

West Virginia University Staff Council Meeting Minutes

July 20, 2016

8:15 a.m. – 12:00 p.m.

Evansdale Library, 2nd Floor, Room 234

Name	Title	Department	Present
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	Yes
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	No*
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	No*
Higgins, Mary	Administrative Assistant	Special Education	No*
Hunt, Lisa	Administrative Assistant	Dean's Office Arts & Sciences	No*
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
Steadman, Sherry	Library Associate	Main Library	Yes
Torries, Michael	Academic Lab Manager II	Chemistry	Yes

**Excused*

Guest Speakers: Toni Christian, Director – Benefits Administration

Dave Harshbarger, Wellness Manager – WVU Medicine

Submitted By: Janelle Squires, Administrative Secretary – Staff Council

Call to Order

The meeting was called to order by 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 June minutes motioned by Paul. Dixie seconded. All in favor and motion was carried.

We welcome guest, Wes Thomas, Health Educator Senior in the Student Wellness Program. He is here as a classified staff member to learn more about what we do.

Treasurer's Report

By Allen Flanagan

Allen reported the issue with the phone overcharges have been corrected. Thanks to Shelia DeLauder, Budget Analyst Senior – Central Business Office, for her assistance with resolving this. The following expenditures, beginning May 20, are as follows:

+42.40 (credit for the overcharge)
-42.40 (keyed twice, re-corrected, balanced itself out)
-21.20 (April phone charge)
-24.68 (bookstore padfolio purchase for new member)
-42.40 (error)
-24.68 (bookstore padfolio purchase for new member)
-9.40 (stamps at Giant Eagle)
-21.20 (May phone charge)
+84.80 (credit for the erroneous charges which left an excess amount of \$7.50 that wasn't caught until after year-end close, so no way of correcting that)

That leaves an ending balance of \$2,225.69.

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

Dixie questioned if that remainder will once again go towards supplementing the Tuition Scholarship for Children of Classified Staff program for the Fall 2017 semester. Janelle believes that it will. Lisa will likely follow up on that with the appropriate persons.

ACCE (Advisory Council of Classified Employees) Report

By Paul Martinelli

Paul reported he had left that Sunday evening for the Retreat that was held July 11-12, 2016 at the Advanced Technology Center, BridgeValley CTC, South Charleston (Dow Park), however, since he hadn't arrived before 6:30 p.m., his room was given to FEMA (Federal Emergency

Management Agency). He eventually retained a room at the Marriott and spent Sunday evening there. Then, spent Monday trying to find another room but couldn't so he came back home.

The meeting location was determined by the Executive Committee because they felt it would be more suitable to legislators that would've liked to attend, however, none did.

All members of the HEPC (Higher Education Policy Commission) attended and each gave a presentation. One that he was personally impressed by was given by Paul Hill, who serves as Chancellor. He had given the same presentation to faculty a week earlier and commented afterwards that he received the same questions from staff that he received from faculty. Some examples of these questions/suggestions:

- Increasing the pop tax for one year to solely fund higher education; not to interfere with the pop tax for the Health Sciences Center
- Introduce a 1% sales tax
- Support online education
- Everyone emphasized to the Chancellor that Legislature must support higher education in 2017.

Paul suggested the escalation of student debt although that wasn't given the attention he had hoped for. He also suggested salary increase proposals for 2016-2017. No campuses have reported a definite salary increase.

Sarah Tucker, Chancellor for Community & Technical College Education gave a presentation. Jay Mahoney, TIAA-CREF Relationship Manager in the Pittsburgh office, also gave one. Bruce Cottrill, HEPC Director of Classification & Compensation, gave an update on PEIA of the usual issues going on with them.

The election of officers resulted in the same individuals who have held those seats. They also once again went over the by-laws. They will retain the committees they've had for the past two years.

He also spoke of the lack of seniority in the ACCE due to the seemingly constant turnover. Much of the reason why is due to budget constraints that many of the smaller institutions face. He is still trying for conference calls due to these budgetary issues and in the event of inclement weather.

Another item of discussion was the Senate Bill 603 regarding layoffs and furloughs. We've been told it's not likely, but it's happening at other institutions. New River CTC is down to four (4) working days a week and having a difficult time adjusting to that schedule.

When they were discussing a location for the 2016-2017 fiscal year meeting, the suggestion was to have a meeting at WVU this August, next month. He explained that is not enough time to prepare for something like that with classes starting around that time. They agreed it was too soon so the next ACCE meeting that WVU will host will be in May 2017, although commencement will be that month and Lisa would like to assist with coordinating that meeting, so it may have to be discussed when the time comes.

The next meeting is scheduled for next month at Potomac State College in Keyser.

BOG (Board of Governors) Report

By Dixie Martinelli

Dixie reported that they met at noon on June 16 at the Erickson Alumni Center for the Audit Committee meeting. Around 2:30 p.m. they boarded a bus for a tour of the Evansdale Crossing as none of the Board members had seen it. She suggests to check it out if you have not been there.

They visited the Media Innovation Center and given presentations by faculty and students from the Reed College of Media and also spoke with Dean Maryann Reed. It was an enjoyable time seeing all that is offered to students nowadays and wishes she had those resources in her early college days.

One of the Board members had asked who keeps this facility clean and looking so good and if it was contracted out. Dean Reed asked and learned that our Facilities takes care of it. They wanted her to make sure to tell them how much they appreciate how clean and spotless the building is for their grandchildren coming in as well as all the innovations that are offered.

Afterwards, they headed back to the Alumni Center and around 4:30 p.m. they proceeded to the President's house for the strategic discussion.

The next day, June 17, they met beginning at 8:00 a.m. They met with the Finance Committees, Joint Strategic Plan & Initiatives and Academic Affairs Committees. The leaders from the twelve Transformation Teams gave updates during lunch. At 1:00 p.m. they began their regular Board meeting and had a lively discussion during executive session.

Funding from the state is down but enrollment is up. With that, they had to pass an increase in tuition which is always hard to do.

It was a good meeting and the Board is very aware and in tune with where this University is going. She is grateful for that and these Board members. Unfortunately, they will be losing four members.

Linda questioned if the goal of 40,000 enrolled students (to include all divisional campus of WVU) that President Gee had set was met. Dixie explained not yet but Montgomery WVU Tech's enrollment is up a bit. WVU Tech in Beckley will be taking in only freshmen this year, but next year will be taking in all admissions. Jim added Beckley is expecting 150-200 students this fall and there will also be freshmen athletes at the Montgomery campus as they are required to stay there this year. Next year, everything and everyone will be at the Beckley campus. They expect around 1,500 or more enrolled and the following year, around 1,700. By the year 2020, their goal is to have 3,000 students.

Jim also gave the specifics of the tuition increase: In-state, undergraduate tuition will increase by 4.7%, out-of-state undergraduate tuition will increase by 4.9%. In-state graduate tuition will increase by 5% and out-of-state graduate tuition will increase by 4.9%.

Jim brought an intern, Pearson Gardner, a student pursuing his Master of Science in Human Resources and Industrial Relations (MSIR) in the College of Business & Economics. He has been working on some projects, doing a great job, and thought this would be a good experience for him.

They have been working on a training video for the Performance Management process for supervisors/managers. They wanted to share the video with the group today before it will officially be available online and on YouTube.

It was well-received by the group, everyone thought it was good and informative. Mike would like to see an optional reader page with four points or something that he could print off and read later. Jim explained they've developed a manager's resource center – on HR's website, click the manager tab and that will give you tools, templates and videos.

Linda suggested they show the video to groups in Facilities. The manager and their employees could view it together and discuss. Jim said they offered Facilities and Student Life intensive manager/supervisor training. He was informed that 75% of the managers in Facilities have completed the two hour training class. They are still offering the training sessions. In July, they began offering employee sessions and encourages all to attend.

Guest Speakers

Dave Harshbarger, Wellness Manager – WVU Medicine & Toni Christian, Director – Benefits Administration

Dave explained he has had the privilege of managing the Wellness services for the HSC campus for the last 21 years. They have nearly 7,000 WVU Medicine employees on the medical campus and several thousand HSC WVU employees. They've also recently expanded to include professional students on the medical campus for these services.

They are primarily funded through WVU Medicine but also receive monies from HSC to provide the same services across the HSC campus. With WVU Medicine, they have self-funded insurance which allows them the benefit of offering some incentives around health insurance savings for participating in screenings and Wellness programs.

They offer very low cost programs for employees to participate in. A five-month, twice a week, yoga class may cost \$25 dollars but for WVU Medicine and HSC employees, they may only pay \$3 and use their Wellness points to cover the difference. They offer the same cost to all WVU employees but without the Wellness points. For example, an employee downtown may take the yoga class for \$25, with space permitting. They are looking at options on how to expand the offering of these programs off the HSC campus and for employees to use Wellness points to come onsite. One item to keep in mind, after 4:30 p.m. you can park on the Cancer Center side of the HSC as the guard shack is unoccupied.

In the last month, they've began this discussion with WVU and WVU Medicine lawyers looking at that so he's waiting to hear feedback from the MOU (Memorandum of Understanding). They are hoping to roll that out in the fall.

Paul inquired if he's reached out to other regional campuses. He's not but noted that they now have eight hospitals in their system and no unified Wellness effort across that system. So, they are looking at that system and all of WVU.

Mike questioned what resources they offer to employees. Dave explained they offer one-on-one nutritional counseling, exercise prescription, ergonomic assessments, health coaching, group activity classes, etc. but it's a challenge to find space due to the growth. The new tower that will house the Cardiovascular Institute will create a thousand new jobs. To add to that, they are pushing to hire 200 nurses in 150 days to work in that unit. They've had to go to urban areas to recruit nurses because there aren't many in our area that are unemployed. There is a company in the Philippines that establishes and places nurses where needed. They claim to have a 92% placement rate. The first-year turnover rate in nursing is a real infrastructure challenge – one out of four will leave within a year. That is below the national average.

They have an undeveloped, onsite fitness center that's open 24/7. He is still trying to figure out how to expand that to be included in this offering. They've put in a request to have capital to improve that for 2016-2017, which would include installing showers and lockers. They also have a great farmer's market that is held on Wednesday's from 11:00 a.m. – 2:00 p.m.

Lisa B. mentioned since they are self-funded for their insurance, if they've ever hired someone and compared what we're paying (WVU employees) to what they (WVU Medicine employees) pay.

Toni explained they are addressing that right now. The issue with PEIA is they will not provide the utilization of WVU employees so that we can shop around for different quotes. They are working with a group that is analyzing comparable institutions such as University of Louisville and University of Kentucky, who have their aggregate information, something we don't have. So, they are asking them if they'd share it with a third party, let the third party combine it and we will have an idea of what WVU looks like. That's the best they can do.

They've tried many times to acquire the information from PEIA and the most they've shared is pieces of information. To really go after it, it takes a lot more action which WVU is really trying to avoid since they are one of our state peers.

They also looked at the possibility to utilize WVU Medicine (WVU Hospitals back then) to make a separate health insurance plan and allow people to choose if they want PEIA or go with WVUH but they are not allowed to do that per State Code.

Burlene asked if employees could allow access to their MyWVUChart.com for another party to gather the information. Toni explained that would work for those who use WVU Medicine but there are many who use Mon Health System and some that don't even live around here.

PEIA's reimbursement to providers such as WVU Medicine is very poor but at the same time, they could say that is what keeps costs down since they reimburse so little.

Several years ago, it was suggested that WVU could team up with HSC Wellness unit. To really show Wellness when speaking with finance, you need to show data and have some correlation on how it's reducing costs. We want our employees healthy but the only ones really benefitting besides a few employees, would be PEIA.

Lisa B. questioned how you earn Wellness points. Dave explained it's based on two yes or no questions: Do you avoid tobacco and do you exercise at least 150 minutes a week? You can

answer those questions three times a year, beginning each semester and you can receive 25 points for each question you answer 'yes' to.

Linda asked if all WVU employees could now use the HSC fitness center. Dave explained the fitness center isn't all that big and serves around 12,000 people on campus. So, unless they receive their enhancement with the capital improvement to expand it, he doesn't see how they can take on another few thousand, but he's hopeful.

Sherry asked if they plan to expand the programs off the HSC campus. For example, if a yoga class is offered, that could take place in any building. Dave explained that is the goal so after they begin this year, they can then reevaluate and try to reallocate additional resources to do that, ideally by year two.

Dave explained any employee can stop by their office to get their blood pressure checked or BMI analysis. If you are a WVU Medicine employee, you can access Employee Health which is staffed by nurse practitioners and nurses and they provide more comprehensive services such as a lipid panel, metabolic panel, etc.

Toni added PEIA also offers free annual physicals. She also wanted to add they now have two Registered Nurses in Medical Management and we can expect to see blood pressure screenings and flu shots offered across campus. They also coordinate these services with WVU Medicine.

Dixie agrees accessibility is a key factor as many don't want to find a parking space at the HSC. Another example is the Coliseum isn't accessible for those who liked walking there due to the renovations.

Ron has had some people ask him about the age to be eligible for retirement. Toni explained the best rule of thumb is usually age 60 with five years of service or 30 years of service at any age.

Toni explained this is a transition and they will keep working with Dave on what is offered to all employees which could lead him to require more staff and additional funding from WVU.

They are working towards the One WVU and keeping that focus.

Committee Reports

Legislative Committee

By Nancy Bremar

Nancy reported the interim will be held August 21-22. She is hoping the committee could meet for a few minutes after the President's meeting that Monday to discuss who can attend the interims on the 22nd so she knows how many meetings to schedule.

Old Business

Jim hasn't reviewed the financials regarding travel pay for all employees. Once the new FLSA (Fair Labor Standards Act) new rule is implemented (December 1) regarding exempt employees, they will then have an idea how that will impact the University.

The Staff Council meeting next month is scheduled for August 17 – the first day of classes. We had originally reserved a room at the downtown library but due to the classes starting that day, most do not want to have it there. Jim is certain we can reserve a room at One Waterfront Place. Janelle and Lisa B. will work together to retain a conference room.

New Business

There is a one-day trip scheduled for August 31 to help with the clean-up efforts in the southern part of the state due the flood. Nancy questioned if we want to go as a group or as individuals. It falls during the week so we will have to take annual leave or use comp time. There will be a bus for transportation and they provide lunch.

Allen grew up in Nicholas County and was home over the weekend. They're not in dire need of supplies as they are for volunteers to help clean and move items. All three schools in Richwood were under five feet of water and that's just one town's schools that were affected.

Judi added if you haven't had a tetanus shot in the last ten years, it would be wise to get one before going.

Mike will go if he has the time to submit but encourages everyone to wear protective gear. He went down to help his hometown after Katrina hit and there are so many dangers you can see and not see. Sewers overflow along with dead bodies and animals in the water and you have to take precaution.

Guest Wes Thomas explained there are some transitions happening in Student Life and likely many classified staff will be affected. There is a scheduled announcement with VP Schafer and President Gee tomorrow at 2:00 p.m. in the Shenandoah Room, Mountainlair. They were told they are going to outline the new transitions in Student Life and is uncertain what that means for him and his coworkers. The director has resigned after declining the six month contract.

Jim understands some organizational realignment is happening but doesn't believe downsizing is their objective. He thinks it may be an expanded leadership meeting within that department.

Allen asked if an employee is relocated to an academic department, if they would be exempt from FLSA's new exempt rule. Jim explained they would not – there are limited jobs that have the higher ed exemption under FLSA. You must be teaching.

Sheila Securro, Executive Director – Classification & Compensation, is meeting with each manager and has a decision analysis planned by looking at each employee and determining how much overtime they work and if it would be best to move them to hourly. Or, if they're close to the threshold, they might give them a little bit of a raise to move them above the threshold. It's very individualized.

Judi mentioned the one-page letter in Sunday's *Dominion Post* that talked about WVU employees voicing their personal opinions to the newspaper using their WVU email address and doesn't understand how one doesn't use common sense not to do that.

Jim believes it was an employee that was using University resources and taking action against private businesses.

Jim shared an update on the VSIP (Voluntary Separation Incentive Plan). They are currently working with the College of Agriculture & Forestry. They have offers out to some of those employees and are awaiting their response. They've been contacted by other groups that are interested and are discussing it with them so they will have to see if it makes sense for them to proceed.

Someone had told Dixie that 25% of the payment would be taxed. Then, once finalized, it was over 39%. She believes it's important to be concise when this is discussed. Jim understands that and will make sure to make those details clear. Because it's a lump sum payment, the IRS requires a 25% federal income tax withholding on that payment in addition to state tax and FICA (Federal Insurance Contributions Act). They may get some back when filing income taxes if they're not in a 25% marginal tax bracket.

Allen has been affiliated with WVU for fifteen years now. He is both sad and excited to inform the group he's resigned, effective August 11. He's accepted the position of Director of the Student Union at Frostburg State University. It's been a pleasure to serve on Staff Council and seeing their drive and dedication for classified staff.

Dixie feels it's sad that they don't have the availability to counter offer for critical retention as that is used few and far between.

The President's meeting is scheduled for Monday, July 25, 2016 beginning at 11:00 a.m. in the Greenbrier Room, Mountainlair. Items on the agenda are as follows:

- Will there be merit increases this year? If not, what is the plan for those employees who go above and beyond in terms of some form of compensation if funding isn't available?
- Will WVU support the one-year pop tax that will solely fund higher education this year? What should Staff Council's legislative focus be this year?
- Update on the 40 hour work week plan.

Joan motioned for adjournment. Sherry seconded. All in favor and meeting adjourned at approximately 10:45 a.m.