

# West Virginia University Staff Council Meeting Minutes

December 16, 2015

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	No*
Baldwin, Larry	Trades Specialist Lead II	Physical Plant HSC	No*
Boyles, Lisa	Human Resources Assistant I	Human Resources	Yes
Bremar, Nancy	Nutrition Outreach Instructor	Extension Services	Yes
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	Yes
Fry, William	Trades Specialist Lead II	Facilities Management	No*
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	No*
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 Vice Chair, Nancy Bremar, 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 October minutes motioned by Paul. Dixie seconded. All in favor and motion was carried.

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

## **Treasurer's Report**

By Allen Flanagan

Allen reported a beginning balance of \$3,661.53 with the following expenditures:

- \$21.59 (October phone bill)
- \$200.00 (rental of campus facilities – Retreat)
- \$25.08 (petroleum supplies – Legislative trip)
- \$121.02 (travel – Legislative trip)
- \$64.36 (vehicle rental – Legislative trip)

That leaves an ending balance of \$3,229.48.

Approval of Treasurer's report motioned by Shane. Dixie seconded. All in favor and motion was carried.

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

By Paul Martinelli

Paul had made copies of some recent items to distribute to the group.

He had attended the most recent meeting held in Charleston at Marshall University Graduate College on December 9<sup>th</sup>. They had broken down to teams of four to discuss legislative items, mostly PEIA.

The tobacco tax increase is currently being discussed. If passed, it would generate \$130 million dollars the first year in effect. PEIA is currently facing an \$80 million deficit so that seems like the most logical solution.

Paul inquired that if anyone is interested in attending a future meeting, they could attend as his proxy.

Nancy suggested someone attend with Paul and shadow him. The group agreed that would be a good idea. If interested, contact her and make sure to inform your supervisor.

He will share the ACCE presentation that was given to HEPC (Higher Education Policy Commission) last week.

The next meeting will be held at BridgeValley in Charleston on January 14, 2016.

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

By Dixie Martinelli

Dixie shared they will meet this Friday so she has little to report today but would like to extend her gratitude toward everyone's active involvement as members of Staff Council.

### ***Committee Reports***

#### **Welfare Committee**

By Amy Wodzinski

Amy reported they had met on December 3<sup>rd</sup>.

Sherry is still working on the staff emeritus program and hopes to have some ideas to present to the group in January.

The Toy, Food & Clothing Drive is wrapping up and the committee members will be delivering the goods to Christian Help on Friday, the 18<sup>th</sup>.

The Blood Drive was held on Monday and produced 23 units with several donors taking advantage of the RapidPass.

#### **Tuition Assistance**

By Barbara Griffin

Barbara reported they received the list of applicants for the Spring 2016 semester Tuition Assistance. This included several appeals.

They will be meeting on January 7, 2016 to discuss the guidelines and would like to provide information on our website on the protocol of appealing a denial.

Lisa B. added the committee voted on lowering the GPA requirement to a 2.0. Reason being, depending on the major, the University allows someone to graduate with a 2.0. She doesn't understand why an employee should be held to a higher standard considering they work full-time and likely have families.

There seems to be some confusion on where exactly the funding comes from. Lisa B. did speak to someone in the Foundation office and she was told it's a state fund.

Lisa B. motioned to change the GPA requirement from a 2.5 to a 2.0. Paul seconded. All in favor and motion was carried. This, along with other revisions to the Tuition Assistance

guidelines to be determined at their meeting, will go into effect beginning Summer 2016 semester.

### **Legislative Committee**

By Nancy Bremar

Nancy reported the 2016 Legislative brochure draft will be finalized on Monday at their meeting. They will then send it over to University Relations for editing and copying.

They will also be planning a trip to Charleston. With regards to the tobacco tax, she doesn't believe it will be passed per a conversation with a legislator. They are, however, interested in taxing the vapor e-cigs.

She suggested the entire Council, and anyone else interested, get on a bus and go to Charleston to ask the legislature to address every state worker's concern with the PEIA increases. Janelle will find out about a bus rental.

Dixie added it would be great if teachers, higher education employees and any other state employees, were to all go together.

### **Old Business**

With the approval of the Bylaws being tabled at last month's meeting due to the final draft not being distributed to the group at least five (5) days before the meeting, the group is now ready to approve them today.

Jim reiterated the most significant change made to the Bylaws are in "Section V – Election Procedures", whereas they've added language:

#### ***D. Election Audit***

*If there is a request for review regarding the election system, VoteNet can produce a "fingerprint report" which lists all activities on the active ballot taken by the WVU administrator of the VoteNet system (WVU Human Resources – Employee Relations). This report would be presented to the Election Committee for review and any further action.*

Allen motioned to approve the revised Bylaws. Amy seconded. All in favor and motion was carried.

Janelle will make the update to our Bylaws on the website.

### **New Business**

The Women's Center proposal is a recent topic of discussion. Burlene is more familiar with it being she serves on the Council for Women's Concerns. This is a program that has taken several years and research.

They are proposing a place in which educates and provides resources to women, or anyone, who is facing domestic abuse or anything similar. It would fall under Center for Women's and Gender Studies.

Bob added he's read up on it a little bit and basically the University is already providing the information but they are asking for a central office to include equipment, Director and Assistant Director positions, etc. It doesn't seem like it's helping with reducing bureaucracy within the University.

Michael added the researcher did a great job presenting this but is unsure a brick and mortar office would fit in the budget; maybe a website that combines these programs.

Nancy suggested Jennifer Orlikoff, the Director of Women's and Gender Studies, could maybe be a guest speaker at next month's meeting to offer more insight.

Burlene is attending a Council for Women's Concerns meeting later today and will ask Dr. Orlikoff.

Another topic the group is to discuss today is password protecting our minutes. Dixie explained that it stems from other outside entities who read them and it seems they misinterpret what is said at times and/or they use it to discredit classified staff.

Nancy added they would still be available to all WVU employees, state-wide, with their MyID username and password but if an outside entity would like to access them, they would need to submit a request.

Allen pointed out the BOG minutes are online along with most other public agencies so he is unsure about putting a restriction on ours.

Judi asked if it would be a conflict with freedom of information. Jim confirmed it wouldn't being they could submit a request to view them.

Becky believes the public shouldn't really have access of what we discuss if they don't work for WVU. If someone wants to see them, they can request to.

Michael believes since WVU is funded by tax payers, they should be left open.

Paul added that the ACCE often bases many of their agenda items on what we discuss. They will likely ask him why they can't access them any longer.

Shane believes having closed minutes and open door will likely cause someone to attend a meeting and just collect what they choose to possibly create a bad angle.

Dixie motioned to have our minutes remain open. Allen seconded. A few opposed but motion was carried based on majority vote.

Linda stated that Maintenance and custodial employees are not receiving copies of their evaluations. Amber will follow up. Nancy added Extension would like their copies, too.

Linda asked if it were possible to get a copy of the "how to" rules on merit or the employee version of Performance Management training materials. Jim explained they don't have a

generic form but advises each employee review their individual evaluations and feedback from their manager. The performance appraisal forms are in the process of being revised and he would like Staff Council to serve as a focus group. He suggested possibly doing so at next month's meeting.

Linda asked if supervisory training will be made mandatory. Jim explained that senior administration would make that decision. Nancy suggested we need to present that to President Gee at our next meeting with him.

Burlene inquired if they could suggest the supervisor sit down with the employee, at midpoint, to discuss anything they need to improve so they are not surprised when/if they receive 'needs improvement'; they know what they need to work on in order to receive the raise.

Jim agrees and explained every proposed version of the form will include a more frequent touch point with the employee with more real time feedback.

Paul added he was originally for the merit based pay raise but he's not so sure now.

Shane suggested those employees who need clarification regarding their performance reviews should ask their supervisor for a copy if their supervisor hasn't given them one, which they should have, and ask them how they can improve. If they don't get help from the supervisor, they need to speak to the manager. Nancy added if they still can't after that, they need to see Jim and Amber.

Nancy wanted to share that she had received an email from former WVU President, Jim Clements. He sends his best to everybody and he greatly misses WVU and the wonderful people.

Dixie inquired if HR will be reviewing some job descriptions, such as the PRT unit, for example. Jim said there has been some discussion regarding salaries for PRT employees being it is a critical position transporting thousands of students daily.

Another department they've discussed recently is Facilities Management, as clean facilities are extremely important, so they've spoken to administration there. The new hire salary guidelines are helping but there are still 30 vacancies there.

Jim indicated the Morgantown area job market is getting extremely competitive for certain job types. The WVU Healthcare system will be hiring 200-300 physicians for the new WVU Medicine structure. They plan on hiring over 700 people total. They were also offering custodial positions a \$2,000 retention bonus after the first year of employment. WVU HR understands they need to be more aggressive and creative with pay and compensation.

Dixie also pointed out Chick-fil-A pays \$10/hour and no Sundays. ALDI pays around \$11/hour for a cashier position with benefits. She wonders what WVU is planning for our future to retain employees.

Jim understands that and reiterated it will take some time to get everyone up to market salaries. It was adjusted again this past October. They have to start somewhere, like President Gee has said. Bringing new hires in more competitively along with merit raises are helping achieve that goal. They are looking at areas where the need is more crucial and how they can improve.

Dixie received a question from an employee whose supervisor insisted on using the short form PIQ, not the longer one, but they hadn't gotten a performance review in so long, they felt more comfortable using the long one. Dixie explained the last she heard, Sheila Securo, HR Executive Director, had said you could use either or. Jim hadn't heard any different as well.

Nancy said when their PIQ's were just reviewed, that they had to shorten it. Jim explained Class & Comp prefers the short one as they don't feel it negatively affects the actual PIQ but an employee may opt for the long version if they so choose.

They would really like to do away with the point factor system and make it a market based system – compensating at market.

Bob received a question a few weeks ago regarding the Dependent Employee Scholarship and why it was only offered to main campus employees. It has since been rectified and is offered to all WVU employees.

Ron asked Jim if any progress has been made pertaining to outsourcing custodial positions as discussed at last month's meeting. Jim hasn't been updated but will follow up.

Shane informed the group it is happening and one of the buildings in his area has been outsourced. Evansdale Crossing is slated as a 5 or 6 person building but it's taking so long to fill the regular vacant positions in addition to 5-6 extra people. They don't have sufficient night shift workers to pull from the buildings they currently have so they did contract one of the buildings out and transferred employees from that building to staff the Evansdale Crossing. He believes the same thing is happening in two other buildings on campus. These are temporary moves and the employees will be returned to their usual posts as soon as those vacancies are filled.

Judi just spoke with a night shift custodian at her building and she had told her that three people had called off that night, which is a common occurrence. Judi is wondering how she manages the entire building by herself. Shane advised the supervisor should be looking at other areas on campus that are fully staffed that night and maybe pull a few to work with her although it's possible he was short in every area. Attendance has been an ongoing issue with custodial positions in particular.

Michael suggested a way to better advertise these vacancies as WVUH will be blanketing this type of job market once they begin their recruiting.

Shane added FM has been looking outside the box with recruiting strategies. They've placed an LED sign at the Star City bridge; they're putting banners on the PRT crossing at the four-way and down by Stansbury; and in the newspaper.

Jim said they have continuous advertisements. The WVU Hire ads go out to multiple sites, electronically, and they also hold job fairs.

HR does the interviewing, with one Facilities Management supervisor assisting, and they prescreen employees so when someone is needed, they've already streamlined the process and can place someone there more efficiently.

Dixie inquired if WVU is allowed to ask for an adjustment to custodial paygrades. Jim isn't sure if raising the paygrade would better it but rather compensation as a whole. They've even

discussed shift differential. Shane added they don't have shift differential but instead are offered free parking, whereas day shift do not.

She is concerned with parents walking into a dirty elevator or their child's dorm – not the image we want to convey.

Paul inquired with regards to the Mercer (compensation) study and WVUH's mass recruitment, if Jim anticipates those factors changing anything WVU is doing. Jim believes that is to be determined. The salary study for classified staff is being spearheaded by HEPC per the SB 330 and SB 439. A meeting was held recently with those involved in that, including their Compensation Director and Mercer. They also met with CHRO's (Chief Human Resources Officers) within the system. Sheila is also providing some input but does have some concerns.

As he understands it, their goal is to establish a minimum salary schedule that all schools must adhere to, however, they could go above that schedule if their budget allows. He would be surprised if they came back with a higher salary schedule than they currently use.

Allen asked for any update to the 40 hour work week. Jim indicated Samantha Burwell, Senior Policy Analyst, is working with Legal to draft the policy language and present it to the Board of Governors. Dixie added they are worried about their budget and if they can sustain a 40 hour work week for all their employees. A supervisor asked her if it will be offered as voluntary and she explained that has still not been decided by the President.

Judi suggested those departments who have staff shortages could work the 40 hour work week and those departments who cannot afford it, could offer it as voluntary.

Linda asked why background checks take so long – up to six to eight weeks. Jim believes Mon County is known to be slower with completing the process. The background check firm representative physically goes to the courthouse to check the records, there is no automated system in place. He will follow up with Andrea Yanego, Director of Talent Strategy.

Nancy indicated President Gee could possibly come up with a solution to that problem. Linda suggested if it's the county, Tom Bloom, County Commissioner, would be a good person

Nancy addressed that the Jerry West lounge, where we hold our monthly meetings, is no longer conducive for many reasons, but after our February meeting, we must find a new location. She suggests we move it around to various campus locations.

We do have many options. There is a nice conference room in the Diversity office, the new Ag Sciences building, the CAC, the Mountainlair Mountaineer Room, etc.

Becky suggested HSC has several nice conference rooms. Lot 81 will validate your parking if you have parking in another area or you can obtain a pass. She will talk with Cathy Patterson.

Sherry suggested the downtown Library has rooms available.

Lisa B. suggested active Staff Council members have some sort of sticker placed on their car for parking in different areas.

Paul added he has asked about that since Extension employees visit Knapp Hall for meetings every week but you would be charged annually and it's pricey.



Paul brought up we never have media coverage at our meetings anymore. Janelle made note to follow up on that.

Nancy suggested to forward any new meeting location ideas to Janelle and/or Lisa.

We will be having our luncheon with President Gee tomorrow at 11:30 a.m. at Blaney House. There will not be a meeting with the President until January 25, 2016.

Dixie made a motion to adjourn. Shane seconded. All in favor and meeting adjourned at approximately 10:45 a.m.