
West Virginia University Staff Council Meeting Minutes

March 15, 2017

8:15 a.m. – 12:00 p.m.

Wise Library, Room 104

Name	Title	Department	Present
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	Yes
Baldwin, Larry	Trades Specialist Lead II	Physical Plant HSC	Yes
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	No*
Driscole, Robert	Forest Manager	Forestry	Yes
Forquer, Burlene	Manager Food Service	Mountainlair Catering	No*
Friend, Rebecca	Executive Assistant	Office of Global Affairs	No*
Fry, William	Trades Specialist Lead II	Facilities Management	No
Griffin, Barbara	Developmental Advising Specialist	Academic Degree Programs	No*
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	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: Sheila Securro, *Executive Director – Human Resources*

Maria Mancini, *Director – HR Leadership and Organization Development*

Bob Richardson, *Director of Compensation – Human Resources*

Submitted By: Janelle Squires, *Administrative Secretary – Staff Council*

Call to Order

The meeting was called to order by the vice chair, Nancy Bremar, and a quorum was established. The sign-in sheet was passed around for members to sign in.

First Business

Approval of February minutes motioned by Bob. Linda seconded. All in favor and motion was carried.

Treasurer's Report

By Lisa Boyles, *Secretary/Treasurer*

Lisa B. reported a beginning balance of \$2,208.90 with the following expenditures:

- \$195.28 (J. Bolin travel)
- \$238.62 (N. Bremar travel)
- \$21.20 (phone)
- \$90.16 (U.S. Postal Service)
- \$4.05 (printing & copying)
- \$200.00 (University Relations)
- \$70.99 (encumbrance expense that will show in March)

That leaves an ending balance of \$1,388.60.

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

ACCE (Advisory Council of Classified Employees) Report

By Paul Martinelli, *ACCE Representative*

Paul reported their meeting that was scheduled for March 14 at Marshall University Graduate College in Charleston, WV had been cancelled due to weather conditions. As per usual, he recommended conference calls (an item he will continue to bring up until his retirement) but it was not considered.

The Legislative Committee had traveled to Charleston to speak with legislators last month and unknowingly to them, many of the legislators were already aware of their talking points. They believed flexibility was long overdue (as it relates to HB 2542).

Per some email correspondence, he was informed that community colleges in the state will hold all meetings in South Charleston through December 2017 as they cannot afford to travel throughout the state.

Virtually every school in the state opposes the HR personnel bill (HB 2542). He has not received any correspondence from Marshall University or the WV School of Osteopathic Medicine regarding whether or not they are for it or against it.

Judi questioned with this flexibility bill, if WVU will continue to be part of the ACCE. We have the most employees but the least voice. Dixie shared she had spoken with the president yesterday and that is one item they discussed. More about that later during New Business.

The ACCE is tentatively scheduled to meet here at WVU on May 18, 2017.

The next meeting is scheduled for April 7, 2017 at Marshall University Graduate College in Charleston, WV.

BOG (Board of Governors) Report

By Dixie Martinelli, *BOG Representative*

Dixie stated the board will meet April 19-20. She has some important items to discuss with the group during New Business.

Committee Report

Welfare Committee

By Michael Torries, *Chair*

Mike reported they met on February 20. Erin Newmeyer, Senior Marketing Strategist, had attended. They discussed communication ideas such as adding information to existing info station televisions; message crawlers; informational screens in highly visible areas; push text notifications; and revitalizing existing glass encased posting boards. She was very open to their suggestions and had emailed back with some quotes for interactive screens – sizes ranging to 48”-55” and ranging in price from \$3,000-\$5,500 but the committee was thinking more along the lines of smaller screens. She will be getting more quotes for smaller screens and will be meeting with Steve Stavar, Professional Technologist – InfoStations.

An end-of-year staff recognition and retirement party was also discussed. Sherry checked with the WVU Foundation regarding funding for this type of event and was told there is no account dedicated to hospitality. They suggested to obtain a sponsor.

They also briefly discussed the bill and most people they had spoken with were not in favor of eliminating bumping rights.

Guest Speakers

Introduction

Bob Richardson, *Director of Compensation – HR*

Bob agreed to come in today to introduce himself to the group. He is a native but had moved back recently from California, the San Francisco Bay area. He understands this group is a very important voice on campus and looks forward to working with everyone.

Jim added Bob is a great guy who holds outstanding experience and has been an asset to their team.

Jim reminded him there is a Compensation Committee that he will likely be corresponding with, especially with the upcoming possible changes. They are currently working on the development of these possibilities which include several touch points with Staff Council. The bill requires a 30 day written notice in which Staff Council will be informed of. They are also looking at different ways to get input before the official notice period.

WVU Recognition Portal

Sheila Seccurro, *Executive Director – HR*

Maria Mancini, *Director – HR Leadership and Organization Development*

Sheila and Maria agreed to come in today to give a preview of the upcoming WVU Recognition Portal. Maria had worked for WVU for many years, left for about nine years and came back. At her previous job, she assisted with the development of a recognition system for a hospital. She distributed an info graphic of why recognition is important; the main reason being it is the right thing to do but it also has an impact in turnover, retention and engagement. The number one reason people leave their job is because they don't feel appreciated.

The first ever Culture Survey was conducted last fall and they reached out to 2,000 employees all across the board. The greatest strength was 'Pride' for being associated with the University. The other strengths were 'Student Focus' and a 'Fun' organization to be a part of. Along with student focus, they also want to create the same emphasis on the people who work here. This new program is similar to the Climb Higher recognition, which was a great start, but this is an evolving program and once they launch this first piece, they will continue to improve it and offer different things.

Sheila explained a lot of work is behind the development of this. They obtained a vendor, Point Recognition. The University Relations team, particularly Erin Newmeyer, Senior Marketing Strategist, and Maria Mancini, all played a huge role with this.

There is a plan to go live with it very soon. This is the beginning of building a whole new recognition culture at WVU and will be a tool; not to replace face-to-face recognition.

- Enter your WVU username/password to log in
- Directs you to the homepage with a brief welcome letter
- A short video of President Gee introducing the program and the importance of it will be at the bottom
- An instructional video will also be available to view
- On the far left side, there will be a place for a thumbnail picture, if you like, along with the navigation bar
- A news section with recognition events will be available
- Click on the drop down menu that lists each department within the organization
- Click on the name of the person you would like to send an ecard to
- Send a card – choose from Thank You's; Mountaineer Spirit; Congratulations; Innovation; Teamwork; Results; Exceptional Service; Leadership; One WVU

- You can choose to future date a card up to twelve months in advance
- You will get a notification that you received a new card
- You can 'like' a card that someone received
- There is a quick list of those who you interact with the most that you can edit
- You can choose for the card to either be public or private
- The WVU Recognition Wall will display all the public cards sent within the organization
- Your supervisor will also receive a notification when you get a card

A pilot group that included HR personnel and University Police did a trial of it and then were surveyed. They thought it was easy to use and will boost morale.

Nancy spoke of how there are many employees who don't have access to a computer so how will they be able to utilize this. Sheila explained this is a mobile site that can be accessed with a smartphone. Maria added that another option for those who don't have smartphones, is their supervisor (who will receive notification that you were sent a 'public' card) can print it off and show them.

Mike questioned how much cost is associated with this. Maria said it is very affordable – way under \$25,000.

Dixie encouraged them to train supervisors to understand this is a good thing – especially with them getting an email each time one of their employees receive a card. Maria understands that and there is an option in Outlook to move an email from a sender to a specific folder.

Dixie read an article that said 65% of people leave their job because of their supervisor. As she has said before, we will never be truly successful until we have mandatory supervisor training. Maria agreed that is accurate – supervisors have a greater impact on their employees, however, training is not a cure-all for everything. There are some who just aren't wired to be an efficient supervisor. They will be doing some educational sessions, though.

Sherry mentioned how certain employees, like a cook, who doesn't go to conferences or recognized very easily doing the same job every day, aren't overlooked and hopes they emphasize that. Maria believes those who come to work, live the WVU values and are collaborative – regardless of where you work, they all apply. Catching someone doing the right thing is what it's all about.

Larry suggested displaying the Recognition Wall on the info stations. He shared that his director, Jamie Kosik, is one step ahead as he has been displaying letters on a bulletin board by the timeclock from departments thanking them for a job well done or custodians keeping their offices clean, etc. and highlights each person's name.

Lisa H. asked how long this was piloted and when this will go live. Maria believes it will go live in April. She had piloted this program (same set-up, same vendor) for two years during her previous employment. Here, they piloted for seven weeks and tweaked a few things based on the feedback from HR personnel and UPD officers. One of the main reasons they chose the UPD is because they are out there in the field and would mainly use their smartphones. An app is hopefully coming soon.

Lisa B. suggested birthday cards; Mike suggested a “Thanks for grinding it out today” thank you’s for those especially tough days; and Sherry suggested a years of service card that administration sends out.

Maria agreed those are all great ideas and will take it into consideration. Contact her or Sheila with any other suggestions.

Old Business

Jim reminded the group the nominations for the 2017-2019 Staff Council are now closed with a record number of people running this year. President Gee recently spoke and encouraged everyone to get involved. The election period will run from April 5 beginning at 6:00 a.m. until April 11 ending at 6:00 p.m.

Linda brought up possible outsourcing. Jim was going to check into Dining Services. She was told three different companies had come in a few weeks ago and were waiting on Narvel Weese, VP for Administration & Finance, to give the final word. She believes Transportation & Parking has also been considered. With state funding being a crucial matter right now, if all these employees switch to a private contractor, the state won’t be burdened with these expenses. With Arnold Hall closing in May, the dining and custodial employees will be shifted somewhere else. With Stansbury Hall being the future B&E building, those employees will be shifted as well. There are a lot of rumors and hearsay but everyone is on pins and needles.

With regards to Linda’s question, Jim said three firms came in and made pitches on Dining Services. The University is looking into all options, but no decisions have been made. If we are hit with additional cuts to funding, it will substantially change the way we conduct business. These private firms own many dining services across the country and their advantage is their bargaining power and cost savings.

Nancy has a friend who works at the Ohio State University and asked her to contact somebody who works in Parking (which was outsourced by President Gee during his presidency there) and they confirmed the Parking employees got significant raises and better benefits by switching under the private contractor.

Amber has met with Arnold Hall employees. Everyone was assured that they won’t be losing their jobs. The plan is to move the custodial staff to University Place, however, she will follow up on that.

Larry brought up when they were discussing the 40 hour work week at a President’s Meeting and the group asked how they were going to fund it. They said they were planning to not fill 118 positions. Jim added that won’t happen until we go to 26 pays per year which won’t happen until fall.

Nancy reminded the group how they presented President Gee with a proposal that he said would be considered: those currently working 37.5 hours/week would have the option to stay at that for a maximum of three years to gradually be phased into the 40 hours/week; new hires would automatically go to 40 hours/week.

Larry said a bill for Fleet Management is in legislation right now to be privatized. Jim confirmed that will only pertain to state vehicles storage/usage.

New Business

Larry read over the duties of the Welfare Committee, which he serves on. Per our by-laws, it states that the duties of officers of the Welfare Committee are:

1. Review and research issues concerning the welfare and benefits of classified staff employees.
2. Review and research proposed changes in personnel policy and procedures that may affect classified employees.
3. Recommend actions for Staff Council regarding welfare and benefit issues, as well as personnel policies and procedures.

During Old Business at last month's meeting, there was discussion about the bumping rights while unaware that the bill was being introduced in the Senate. He later informed his director that he would be talking with his constituents and that he would likely be hearing that Larry is spreading rumors. He got called into the office two days later. He explained he has no tangible information to provide his coworkers; meeting minutes are not posted until approval at the following meeting and has nothing in writing to take back to share. He is only doing his duty as a Welfare Committee member.

There was also some misunderstanding about whether or not Staff Council supported or opposed the bill. After Staff Council had taken a vote *after* learning it had been introduced in the Senate, it was determined that they were not in support of the bill and that statement was posted to our website:

Staff Council voted by a majority that we do not support the HR legislation currently making its way through the legislature. Our constituency has voiced this legislation is not in the best interest of classified staff of West Virginia University and the clarity of how current positions will be affected, elimination of bumping rights, and recalls for layoffs.

The website has since been updated due to it passing the Senate and is now currently in the House. Larry said it is unreal how many HSC classified staff were unaware that our website existed.

Lisa H. understands there are many employees who do not sit at a computer or aren't computer savvy. Lisa B. suggested to add a Staff Council website link to the Human Resources homepage. Also, many people have smartphones and are able to access it. Dixie reminded the group of the old publication, *Mountaineer Spirit*. It was so accessible because you could just grab one on your way in or out. It is a disservice to our staff to not have something like this.

Nancy questioned how often they hold a new employee orientation that Staff Council used to be part of. Amber explained there is the big one, held every six months or so, which is the New Employee Informational Fair. Onboarding is held every week. She suggested to contact Andrea Yanego, Director of Talent Strategy, if we would like to be added to give a brief presentation about Staff Council. Nancy suggested we could provide a fact sheet.

Linda shared she received a letter from Athletics as she and Ron are season ticket holders. They will now be required to pay 25% for their seats - \$300 per seat and a \$212 donation. This

is the first that they've had to make a donation. Next year, it will be 50%. Joan B. will follow up and email the group with any new info.

Ron asked if we could use our floating half-day holiday by the hour. Larry said he used an hour or so with no problem but imagines it's at your supervisor's discretion. Jim agreed.

Dixie wanted Larry to know she appreciates him. He sheds light on some issues many do not know of. She will have to wait until April to send him a card.

Dixie then called for an executive session.

The group collaborated on crafting a statement with regards to the HR personnel bill. It was determined their statement will be as follows:

Classified Staff supports the efforts to reach out to our legislators to oppose any additional cuts to funding that will be detrimental to the University and its ability to serve the state.

The President's Meeting will be held on Monday, March 20, 2017 beginning at 11:00 a.m. in the Greenbrier Room, Mountainlair. Items on the agenda were determined as follows:

- Classified Staff supports the efforts to reach out to our legislators to oppose any additional cuts to funding that will be detrimental to the University and its ability to serve the state.
- What is your plan to move forward and involve Classified Staff with decision making?
- How can Administration assist with acquiring a second Classified Staff representative on the BOG?
- How will possible cuts affect merit raises?

Judi motioned to adjourn. Dixie seconded. All in favor and meeting adjourned at noon.