

# West Virginia University Staff Council Meeting Minutes

December 21, 2016

8:15 a.m. – 12:00 p.m.

Wise Library, Room 104

Name	Title	Department	Present
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	No*
Baldwin, Larry	Trades Specialist Lead II	Physical Plant HSC	No
Bolin, Julia	Nutrition Outreach Instructor	Extension Service	Yes
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
Crabtree, Joan	Supervisor Campus Services	Facilities Management	Yes
Driscoble, Robert	Forest Manager	Forestry	Yes
Forquer, Burlene	Manager Food Service	Mountainlair Catering	No*
Friend, Rebecca	Administrative Secretary Senior	School of Public Health HSC	No*
Fry, William	Trades Specialist Lead II	Facilities Management	No
Griffin, Barbara	Developmental Advising Specialist	Academic Degree Programs	Yes
Higgins, Mary	Administrative Assistant	Special Education	Yes
Hunt, Lisa	Administrative Assistant	Dean's Office Arts & Sciences	Yes
Martin, Lisa	Special Events Coordinator Senior	Event Management	Yes
Martinelli, Dixie	Office Administrator	Extension Services	No*
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:**

Dave Beaver, *Associate Vice President – Procurement, Contracting & Payment Services*

Andre Quintana, *Specialist – Procurement, Contracting & Payment Services*

**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 in.

## **First Business**

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

## **Treasurer's Report**

By Lisa Boyles, *Secretary/Treasurer*

We did not have a complete report at last month's meeting due to some missing information.

Lisa reported a beginning balance of \$4,371.14. November expenditures were as follows:

- \$21.20 (phone)
- \$646.38 (travel)
- \$67.40 (gas)
- \$65.42 (car rental)
- \$4.29 (gift wrap for collection boxes)
- = \$804.69 (rounded up to \$805.00)

That leaves an ending balance of \$3,566.14.

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

## **Chair's Report**

By Lisa Martin, *Chair*

She had asked Judi to be part of the Heebink Award Committee to represent classified staff and Staff Council. This odd year award is available to staff and faculty – one for each constituency. Nominations are still open.

She had also asked Lisa Hunt, with Linda's absence, to be part of the Compensation Survey Committee. Also, congratulations to her for recently earning her degree.

Clement Solomon, Director of Parking Management, is set to give a parking update at our meeting next month. Also on the agenda to speak are Baron Smith, Director of Facilities Management; Keith Lawrence, Director of Facilities Management; and Maria Witt, HR Manager, Facilities Management. They will be addressing campus service worker staffing.

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

By Paul Martinelli, *ACCE Representative*

Paul reported he attended the ACCE meeting that was held at West Virginia State University in Institute, WV on December 7<sup>th</sup>. He had parked in the student parking area as advised. He was informed before the meeting adjourned that his truck had been hit. They did not leave a note and the total cost of damage was \$3,500.00.

West Virginia State University is the other land-grant school in the state with an enrollment of 2,200. The president, Dr. Anthony Jenkins, is relatively new; he had replaced the former president who is now president of Radford University in Virginia which has an enrollment of 10,000.

Dr. Jenkins was in China to assist with the research and development of growing watermelons. China is the world's largest producer of watermelons with 250,000 acres of watermelon plants. With his absence, they were welcomed by Thomas Bennett, Chief of Staff and VP for Legislative Affairs. He was impressed with his vast knowledge of facts about their institution. He thought it was interesting that their former president wore bow ties all the time and the new president also wears them.

Bruce Walker, General Counsel for HEPC (Higher Education Policy Commission) and Bruce Cottrill, Director of Classification & Compensation for HEPC, indicated they have not paid Mercer as of yet because they have not provided a report. They had hopes that the report would be available so they can proceed with working with legislators.

They had also inquired about the 40 hour work week although no one knows anything other than what is already out there. It was indicated that in recent years, WVU has been replacing higher wage paying jobs with lower wage paying jobs. Many levels of unemployment have increased in WV.

The WV School of Osteopathic Medicine is currently being considered to become a private institution.

The usual agenda items discussed:

- layoffs
- furloughs
- reduction in FTE (Full Time Employees)
- reduction in salary
- four day work week

Upon learning what had happened to his truck, he did not stay for the remainder of the meeting.

He provided copies of the new legislative line-up to distribute.

The next ACCE meeting will be held on January 25, 2017 at Pierpont Community & Technical College in Fairmont, WV.

Lisa added they've extended the invite for the ACCE to meet at the WVU main campus on May 18<sup>th</sup> based on our President's availability. They will be hosted at Blaney House. She also asked Paul to again request the agenda item of allowing conference calls for meetings.

## ***Committee Reports***

### **Compensation Committee**

By Lisa Hunt

Lisa H. reported she attended the Compensation Survey Committee meeting recently. A survey was conducted back in 2008. The latest one, from Sibson, was completed in 2014. They gathered the most populated classified staff positions and descriptions and surveyed businesses up to a 55 mile radius to obtain their policies and pay scales. In January, they plan to have a focus group review the data to ensure they correlate with the job descriptions and titles – a consolidation of positions from 2008 with 2014.

Their next meeting will be on January 4<sup>th</sup> and they plan to finalize what they will present to the focus group when they meet with them on January 11<sup>th</sup> at the Ag Sciences building. They are hoping to have the results sometime in February.

### **Legislative Committee**

By Nancy Bremar, *Chair*

Nancy reported they've created a mockup of the 2017 legislative brochure before it is presented to the group. They are considering no longer making the brochure as they are uncertain if it is read by many legislators. She called her local legislators and not one remembered seeing it last year. Given the costs to produce it, they aren't sure if it is a useful document.

They also recently received a list of the committees for the upcoming legislative session, to begin February 8<sup>th</sup>. Interims are scheduled for January 11<sup>th</sup> – 13<sup>th</sup>. They hope to meet soon with Rob Alsop, VP for Legal, Government and Entrepreneurial Engagement and Travis Mollohan, Director of State and Local Relations, to decide what items will be focused on.

### **Transportation & Parking**

By Sherry Steadman

Sherry reported they met last Friday and just visited the Evansdale Crossing PRT station, which was more so a field trip.

### **Welfare Committee**

By Michael Torries, *Chair*

Mike reported they met on November 28<sup>th</sup>. The holiday 'Soups and Sundries' drive for Clendenin, WV was successful and it was suggested to contact the benefactor before the drive begins and to keep donations local to the Morgantown area due to some transportation issues they encountered.

He and Bob attended the Faculty Welfare Committee meeting on December 7<sup>th</sup>. They discussed the idea of merging both faculty and staff committees for one Welfare Committee. Some opposed the idea but there was some discussion about forming a joined subcommittee to work on specific issues of mutual interest.

They plan to form a subcommittee for a faculty and staff dependent tuition assistance program. This differs somewhat from the Dependent Waiver and Staff Council's Tuition Scholarship for Children of Classified Staff program. They were initially denied due to budgetary issues but decided to proceed with it.

Sherry suggested adding a link for PEIA's Healthy Tomorrow's Year Three Initiative to our website as spring is just around the corner.

He extended an invite to Dave Harshbarger, Wellness Manager of HSC, to attend an upcoming Welfare Committee meeting to provide an update on the consolidation of Wellness programs between WVU and WVU Medicine.

On a side note, he attended the annual Family Holiday Celebration on December 5<sup>th</sup>. He and his family enjoyed it. President Gee read a book to the children which they were gifted with a miniature version of and Santa came to visit. He learned this is the 34<sup>th</sup> year that it's taken place. He and his family also took advantage of the free visit to the Rec Center.

The next meeting will be on January 23, 2017, before the President's Meeting.

### **Tuition Assistance**

By Barbara Griffin, *Chair*

Barbara reported around 39 classified employees will receive Tuition Assistance for Spring 2017 semester.

Judi reported the blood drive held on the 13<sup>th</sup> was successful with around 25 donors.

### **Guest Speakers**

Dave Beaver, *Associate Vice President – Procurement, Contracting & Payment Services*  
Andre Quintana, *Specialist – Procurement, Contracting & Payment Services*

Dave and Andre agreed to talk to the group about the Mountaineer Marketplace due to some issues that were brought up during last month's meeting.

Dave explained that the Mountaineer Marketplace replaces the WVU Buy as the new eProcurement System. It's much like a shopping system such as Amazon. This brings us in the modern way of how universities buy supplies and goods as we were probably 15-20 years behind the times.

Some points that make this a better version are that it's fully integrated with MAP; it knows who you are; your supervisor; it knows account codes and if they are valid; your EBO, etc.

New vendors with contracts in place have been added as well; they're even looking into Amazon as a potential catalog vendor. As of now, there are 18,000 vendors. It submits orders to vendors electronically and allows vendors to send invoices to us electronically. This saves around a million pieces of paper that is passed around campus yearly and will save the University around \$5 million a year.

With WVU Buy, they would do a couple hundred orders per year and a couple hundred thousand dollars spent within a year. With Mountaineer Marketplace, they've done 27,000 purchase orders and \$121 million since July.

Before this went live, they trained around 1,100 people. After it went live, they trained an additional 400-500 people. However, he understands the confusion with training EBO employees compared to a supervisor of a department. If a unit is having an issue with ordering specific items, please bring a list of these concerns to him or Andre.

There are several types of training videos available with different topics such as ordering and goods received, to name a few.

Some prices of items will not be the lowest price around or at Walmart. In the Staples catalog, there is a list of around 450 WVU Core Supplies such as copy paper that is relatively inexpensive. If there is a specific item that isn't listed in the Core Supplies, then just let them know and they can add it.

Andre explained that with regards to ordering hazardous materials for labs, there are different regulations on a federal and university level that apply. For example, ethyl alcohol is a solvent that is in various cleaning supplies. The concentration needs to be identified first to determine the level of hazard. They then identify the person(s) that is certified and responsible for approving it. Also, some grants will not allow you to purchase these types of hazardous materials.

Lisa added that the issue brought up by Dixie at last month's meeting involved when the ethyl alcohol was to be delivered and how. The previous vendor, pre-Mountaineer Marketplace, knew the whole process. With the new vendor, the HSC Facilities & Services, they did not mention the safety process and her unit was going to send a student. Mike then informed the group that the person transporting it needs to be licensed to do so. Dave and Andre are willing to meet with Dixie to identify what the problem was.

Lisa brought up an issue that she and her unit face, which is payment to a vendor for services rendered. She was trying to get a vendor paid since mid-September and ended up pulling it from Mountaineer Marketplace and paying her by other means. Also, recently she encountered a payment issue with a vendor that initially wasn't registered; they completed the whole W9 process with the state to register them but they didn't inform her that she need to go back in to create another requisition to pay them. Dave understands how difficult vendor registration can be and the thing to keep in mind is that the new system won't let you proceed unless the vendor is registered.

Another important note is to make sure you go in to complete the goods received. Lisa H. inquired if there was any way to email the user directly for them to complete a goods received. Dave confirmed they are working towards that. She asked if within the next few months, if they could send out communication regarding follow up training for those departments who need it.

Andre explained they work alongside ITS with training sessions, so they will likely be able to offer that eventually once they are better staffed.

### **Old Business**

The Welfare Committee has been working on the Classified Staff Emeritus draft. Mike consulted with Legal regarding the final steps of approving it but was told they will eventually get to it. Jim followed up and learned that we really don't need another policy due to the existing faculty emeritus policy. They recommended the policy be approved by administration (Cris DeBord, VP for Talent & Culture) and then they will assist with mending the current BOG policy for the faculty emeritus to have staff added on.

Lisa added that the line item of the draft that pertains to 'breakfast at the president's house once a year' will need to be changed to a 'yearly event at the president's house'. Jim was informed that parking permits aren't offered to all emeritus retirees; it is dependent on unit division. Retirees also already receive a discount for athletic events.

Regarding tuition discounts, Joan B. had emailed Narvel Weese, VP for Administration & Finance, but hasn't heard back.

Lisa requested the group to read over the draft thoroughly and bring any suggestions to next month's meeting to complete the final draft.

Jim wanted to remind the group that the Staff Council election is coming up with nominations beginning in February with the new term beginning July 1<sup>st</sup>. Barbara Bodkins, Operation Coordinator, has reached out to the Election Committee pertaining to their upcoming duties.

Jim addressed the issue that came up during last month's meeting regarding background checks for employees of the PPP (Public Private Partnerships) businesses, specifically food vendors. It was learned that a registered sex offender was employed at a food services vendor in the HSC. He was informed that background checks are conducted only on the managers of those businesses, not hourly employees. He is unsure why but he can report back if Staff Council recommends background checks. Being we all have background checks, the Council determined it is only logical for those employees who are working around students, some underage, to have background checks. Jim explained they can require these businesses perform these checks in their contract. Lisa added faculty also isn't subjected to background checks.

### **New Business**

Jim explained they are still finalizing the employment date for WVU Tech employees. They've had several resignations due to some not wanting to commute to Beckley from Montgomery. They will be offering TIAA Cref counseling sessions down there to those employees who are looking into retirement. They were looking into hiring campus service workers for Beckley but assigning them to Montgomery for the next several months until that campus is closed, then they could move them to the Beckley campus. They are having continued discussions with outside organizations about them coming on and purchasing part of the campus to conduct

operations and hire maintenance employees. Two different organizations have visited the campus.

They are planning to provide resume and interview skills training to the existing Montgomery employees to help them gain job prospective. It was confirmed that whoever wants a job in Beckley will have a job in Beckley.

With regards to the provisions of the Classified Staff Emeritus, Lisa B. questioned if a regular, part-time classified employee would need 30 years of service being full-time employees are required to have at least 15 years of service. Mike believes only full-time employees would be eligible for emeritus. Amber added it depends on the definition – in the system, if you are .54 or greater you are considered full-time. Only non-benefits eligible employees are considered truly part-time and not eligible for emeritus.

Another item that pertains to benefits eligible part-time employees that Lisa B. would like to ask Clement at next month's meeting, is why part-time regular employees pay the same for parking as full-time employees as well as campus service workers paying the same as directors for parking.

Lisa reminded the group that we will need meeting rooms for our monthly meetings. We normally bring a favorite dish to the meeting this month for a luncheon, but considering our location, we were not able to. She is thinking next month we could do this. Sherry can book the Wise and Evansdale libraries, if we like. Lisa suggested booking the Mountainlair for our January 18<sup>th</sup> meeting. Janelle will look into that.

Jim explained the Governor granted state employees an additional half-day holiday on December 23<sup>rd</sup>. They are discussing what that means for us as we already have that day off. Nancy added that in the past, those were granted to us as a floating holiday.

We will not be meeting with President Gee this month due to the holiday break although we had our luncheon with him on the 13<sup>th</sup> which was enjoyed by everyone.

The next President's meeting will be held on Monday, January 23, 2017 beginning at 11:00 a.m. in the Greenbrier Room, Mountainlair.

Nancy motioned for adjournment. Lisa B. seconded. All in favor and meeting adjourned at approximately 11:15 a.m.