

# West Virginia University Staff Council Meeting Minutes

May 18, 2016

8:15 a.m. – 12:00 p.m.

Wise Library, Room 104

<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	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	No*
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
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	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
Wodzinski, Amy	Program Coordinator	FIS	Yes

*\*Excused*

**Guest Speaker:** Toni Christian, Director – Benefits Administration

**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 April minutes motioned by Nancy. Joan seconded. All in favor and motion was carried.

### **Treasurer's Report**

By Allen Flanagan

Allen reported a beginning balance of \$2,494.73. Expenditures were \$34.90 (telecommunications/phone) and \$16.76 (Office Depot). That leaves an ending balance of \$2,443.07.

We are due a credit for the telephone overcharge last month of \$21.20. Once we are credited the \$21.20, the balance will then be \$2,464.27.

He has contacted someone in Procurement regarding the increase in our monthly phone bill of around \$12 and will let us know as soon as he hears back.

Nancy motioned for approval of Treasurer's Report. Dixie seconded. All in favor and motion was carried.

### **Chair's Report**

By Lisa Martin

Congratulations to Nancy, who has recently graduated with an Associate's degree in Applied Sciences in the Board of Regents program. She will continue on for one more year to receive her Bachelor's degree.

Welcome, Lisa Hunt, Administrative Assistant, Eberly College of Arts & Sciences EBO. She has replaced a recent resignation, Lisa Neyman, in the Clerical/Secretarial sector.

As a reminder, if you cannot attend a meeting, please let Lisa or Janelle know via email.

Staff Council members have had a recent opportunity to provide input on how President Gee is doing. The invite to attend was sent via email from the Board of Governors' Special Assistant, Valerie Lopez.

Lisa reported six members attended with Joan calling in. Some members had provided comments after the meeting to the chair of the committee for the Board of Governors. This was a great opportunity for Staff Council members as well as a very important one as each evaluation matters.

She is unsure if the results will be public. There was a public session later that day as well that you could've attended.

Paul added that this kind of opportunity doesn't happen at other campuses in the state; very seldom do they get a chance to evaluate a president. He is currently accumulating information and comments to send to Bill Wilmouth, Chair of Board of Governors.

Dixie said they (BOG) will be meeting at 1:30 today with Bill Wilmouth and the evaluation group, which she was asked to be part of and feels honored to be. They will be reviewing all areas – comments from faculty, staff and the community.

She was in charge of calling members in the community. Some comments she found interesting, but they all felt honored to be asked; much like we should feel appreciative to have been asked.

Michael and Sherry, who attended, both feel that the Board members were engaging and listened to what they had to say. It was a very positive experience.

Lisa advised to check your emails and "clutter" folder but if you find you are not receiving emails, there could be a problem with how we have your email in listserv.

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

By Paul Martinelli

As he said previously, he has a list of comments that he will share with Bill Wilmouth regarding the president's evaluation. Unfortunately, he and Dixie were on vacation that week and could not attend.

Recently, he asked some colleagues in the Labor Studies office at Knapp Hall for their definitions of layoff and furlough. He has asked several people and finds their definitions interesting. This is something that he will add to the agenda for tomorrow's ACCE meeting.

West Virginia State University is currently experiencing a third or fourth president in past couple years.

New River Community & Technical College in Beaver/Beckley is in financial trouble. They've had to cut their budget two or three times; enrollment is down; they've reduced 12 positions from their 85 positions; and they are only working 30 hours a week.

Bridgewater has recently opened. They are located in Montgomery, WV.

If you do some research on these community colleges throughout the state, you'll find that the key legislator in that county was influential with getting a school there.

The 40 hour work week was said to be delayed until late Spring 2016, although it is unlikely since it hasn't been implemented yet.

Legislators do not want to increase the tobacco tax any more than 40% to 50%.

This year, the ACCE Retreat will be in Charleston at the Industrial Park because the chair feels it needs to be in the Charleston area to allow legislators to attend.

He feels there's a possibility the ACCE will again be asked to contact certain legislators regarding the tobacco tax, among others, that the governor has proposed but not well-received by legislators. They fear not getting re-elected by supporting certain taxes, but what about our state's colleges and universities? If not for them, they wouldn't have a job.

The next ACCE meeting is scheduled for tomorrow, May 19 at Eastern WV Community & Technical College in Moorefield, WV beginning at 9:00 a.m. Paul and his proxy, Bob, will attend.

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

By Dixie Martinelli

It's been a busy time for the BOG lately along with evaluations of President Gee. Many community leaders she has spoken with feel he has brought a wealth of skills to the University that was never before seen. She feels they do see us moving forward.

The results will be sent to the HEPC (Higher Education Policy Commission) by May 26. They will be conducting a conference call today at 1:30 p.m. and again on Thursday and Friday that includes various committees. Their regular committee meeting will be held June 16 & 17.

The Board was invited to attend a dinner recently for the honorary degree recipients. She was pleased to see these recipients as they were so proud to be chosen among many in the nation. Not all were WVU alumni as one was a Marshall graduate, who has given back to the state and to our University. He serves as the company CEO of products such as QuickBooks and TurboTax. Another recipient was a musician who plays the harmonica.

She is glad some council members had the opportunity of meeting with the Board members and feels this Board's make-up is special. Unfortunately, five of them will be stepping down this year.

Lisa asked if the results of their meeting today will be public. Dixie confirmed, yes, after it is presented to the HEPC.

Paul inquired if there has been any discussion regarding the \$14 million revenue earned from being in the Big 12. They have one more year to go before they receive the full amount but it will increase drastically, which will significantly help the University as we are the only institution in the state who does not receive money for Athletics. She believes Shane Lyons, Athletic Director, will be giving them an update in June.

### **Guest Speaker**

Toni Christian, Director – Benefits Administration

Toni explained the Benefits Administration unit is a collage of many things such as open enrollment, PEIA, dental and life insurance, retirement, leave, medical management, employee wellness, student insurance, etc.

PEIA's Healthy Tomorrow's year-two requirement deadline is May 15. Many were diligent in getting their tests done and paperwork sent on to PEIA early. Thanks to WVU Medicine, they

offered the screenings on campus. Around 600 (13%) employees completed it in the first three weeks. The employees that have not yet completed it have called PEIA and were told they would receive an extension of June 1. The Healthy Tomorrow's year-three requirement information is provided on the back of the Shopper's Guide as well.

The Women's Financial Workshop that was held on April 13 was geared toward financial wellness for female employees. Around 125 women across campus attended and was very well-received. TIAA (The Teachers Insurance and Annuity Association) representatives were there and provided a breakfast box for everyone. The Women's Leadership Initiative also donated money for the event.

Walk a Hundred Miles in a Hundred Days kicked off recently, with a March 18 registration deadline. It runs through June 28.

PEIA offers an online system, Benefits Administration System (BAS), which employees can access to make any necessary changes or additions. For example, you can upload your baby's birth certificate instead of having to go to HR.

FBMC (Fringe Benefits Management Company) is still paper-based unless it's open enrollment. Stanford Disability is still paper as well. TIAA is online but will still take paper.

She encourages everyone to always update beneficiaries. Due to folks not keeping up with this, PEIA has started a Divorce Audit. Her unit had recently sent out a specific email to employees with family coverage that explained PEIA has done this audit and have identified employees who are divorced but still carrying their ex-spouse on their insurance plan.

Lisa inquired if they've begun to recoup some of the money. Toni explained they've been working with employees as they become aware of them and informing them what they owe. Some have paid in full and some are on payment plans. The 'premiums' money goes to WVU. Amber added PEIA will have their own strategy to recoup the money they paid out towards claims.

This has been very costly for the state. Many of these people have incurred claims. One of the claims, not affiliated with WVU, was over one million dollars. The top ten claims have costed PEIA over \$4 million.

This is also costing WVU money as well because they are paying the employer contribution of the premium for family coverage when it should really be single or employee with children. WVU has overpaid \$80,000.

She feels certain another area they will be looking into is a tobacco audit. People sign and turn in an affidavit that claims they are tobacco free for six consecutive months to receive a discount.

Michael inquired how they would conduct something like this. Toni is uncertain but maybe PEIA will inform the doctor that if they want reimbursed, they need to ask their patient if they use tobacco. So, if the patient says they're tobacco free per the affidavit, and the doctor reports that they smoke, there will be a conflict. She has even heard of some doctors performing a swab of the mouth to detect it, which she doesn't believe is likely. The whole point of it is to save money.

PEIA Lifestyle Coaching is a free program offered to policyholders, as well as the Health Plan policyholders, to assist employees with making healthy choices. You may receive one coaching session every three months for up to four sessions per year.

Benefits Administration is currently working with Procurement and IT to emphasize and communicate discounts that are offered to employees. They currently work with US Cellular for employee discounts and are looking into other discounts such as restaurants, Sam's Club, rental cars, hotels, and vacation plans. This information will be put on one website. She wanted to remind everyone that the Bookstore also offers discounts. Retirees are also offered the same discounts as active employees.

Extension Service offers many programs, such as healthy eating habits and dieting with diabetes, just to name a few, that are free or with a very minimal fee.

She had recently received a card in the mail from Extension that will offer a session on help with how to evaluate your temper. It starts in Lewisburg on June 2.

Faculty and Staff Assistance also offers some free sessions for you and your family; also open to retirees.

Weight Watchers at Work is a new offering that the Faculty Welfare Committee suggested trying out and it has been a success. Meetings are held at the Law School, Colson Hall and One Waterfront.

PEIA's pharmacy claims will be administered by Caremark beginning July 1. Express Scripts previously handled those. The Formulary has had changes made to it. Many name brand prescriptions will carry a higher copay amount. Judi added you can shop around because costs of medications can vary. Toni also advised to check online and ask your pharmacist or doctor if any coupons are available, however, some coupons exclude state or government agencies. Linda also added you may use Sam's Club Pharmacy even if you aren't a member.

The Living Will discount of \$4 per month will no longer be offered effective July 1.

The premium, deductible and copay amounts have increased for all plans.

Face to Face Diabetes is a two-year program offered by PEIA. After successfully completing the two years, members will graduate and not permitted to re-enter the program.

The Summer Step Challenge offered through Live Well WV from June 1 – August 31 allows you to track your exercise online with others in your community. Whichever county has the most miles, wins.

Soon, they will be announcing flu shots. They've already met with WVU Medicine to coordinate those.

Bob is concerned with off-campus employees who cannot access many of these programs. Toni explained that in conjunction with the Healthy Tomorrow's, they've consulted with WVU Medicine to coordinate if they can begin the year-three requirements to be available at different locations. She understands that these things need to be accessible to all shift employees. She also suggests if anyone knows of a clinic in a particular area, to let them know as they will try to coordinate something with them.

Lisa inquired what steps have been made towards our One WVU with WVU Hospitals and Health Sciences Center and the programs they offer to their employees. Toni has had discussions although she doesn't know all the specifics. She is willing to collaborate with Dave Harshbarger, Wellness Manager at WVU Medicine, to bring it all together. Lisa plans to invite Dave to an upcoming meeting. Toni will attend as well.

Allen commented this information has been very beneficial. Michael asked if there is anything Staff Council can do to aid with the Healthy Tomorrow's year-three requirement. Toni appreciates that and suggests to just communicate this with employees.

She emphasized the importance of these screenings, as they can catch something early on. It is also important to develop a relationship with the same primary care provider (PCP) then they know your history and will likely identify any changes to your health. They are also looking into offering more screenings.

Burlene asked why the Flexible Spending Account requirements haven't increased since everything else has increased. Toni explained it is IRS driven, pre-tax.

The Benefits Administration unit will be out across campus more frequently. They will rotate across campus quarterly to provide information and assist people with questions instead of them having to attend a session.

## **Committee Reports**

### **Tuition Assistance**

By Barbara Griffin

Barbara reported we are currently awaiting a response from David Watkins, Interim Director Planning & Treasury, WVU Foundation, regarding Staff Council's remainder of their budget that will be going toward supplementing the Tuition Scholarship for Children of Classified Staff program for the upcoming Fall 2016 semester. He has informed us there needs to be some finalization but will let us know.

Lisa hopes that it can be resolved and the rollover funds put toward the program for this fall semester.

The committee will continue to work and correspond with Janelle on this issue.

### **Welfare Committee**

By Amy Wodzinski

The Blood Drive that was held on May 2 was successful with 27 productive units.

At their last meeting, they discussed an annual employee retirement reception. The president's office funded it in the past. They are looking into more information concerning that.

She attended the last Faculty Senate Welfare meeting for the academic year last Wednesday. Tom Patrick, Teaching Professor at the College of Law, who was recently appointed as the faculty ombudsperson, will perform his regular job duties along with 25% of ombudsperson duties.

She provided the memo from the Faculty Senate Committee meeting for distribution. Some goals for next year are:

- Maintain open communication
- Ongoing radar on PEIA
- Faculty evaluations and private projects
- Highlights for awards
- Parking (specifically faculty teaching at different locations and needing permits)
- Faculty morale and wellness

With regards to the parking issue, Lisa and Paul know there is a campus-wide permit but it is costly.

Lisa B. referred to faculty's goal of keeping the tuition benefit program (that would include discounted or free tuition) afloat but she wanted to be sure staff would also be included in any decision making process regarding these programs for children of faculty and staff. Amy explained she attends the meetings for those purposes.

Nancy feels all employees who do not hold a degree, should be given a free education.

Some confusion about tuition assistance for undergraduate degrees and graduate degrees:

- Staff Council Tuition Assistance is offered to eligible classified staff who are obtaining their first bachelor's degree
- Graduate Waivers, offered through Graduate Education, are available to eligible graduates seeking a master's degree

Michael added he received an email that said there aren't going to be any changes to the tuition benefit program; it is currently on hold due to budget constraints. He will locate the email and share with the group. Lisa will check her email as well.

Lisa reminded everyone to try to attend committees with their fellow members.

## **Legislative Committee**

By Nancy Bremar

Nancy has been following what's happening in Charleston. Per Sean O'Leary, Senior Policy Analyst, next year's proposal for higher education is a 3% cut but nothing has been voted on yet.

Delegate Tim Miley sent a letter to the governor requesting to forego his pay for the session. Many more democratic legislators have also followed suit as it's costing over \$30,000 per day of tax payer's money but they think it may take a legislative amendment.

Nancy advised to follow Senator Bob Beach as he is upfront and doesn't sugar coat the facts. She was recently speaking with him and he said everything is on the table but they are

speculating that nutrition programs for seniors and the PROMISE scholarships would be the ones most threatened. Also, there will not be any more than a \$.45 increase on tobacco.

Effective December 1, those earning more than \$47,476 or less per year will be paid for any overtime hours. Jim explained they are adjusting what the final rates would be and drafting the implementation on that.

Nancy questioned if the governor orders a five-day furlough, would that apply to all of WVU or just the state-funded units? What about grant-funded units, such as Extension? Jim is uncertain and unaware of any talk of furloughs. Amber added it would also include your longevity; your longevity amount would have to be calculated into your overtime rate and into your base salary.

### **Athletic Council**

By Joan Baldwin

Joan reported they met on April 29 and made nominations for the Red Brown (outstanding academics and community service) and Fred Schaus (outstanding athletics) Award for Athletes.

They've just announced the Captain's awards for 2014-2015 season. They will need to do the 2015-2016 season soon.

They began discussion on the Big 12 serious misconduct policy that stemmed from an incident at Baylor University. A student who had transferred there was later discovered to have been charged with misconduct of domestic problems. Due to that, they've begun online background checks as well as requiring coaches and staff to perform more in-depth interviews before any scholarships are offered. If anything is found, it is grounds for automatic dismissal.

Serious misconduct is defined as: sexual assault; domestic violence; and other similar crimes involving moral turpitude.

Cost of attendance update – the cost of a student athlete attending this school under the new bylaws of the NCAA that indicate a higher education institution has to contribute a certain amount of living expense money. WVU is currently reviewing that and will be taken back to the Athletic Council to determine how the money will be divided among the athletic teams.

Academic review – they are reviewing the grades of each athlete.

At WVU, each athletic group receives a point system from the NCAA based on winning/losing and for eligibility in the conference. For instance, if you are above 930 in football, you are eligible for a bowl; if under, you are not. The most points you can receive is 1000:

- Cross country team – 93
- Women's soccer – 997
- Track – 985
- Tennis – 962
- Volleyball – 949
- Football – 945
- Baseball – 948
- Men's Swimming – 983

- Men's basketball – 1000
- Wrestling – 966
- Women's Swimming – 994
- Women's Basketball – 995
- Gymnastics – 987
- Rowing Team – 1000

The Athletic Director may want to meet again over the summer but she will have to wait to receive an agenda.

### **Transportation & Parking**

By Sherry Steadman

Sherry doesn't have much to report as they are set to meet Friday but she did share that at the last meeting, they talked about a plan to allow Teaching/Graduate Assistants to purchase permits pro-rated. They've ran a pilot program and plan to expand it.

Michael added he knows of a full-time employee who can hopefully benefit from something like this because he currently teaches at different locations and is always having to move his car due to temporary permit restrictions and him not being permitted to park in the same lot more than three days a week. Lisa will follow up via email.

Lisa B. had shared that if you review the Transportation webpage about employees parking between campuses, it explains that temporary parking is no more than one consecutive day of parking in the same area.

### **Old Business**

As previously mentioned, the FLSA (Fair Labor Standards Act) recently announced required change will go into effect December 1. The threshold is exactly double of what the current amount is. The minimum base salary will be \$47,476 a year for exempt employees. No changes have been made to the duties test that determines whether or not your job falls under exempt status or nature. That is the minimum threshold; meaning if you make more than the minimum base salary, that doesn't necessarily mean you are automatically exempt.

Jim added exclusions would be professors, bona fide teachers, coaches, graduate/undergraduate students, and one they will need to review the provisions of is academic administrative personnel. Some possible complications with this change will be when we move to the 40 hour work week and the 26 pays per year.

Jim distributed the final draft of the revised Performance Evaluation 'goals' forms for review:

- Previously established goals form used to review goals set for the employee last year
- New goals form that your supervisor wishes to establish going forward that can be used anytime throughout the year
- Supervisors may use both forms

The Employee Review form has been simplified. There are now four rating categories similar to what it was before:

- Development Needed
- Valuable Performer
- Exceeds Requirements
- Substantially Exceeds Requirements

Originally, there was ten standard elements which have been reduced to seven with the eighth one being if goals were set. There are also flex spaces that departments can add specific elements such as safety standards and such.

Anything rating more than 'Valuable' will still require comments about why they are 'Exceeding', 'Substantially Exceeding' or 'Development Needed'. If development is needed, there should be a performance improvement plan implemented which is an additional document provided to supervisors and that should be coordinated with Employee Relations.

They had received a request from some of their focus groups to provide a space to designate a specific element that is more meaningful to the job that the employee does. For example, if customer service is a valuable element to the employee's job, the supervisor may designate that as a priority element with a check mark in the box and provide a detailed description within the evaluation form.

The Area for Development page is provided to address categories that need development in the elements. Or, if an employee requests a formal development plan to include how to progress and improve or expand responsibilities, there is a separate form that is more extensive for that purpose. Employee Relations will not monitor it; it will be a joined effort of the supervisor and employee. This particular form would not be considered a tool for a change in the employee's PIQ.

There are two Performance Evaluation forms. One for the employee who doesn't supervise and one for the supervisor or project manager. The employee evaluation form has been tweaked with the supervisor/project manager evaluation form having significant changes made to it. The Pre-Review form will also still be available and it is optional.

Their goal is to soon provide more targeted training such as having a training session with the library supervisors, HSC supervisors, Eberly College supervisors and so on. Departments may also request a training session for their leadership team any time.

The supervisor training sessions will be two hours with the first half reviewing the form, terminology and process, and the second half will be how to have the discussion with the employee. They will also encourage supervisors to provide regular, ongoing feedback to the employee about how they are doing and if there is something they need to work on before the next formal evaluation. Employee Relations will keep track of supervisors that have completed the training and those who don't.

They will still offer training sessions for employees. Extension training sessions will likely be held at Jackson's Mill.

Joan had questioned, with regards to last year's Extension evaluations and issues with those, if central HR has reviewed them yet. Jim believes someone in HR has pulled some to review but with all the new developments lately, he doesn't have an update at this time.

Some HR offices within the University had voiced last year that they don't believe anyone exceeds or substantially exceeds; you come to work and do your job, or you don't.

When an employee signs off on their evaluations, that is just to acknowledge that they've been evaluated by their supervisor but it doesn't necessarily mean they agree fully with it. You are given ten days to submit a rebuttal if there is something you don't agree with.

They will have an email account solely for supervisors to submit the employee evaluations instead of all the paper copies. The supervisor will retain the original, provide a copy to the employee and send the scanned copy to the email account. Some areas with HR offices may request to receive copies as well.

Jim explained they are still unsure if there will be raises given this year with the budgets and enrollment to be determined but does believe when the next raise is given, it will be performance based.

### **New Business**

Jim wanted to address the Voluntary Separation Incentive Plan that is rumored to be an early retirement option. He confirmed it is not an early retirement plan. The VSIP has, in the past, been offered to employees whose jobs are being eliminated, re-structured or program's loss of grant funding.

It pays the employee an 'x' amount of dollars for their agreement to leave the University and you are not eligible to work at any other public higher education institution and earn more than \$5,000 a fiscal year. The management decides whether this option will be made to the employee or group. It's the employee's decision if they wish to accept it. If they accept, they can leave; it doesn't require them to retire or prohibit them from retiring.

Some units have been found to have too many employees and this is where this has stemmed from recently. For instance, this past January, the Law School offered the VSIP to employees with at least 15 years of service, because there were too many faculty and staff for their enrollment as it has been declining in the last few years.

They are now working with the dean of Agriculture and Forestry. The process goes like this: The dean sends the initial communication about a proposed program to employees with at least 20 years of service and informs them to expect a follow up email from Samantha Burwell, Senior Policy Analyst. She sends the information and requests if they are interested, to let her know by a certain date (usually 5-10 days).

They then meet with the dean and review the list of those interested to determine how many they can make offers too; it does cost money and sometimes there's a limit. They typically go by years of service. The employee has 45 days to consider it. It is usually received positively.

The President's meeting is scheduled for Monday, May 23, 2016 at 11:00 a.m. in the Greenbrier Room, Mountainlair. Items determined on the agenda are as follows:

- Outsourcing, particularly in Dining Services – is it under consideration? What other areas could be considered?
- Combining EBOs resulting in a reduction of staff – what is the plan or is there one?
- More information on Mountaineer Marketplace needed

- Reduction/elimination of county budgets for Extension offices – is there central funding to support this loss in order to keep agents and staff in those counties?

Allen motioned to adjourn. Amy seconded. All in favor and meeting adjourned at approximately 12:10 p.m.