, Larry	Trades Specialist Lead II	Physical Plant HSC	Yes
Boyles, Lisa	Human Resources Assistant I	Human Resources	Yes
Bremar, Nancy	Nutrition Outreach Instructor	Extension Services	No*
Campolong, Linda	Housekeeper	RFL	Yes
Campolong, Ron	Trades Specialist I	Facilities Management	Yes
Driscole, Robert	Forest Manager	Forestry	Yes
Flanagan, Allen	Supervisor Night Operations	Mountainlair	Yes
Forquer, Burlene	Manager Food Service	Mountainlair Catering	Yes
Friend, Rebecca	Administrative Secretary Senior	School of Public Health HSC	No*
Fry, William	Trades Specialist Lead II	Facilities Management	Yes
Gibson, Rodney	Maintenance Worker II	Jackson's Mill Facilities	No*
Griffin, Barbara	Developmental Advising Specialist	Academic Degree Programs	Yes
Leiggi, Shane	Manager Physical Plant II	Facilities Management	Yes
Martin, Lisa	Special Events Coordinator Senior	Event Management	Yes
Martinelli, Dixie	Office Administrator	Extension Services	Yes
Martinelli, Paul	Program Manager	Extension Services	Yes
McCracken, Judi	Library Associate	Main Library	Yes
Morris, Jim	Assistant Vice President	HR Employee Relations	Yes
Neyman, Lisa	Information Assistant	Physical Plant HSC	Yes
Steadman, Sherry	Library Associate	Main Library	Yes
Torries, Michael	Academic Lab Manager II	Chemistry	Yes
Wodzinski, Amy	Program Coordinator	FIS	Yes

*\*Excused*

**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 quorum was established. The sign in sheet was passed around for members to sign.

### **First Business**

Approval of December meeting minutes motioned by Shane. Paul seconded. All in favor and motion was carried.

### **Treasurer's Report**

By Allen Flanagan

Allen reported a beginning balance of \$3,229 with following expenditures:

- \$21.20 (phone bill)
- \$17.95 (cookie tin for the Fall 2015 New Employee Informational Fair prize drawing)
- \$13.28 (copies)

That leaves an ending balance of \$3,177.05.

Joan motioned to approve the Treasurer's Report. Dixie seconded. All in favor and motion was carried.

### **Chair's Report**

By Lisa Martin

Lisa reported that she, along with Paul and Dixie, met with Rob Alsop, VP for Legal, Government, and Entrepreneurial Engagement, to discuss mostly legislative issues. One of the items they discussed was payroll flexibility.

Regarding the move from Montgomery (WV Tech) to Beckley (Mountain State University), it currently states in code that the administrative offices in Montgomery must remain open.

She visited Charleston yesterday for Higher Ed Day at the legislation. She believes after speaking with a few legislators, that they are for the tobacco tax, which would generate millions for higher education if passed. She remains uncertain about the PEIA issues.

She also thanked the Welfare Committee for their hard work in making the holiday food, toy & clothing drive a success as well as those who put boxes out in their areas.

Dixie added her unit donates gifts and food to the Scott's Run Settlement House. She had received a thank you note from them and was surprised to learn that during any given week, there are over 7,000 people in our area that need help.

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

By Paul Martinelli

The ACCE held a meeting on January 14<sup>th</sup> at BridgeValley in Charleston. Paul had every intention of attending the meeting, however, the weather and local traffic gridlock had prevented him from traveling to attend. He is uncertain how many members attended as they still do not allow conference calls so he does not have any items to relay on what was discussed.

He provided copies of some recent items he had come across. In the FY 2012-13, there were 229,000 participants in PEIA. In 2015-16, it increased to 233,000 participants.

Some numbers relating to the increases:

- \$1000 deductible increase would raise \$40 million
- \$250 deductible increase would raise \$10 million
- \$150 increase would raise \$3.44 million
- \$125 increase would raise \$1.72 million

According to the 80/20 rule, they cannot raise premiums.

He received an email that he forwarded to members regarding a recent review of HEPC (Higher Education Policy Commission). The performance evaluation review was done by the research division of the state legislation Auditor's office. They are uncertain about HEPC so it has been delayed until after the current legislative session this summer. He feels HEPC is overstaffed, so it will be interesting to see what that outcome will be.

He has recently acquired a proxy to attend ACCE meetings on his behalf when he is unable to.

The next ACCE meeting is scheduled for February 25, 2016 at Marshall University in Huntington, WV.

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

By Dixie Martinelli

The BOG met on December 18, 2015 at the Coliseum, beginning at 10:00 a.m. and concluded at 1:00 p.m. Joyce McConnell, Provost & VP of Academic Affairs, and Narvel Weese, VP for Administration & Finance, gave their end of the year reports. They both feel hopeful with a new year and enrollment – given there will not be additional budget cuts. One board member asked that if that were to happen, that pay increase cuts be last; given the number of classified staff are down and any additional resignations could be detrimental to the University.

After the meeting, the group gathered in the Jerry West Lounge for participation in the 2015 December graduation ceremony. Over 900 students graduated and many opted to take a selfie with President Gee after being awarded their diploma.

The next meeting is scheduled for tomorrow with all members on conference call.

She hopes to continue the new year, optimistically, with the ongoing battle for fair, equitable raises and fully trained supervisors so that all WVU classified staff may be successful.

### **Committee Reports**

Lisa wanted to encourage the Staff Council committees to meet monthly; either by conference call or in person. She appreciates those who've forwarded their meeting minutes to her.

### **Legislative Committee**

By Lisa Martin

Lisa reported that she sent the final draft of the 2016 legislative brochure to the design team at University Relations last week. It will then go to digital documents for printing. The reason for the delay is basically lack of communication.

It is a joint effort between faculty and staff. The Faculty Senate Welfare Committee is doing some amazing things for faculty and she suggested all Staff Council committees, not just the Welfare Committee, should read over their minutes.

### **Athletic Council**

By Joan Baldwin

Joan reported that there is a rumor of staff layoffs at the Coliseum; this is not true. And, if you possess a parking pass for games at the Coliseum, she advises to arrive early to get a spot because after so long, they will allow general admission to park there.

The next Athletic Council meeting is scheduled for February 4<sup>th</sup> at the Coliseum. She believes they will likely discuss the renovations to the Coliseum and the football stadium; the upcoming golf course for both college and high school teams; and the use of the aquatics pool for the high school swimming teams to use at no charge.

### **Tuition Assistance**

By Barbara Griffin

Barbara reported they held a meeting on January 7<sup>th</sup> to discuss some revisions to the Tuition Assistance guidelines. Janelle has updated our website to reflect these changes.

Lisa added that Training & Development is holding an Administrative Professionals' Conference Workshop on April 26, 2016 at the 'Lair. One of the T&D representatives had asked Janelle if we would be interested in giving a brief presentation on Tuition Assistance.

Barbara and Lisa B. have already registered for the workshop. Janelle will assist as needed.

### **Old Business**

Dixie shared that she receives inquiries from other division directors/supervisors regarding the 40 hour work week and if their department will be able to pay the wages without any layoffs.

As Jim understands it, the ITS (Information Technology Services) aren't spending time working on the program changes that will be needed to implement the 40 hour work week at this time. Their focus has been on the new payroll processing system being it is likely the legislation will determine whether we go to 26 pays per year. If we end up not going to the 26 pays/year, they may still want to use this new payroll processor and be removed from the state's EPIC payroll system. Human Resources are collecting more details relating to policy to present to the BOG for their approval before implementing the change.

There are some complications with having two payroll systems based on a 37.5 hour work week and a 40 hour work week such as annual and sick leave accrual rates.

Linda had spoken with Bob Brak, Senior Employee Relations Specialist, about CTO (Compensatory Time Off) time. According to the EBO at the Physical Plant, that policy has changed. For example, if during her regular work week she were to take annual leave one day and sick leave for another day and had to work a Saturday, she would not be eligible for CTO for that Saturday.

Amber Tennant, Director of Employee Relations, explained that is correct – you don't earn overtime or CTO until you have worked more than 37.5 actual hours a week. There has been no change to that policy.

Linda asked about the policy regarding inclement weather and flex time. Another example, she was on her way to work, the roads are bad and she ends up being 15 minutes late. She asks if it's possible to use flex time to cover her entire shift. The supervisor explains she doesn't have the authority to do that and the next person above her says the administrator of the timeclock doesn't allow that for anyone. She had spoken with the timeclock administrator and they said if they do that for one employee, they have to do that for the rest of the 50 employees. The only way they can, is if they get the okay from HR.

Jim indicated the president and administration advised supervisors to be flexible during inclement weather conditions. He will follow up on that.

Joan stated that Extension employees must use leave if they cannot make it in to work due to weather.

Larry added they have always been told they can use flex time to make up work hours as long as there is work to be done.

Judi asked if there is a State of Emergency and most offices are closed with the exception of essential personnel, and those people have a car accident on their way into work, if that would not be covered by your insurance since there was a State of Emergency declared and you shouldn't have been on the road.

Lisa B. who also works at an insurance agency, stated there is coverage for those situations per the insurance commissioner. Jim advised to still check with your specific insurance carrier. Lisa B. also added if your insurance agent says it's not covered, to ask to speak with the underwriter or the claims unit.

Bill asked Jim about the revisions to the performance evaluation forms and when that will be available to review. Jim explained there are currently five different versions and their goal is to reduce those to three different versions to present to focus groups; Staff Council will be one. He and Amber plan to have those available at the next Staff Council meeting.

Linda asked if they will be using the new form or the previous form for evaluations this year. Jim explained when they introduce a new form, it requires supervisor training. The new VP of Talent & Culture, Cris DeBord, will also provide some direction.

Allen asked Jim if the three drafts of the form will be available to members to review before the next meeting. It would allow him time to review them since he works nights. Jim will provide copies to the group around a week before the meeting.

Burlene stated the supervisor training is very good but there are some who think they don't need it. She signed up for the training but could not attend because something came up so she went online to review everything and followed protocol. She feels there has to be some kind of consequence next time around for supervisors who do not complete training and follow guidelines.

Jim understands that. There will never be a perfect system – it is people evaluating other people. Performance reviews are a huge problem amongst most companies in the nation. We can do much better, though.

One unit used the form but also a multi-rater system where several people who interact with the employee on a regular basis, meet to collectively discuss the employee's performance and rate them as a group.

Lisa asked if there was any feedback from the employee regarding this type of evaluation. Amber explained some employees were satisfied with that process and some were not. The supervisor's assessment held the same weight as everybody else's. For example, if the supervisor gave you a great rating but the rest of the group did not, your rating could've actually been lower than what your supervisor had suggested. The idea was for supervisors in a particular group to calibrate because there are some who are very generous raters and some who are more rigid.

Larry added there were two supervisors who didn't give one person an 'exceeds'. When asked what they can do to exceed, they retorted that you can't get 'exceeds'; you're either doing your job or you're not doing your job.

Joan asked Jim what to do when one's supervisor does the evaluation and says they're doing a wonderful job, everything looks great but they can't give 'exceeds' because the employee does too much. She wants to know what it's going to take to make the supervisors complete the training and then being held responsible for the outcome.

Jim explained the group will have the opportunity to meet the new VP of Talent & Culture, Cris DeBord, very soon. He is here to help change the culture, as his title suggests. He's located at Stewart Hall among the decision makers and will likely influence how the new employee evaluation system will be implemented as well as support from senior management. HR cannot mandate managers/supervisors.

One idea going around is to not have a rating but instead a supervisor would talk to employees three to four times a year about their performance and goals.

Judi suggested one way to present to your supervisor how you've 'exceeded' is to document everything – emails, compliments from a coworker, etc. So, when it's time for your performance review, you can show your supervisor.

Larry doesn't understand why HR can't mandate supervisors, who are also classified staff. It states in our PIQ's that we will do 5% of what they tell us to do. Jim explained it is essentially up to the management of the department to accept their guidance. The problem is, there isn't enough consequences if they choose not to; no accountability. That is another example of the culture change that is needed.

Larry said the former director of their unit used to tell them to not go around looking for work, they would give them the work orders. The same attitude is still there though. Some employees are told to go do something while some employees are invited to sit down and chat. There needs to be guidelines for the supervisors like they have guidelines for us; they're human like we are. They're going to retaliate against us because there aren't any consequences.

Jim advised to bring any instances like that to their attention. Facilities Management is getting a new Director and they will hopefully improve management there.

Ron doesn't understand how fifty supervisors doing evaluations all differently is fair and equitable. Jim explained it is a continuing challenge – the new system and form will hopefully get everyone in the right direction.

Lisa added it's surprising to hear that HR cannot make supervisors do anything. With that, she challenges the Council to bring at least one idea to the table at next month's meeting. We can discuss these issues all we want but we also must bring some solutions. She asked to send those to Janelle to compile.

She had received an email from the VP of Talent & Culture, Cris DeBord, to meet with him next week. She is currently making some notes of items to discuss with him and asked the group to send her any concerns they have. She would also like to invite him to the meeting next month.

Burlene suggested the first item on the evaluation form asks if the supervisor has completed HR training and if not, ask for the date of their last training.

Jim explained Training & Development currently has a system where they can track who has attended what training. The system will tell them, specifically, who has completed training and who hasn't during training sessions with the new form.

As Lisa understands it, supervisors who did not complete employee evaluations would have to meet with their department's VP. Jim explained Barb Bodkins, HR Operation Coordinator, is still entering data into the system and that analysis will follow. They are currently hiring a few people to assist her with that.

Bill shared that a new coworker in his department had explained to the interviewer that he/she could not read or write but was hired anyway. The Lead was asked to assign this employee written work orders which they do not normally do – usually it's a verbal assignment – so when this employee asks for help with reading it, he/she would then be sent to the supervisor's office. Once this employee has been reprimanded three (3) times, they will then be able to let them go. Bill inquired to Jim and Amber that if that Lead doesn't comply with this order, if that is insubordination.

Amber explained they are aware of this issue and are working with management in the area. It was reported that the interviewer was unaware of his/her inability to read or write. The act of not complying with a directive from your supervisor would technically be insubordination. She will follow up on the issue.

## New Business

Dixie, among many others, were stuck in a gridlock on Evansdale campus during last week's snow storm and that made her think of what they would do if a true emergency were to occur. Dr. Inskeep, in Ag Sciences, had also addressed this in Sunday's *Dominion Post*.

They did not open the gates down by Towers or Blaney House and everyone was stuck in that area for three hours. One of her coworkers had called University Police and asked them to open the back gates. They had said they do not have that authority, it's under Parking Management. She feels this is something we need to address and what the protocol is for these types of situations, especially a life threatening one.

Sherry had attended a Transportation & Parking Committee meeting last Friday. Clement Solomon, Director of Parking Management, had checked the gate himself and it was open and that the UPD can open those gates. She is unsure what time exactly he was there; Dixie remains certain they were not open.

Lisa will email Chief Roberts, University Police, and Clement, regarding what emergency management protocols are being looked at. She will also copy Narvel Weese, VP for Administration & Finance.

Larry's daughter, a student, was parked at the Coliseum that afternoon. Larry had called to see if they were going to cancel the game; no chance of that, so he explained that his daughter's car was parked there. They said he would need to get it by 5:30 p.m. or else they'll have it towed. By the time Larry got there, they had tow trucks lined up, taking them out. The UPD were escorting people, who could attend, into the lot and dumping the students out in the street during an emergency situation.

Linda brought up an article in the *Dominion Post* about the city and state appointing new locations for the DOH salt stock piles. She feels WVU should've been invited to the table when they were discussing this being we are an essential part of the Morgantown area. Lisa agrees we should be although she is unsure what it would take. Dixie said an Extension employee also serves on City Council so she's fairly certain he would have input regarding the University.

Allen feels one good thing came out of the last week's mess, and that is talking about campus emergency response. He said where he works, the Mountainlair, they take it very seriously; their manual is 200 pages long. They, along with UPD, have struggled to mandate certain emergency responding on campus. He feels this is the perfect opportunity to invite Chief Roberts to talk to us about what is being done with regards to that.

Dixie feels we need to talk about this with President Gee, Narvel, Clement, and Chief Roberts.

Larry wants to address a rumor going around at the HSC, purportedly from administration, that if the budget continues to be cut, there could possibly be a three day work week for full-time employees. They would divide the work days between everyone. Jim stated that was the first he's heard of something like that and is pretty sure that doesn't hold merit.

With regards to upcoming meetings, along with legislative items, Jim suggested we keep a close eye on PEIA issues; maybe invite Toni Christian, Director of Benefits Administration, to come in to talk.



A new bill was just introduced at the legislation that may consolidate many of the administrative functions of HR in the state. He is unsure of the details but keep in mind there are thousands of bills that never get passed.

Lisa reminded everyone to read the weekly publication, *Under the Dome*, she sends out via listserv.

Regarding future Staff Council meetings after next month, we will not be meeting at the Coliseum due to renovations until further notice. Sherry has reserved a room in the downtown campus Library for the months of March and May. She can't help with parking. Lisa offered to contact someone about parking passes. Jim will call Clement.

Lisa N. will reserve a room at the HSC for April and June. She'll also speak with someone about parking there.

Paul brought up the fact that no one from media comes in to cover our meetings anymore. Lisa informed everyone there has been some changes to the department and they must prioritize. The minutes, which are available on our website, probably give a better summary anyway even though they are delayed by a month.

Allen asked if we put our monthly meeting announcements in ENEWS. Lisa believes we have in the past but that would be something to consider. She and Janelle will discuss that.

The President's meeting is scheduled for Monday, January 25, 2016 at 11:00 a.m. in the Greenbrier Room, Mountainlair. She and Jim believe Cris DeBord will be attending as well. Items on the agenda are as follows:

- Performance reviews
- Emergency management plan
- Legislative update

Judi motioned to adjourn. Joan seconded. All in favor and meeting adjourned at approximately 10:45 a.m.