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*West Virginia University Staff Council Meeting Minutes*

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August 16, 2017

8:15 a.m. – 12:00 p.m.

Mountainlair, Rhododendron Room

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Present</b>
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	No*
Baldwin, Larry	Trades Specialist Lead II	Physical Plant HSC	Yes
Bolin, Julia	Nutrition Outreach Instructor	Extension Service	No*
Bremar, Nancy	Nutrition Outreach Instructor	Extension Services	Yes
Crabtree, Joan	Supervisor Campus Services	Facilities Management	Yes
Forquer, Burlene	Manager Food Service	Mountainlair Catering	Yes
Gill, Yolanda	Administrative Associate	Accessibility & Auxiliary Service	Yes
Griffin, Barbara	Developmental Advising Specialist	Academic Degree Programs	Yes
Hilling, Vernon	Campus Service Worker Lead	Facilities Management	Yes
Martin, Lisa	Special Events Coordinator Senior	Event Management	Yes
Martinelli, Dixie	Office Administrator	Extension Services	Yes
Matuga, Amy	Administrative Associate	Physiology	Yes
May, Crystal	Office Administrator Senior	Microbiology	Yes
McKinney, Julie	Supervisor Food Service II	Student Life/Mountainlair	Yes
Morris, Jim	Assistant Vice President	HR Employee Relations	Yes
Musick, Dana	Administrative Secretary Senior	CEHS	Yes
Nichols, Melanie	Supervisor Campus Services	Facilities Management	Yes
Robinson, Shirley	Administrative Assistant	Academic Affairs Administration	No*
Runyon, Peggy	Campus Police Officer Lead	University Police Department	Yes
Stevens, James	PRT Systems Operator	Personal Rapid Transit	Yes
Summers, Autumn	Library Associate	Main Library	Yes
Torries, Michael	Academic Lab Manager II	Chemistry	Yes

*\*Excused*

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

**Guest Speakers:** Rob Alsop, *VP for Strategic Initiatives*  
 Toni Christian, *Director, Benefits Administration*  
 Paula Congelio, *Associate VP & CFO*  
 Anjali Halabe, *Associate VP of Finance*  
 April Kaull, *Director, University Relations*  
 Bob Richardson, *Compensation Administration*  
 Linda Strawser, *Director, Payroll and Employee Processing Services*

## **Call to Order**

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

## **First Business**

Approval of July minutes motioned by Nancy. Burlene seconded. All in favor and motion was carried.

## **Treasurer's Report**

By Joan Crabtree, *Secretary/Treasurer*

Joan reported a beginning balance of \$4,610.00 with the following expenses:

\$124.71 (office expenses – notebooks for new members)  
\$21.20 (phone)  
\$21.62 (fuel)  
\$65.81 (travel)  
\$30.09 (Enterprise rental)  
\$7.59 (Printing & Binding)  
=\$4,338.98 ending balance

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

## **Chair's Report**

By Lisa Martin, *Chair*

Congratulations to Nancy for recently earning her Bachelor's degree.

As discussed at last month's meeting, it was confirmed the minutes in pdf form are searchable as is. Mike added when viewing the pdf form, to hit Ctrl + F and type in any key word and it searches the entire document.

With regards to smoking on campus, an item that was discussed during the President's Meeting last month, she talked with Chief Bob Roberts, University Police Department, and until there is a way to enforce it, there's really nothing they can do. However, WVU employees are subject to consequences if caught smoking on University property. This is addressed in the WVU Employee Handbook. The employee will receive a Letter of Counseling which is not a formal disciplinary letter.

Larry shared that Jamie Kosik, Director, Facilities Management, had received an email from HR notifying him that they are sending out a letter to all contractors, Public Private Partnerships and departments informing them if anyone is caught smoking, they will be removed from the property.

Regarding retention of your email upon your retirement, you must request to retain your email once you retire. Retirees were not being notified of this.

Reminder that next month will be our Staff Council 2017-2019 Retreat which will not be an open meeting.

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

By Dixie Martinelli, *BOG Representative*

Dixie informed the group there was not a BOG meeting last month. They are scheduled to meet September 8 at the Erickson Alumni Center during which the new Talent & Culture Rules will be approved.

Lisa reminded the group that tomorrow is the last day to submit your comments regarding the proposed Rules. Those comments will be posted for ten days after closing of the comment period.

Nancy commented the notice of the Campus Conversation that was held on August 2 was only 24 hours in advance. That is difficult for those who have to travel to attend. Jim understands that and they plan to announce those earlier in the future.

### ***Committee Reports***

#### **Welfare Committee**

By Mike Torries, *Chair*

Mike reported they met briefly on July 25 as a way to meet and greet for the new term. They discussed if they could change one thing about WVU what it would be. The answers were as follows:

- more efficient use of purchasing and recycling of operating supplies
- greater transparency by administration regarding changes in policies and procedures that affect staff
- increased University-wide communication; especially between staff and colleges/staff and administration
- the need to raise staff morale

They also reviewed their committee's initiatives from the last term: Classified Staff Emeritus proposal; communication enhancement proposals; Classified Staff years of service and retirement recognition events; and Staff Council's annual food drive.

They plan to meet the hour before our scheduled monthly President's Meetings.

## **Guest Speakers**

### **Bi-weekly Pay Schedule**

Rob Alsop, *VP for Strategic Initiatives*  
Linda Strawser, *Director, Payroll and Employee Processing Services*  
Toni Christian, *Director, Benefits Administration*  
Anjali Halabe, *Associate VP of Finance*  
Paula Congelio, *Associate VP and CFO*

The proposed bi-weekly pay schedule has been in the works for some time and most state agencies have already moved to bi-weekly pay with the exception of WVU, Marshall University and a few others. Marshall will go live in September. We will begin the bi-weekly pay in October with every other Friday as payday.

Employees will receive a paycheck on September 30 and October 13 will be the first bi-weekly paycheck. You will notice your pay will be a bit less but you're getting paid 26 times a year versus the 24.

We did not budget for the increase for the proposed 40 hour work week.

They will be providing assistance with any changes the employee may have with their own personal budgetary needs regarding their net pay.

They've been conducting test runs with current employees in the system and plan to run payroll statements accessible via MyAccess with tax information.

Any Supplemental Retirement Account percentages have all been transitioned for the bi-weekly payroll.

For the months of March and September in 2018, there will be three pays and will only be taking out mandatory deductions. In the year 2020, there will be three months with three pays.

Your check at the end of September will reflect pay period 9/1/17-9/15/17. The 16<sup>th</sup> falls on a Saturday which is a home football game. They will have staff come in on Sunday to correspond with the EBO's so anyone that works that Saturday, they will pull their time cards, calculate their work week manually with their overtime and hope to get that included in the October 13 paycheck.

Leave will continue as is being accrued on the 15<sup>th</sup> and the last day of the month. They will need to ensure the leave requests are submitted in a timely manner.

Employees who work less than twelve months but greater than nine months will have 18 deductions rather than the 20.

Those with optional life and/or dependent life had deductions come out on the 15<sup>th</sup> check with long-term disability coming out on the last paycheck. Those will now be split in half on each paycheck.

Longevity pay will remain as is, the last pay in July.

They will post deadlines of when the forms need to be turned in for any changes in deductions.

They plan to distribute mass communication to employees regarding the 26 pays per year displaying posters at wall clocks, ENEWS and a webpage.

The Benefits department and HR will have information tables across campus and will have Payroll staff at those as well.

Public sessions are scheduled for both main campus and off campus sites.

Dixie had spoken to someone who thought they heard during the Campus Conversation that the department will have to use their budget funding for upgrading employees but also any type of merit will have to come from the department as well. That is not how she understood it.

Anjali confirmed the merit funds come out of the central allocation. Each department receives a central allocation which is for personnel and operating expenses. Central matches any fringes that arise.

A college or Extension unit also have non-central revenue – revenue generated by your department. If an employee is paid with non-central funds, all raises have to be funded from that but if your schedule lines are on the central allocation, then central covers everything – merit, critical retention, etc.

Dixie said any type of fees generated by faculty have been frozen in her unit. In the event they lose a classified staff employee, that position is frozen and won't be filled. The unit no longer gets any of the money like they used to, it remains in the Provost's office. Faculty says they generate those dollars brought in from the fees and can't use them for educational purposes.

Anjali explained that 2016 was a bad year, they lost \$40 million – what they brought in was less than what went out by that amount. They determined they needed to contain costs which led to a \$29 million budget reduction last year with a certain reduction to the central funds and a spending cap was put on non-central funds. If the non-central revenue was more than what was spent, you were allowed to keep that money but not spend it.

Paula added the University's revenue did improve last year. Going into this year, they implemented further reductions to preserve cash and build upon it. That will allow those units to spend that money.

Dixie feels there is huge lack in communication not only with staff but faculty also feels the same. Paula agrees communication needs improved. She and Anjali met with all the deans along with Provost Joyce McConnell and Rob Alsop to discuss last year's budget and financials. She and Anjali have been visiting every college and meeting with every dean to have detailed discussions about the spending limitations. They are planning the same presentation with Faculty Senate.

She added the University saved \$29 million last year and hope for another \$20 million in savings this year.

Dana informed her supervisor, who wasn't able to attend the Campus Conversation, of the monies coming out of the department's budget for raises. Her supervisor, chair and dean were

not aware of that. Her concern is how smaller colleges, like hers, will be able to afford giving any type of raises as opposed to Athletics, for example, who can afford it. Her supervisor is questioning if staff increases will come from the same bucket of money that faculty increases do. Paula explained that yes, it's the same allocation of money that units have for faculty and staff increases. She also understands that some units/colleges have more funding than others. If there is an employee who is due for a market increase or for their performance, they would have to work with HR to account for that funding within the University. They understand the need for a central allocation that will assist those units who need it.

Larry asked if any further merit increase would be given to someone if they are already paid the maximum in their paygrade. Jim said it may be possible for someone to receive a lump sum increase but will have to wait for the Board to pass the Class & Comp policy.

Rob believes Cris DeBord, VP for Talent & Culture, indicated during the Campus Conversation that if someone is at the maximum paygrade, the supervisor would have to do a control check with HR.

Jim added they review market adjustments every few years with the last one conducted in 2015.

Dixie believes market and merit are two different entities. Jim said midpoint of the paygrade is usually the market rate of the position. There is a limitation on what they can pay for these positions.

Dixie asked how faculty increases are determined. Anjali explained faculty have their own Promotion & Tenure Committees that review their instruction, research, public service, etc. and have a certain formula to determine merit. Dixie herself does P&T for her office and understands that. She's never once heard that a faculty member is at a maximum of the market rate and won't receive a merit increase. Jim is hoping they will find a way to recognize those who are performing exceedingly. The majority of employees are not above max, allowing room to move. They will find a way to reward those few who are at max with exceptional performance.

James asked if there is a type of reference that shows where employees fall across the board at market paygrade. Jim explained they have some data obtained in 2015 which showed two groups of employees in the bottom and top ranges. Newer employees are around the 25<sup>th</sup> percentile and a group of a similar size of employees are above the 75<sup>th</sup> percentile. Then various employees in between. We were at 97.5% of market in 2015.

Mike said some recent retirees lost their health insurance due to their transition. Toni explained they didn't really lose it. The date of June 30<sup>th</sup> is a very important date for our state agencies with getting the retirees in to PEIA with maybe one person processing hundreds of forms for retirees. Even though the retiree did everything right and in a timely manner, it can get backed up. Then you have those who apply for Medicare Part B which needs to be sent to the Social Security office, and our local office can get overwhelmed with them.

They are working with PEIA to assist them with expediting these forms.

Amy asked why new hires are being brought in at the same rate as employees who've been here for years and sometimes even making more than them. Rob has discussed this with Staff Council many times and explained President Gee saw we weren't hiring at market. If there were unlimited funding, they would've brought everyone up to market. They have to start

somewhere. They hope to be in a good place in the next year to begin bringing everyone up to market.

Crystal inquired about the discontinuation of payment of unused sick leave. Some employees who've been here for many years have saved their unused sick leave to pay for health insurance after retirement, which they have been grandfathered in to do. She knows of someone near retirement age, covered under their spouse's insurance, who's been saving their sick leave to cash it out and is questioning if that will be grandfathered in. As Jim understands it, the state, not WVU, discontinued that program. Sick leave is not the same as annual leave.

Toni added they will have more Policy Development Workshops and want to hear ideas about ways to exchange accrued sick leave for some other perks.

Larry brought up smoking and said there are employees with asthma or COPD who have to use their inhalers when they're out on the loading dock or anywhere else people smoke. Since they've had to use their inhalers more frequently, they need refills more often but are told by PEIA that they cannot refill until a certain date due to their plan coverage. They are asking if they can turn it in to Worker's Comp.

Paula explained they've had their Procurement Officer review their contracts with the contractors and have said they will terminate the contract if employees don't abide by their policies. There are hospital employees who come over to our property so they're not breaking the hospital's policy.

Rob spoke with the Chief Procurement Officer about the contractors. He and Cris will plan to address that at an upcoming Staff Council meeting with the president.

Burlene suggested it be a condition of employment subject to disciplinary action. Maybe hold students' grades if caught smoking so many times on the premises.

Peggy also agrees there needs to be some consequences.

Dixie asked what the plan is for students who also don't abide by the policy. If anything, they should be fined for littering. Rob doesn't have an answer as of yet but knows it is a concern and needs addressed.

## ENEWS

April Kaull, *Director, University Relations*

In February, they implemented an 'information ecosystem' for a way to communicate with faculty and staff across all campuses.

They received feedback that the daily newsfeed was becoming very long and difficult to navigate with a limited amount of characters when submitting an item. There was also no way to update the items in real time.

The new system allows them to address these concerns. They streamlined the email and is now designed to highlight the most newsworthy happenings across campus.

There is usually a feature item and additional information about current events.

There is a big button that says 'Go to Today's ENEWS' just below the feature item. That takes you to the homepage of ENEWS that lists all announcements across campus.

There is a button that you can 'Click to Read All Articles' that gives you the view most similar to the old ENEWS format and gives everything that was submitted from newest to oldest.

There is a special section at the very bottom that displays information about programs such as Go Beyond. Sometimes it's a "Did You Know?" item or Bureaucracy Busters.

There is now no character limit within the wufoo form.

Although some may not like the new format, the analytics show the people opening and viewing it has not decreased significantly.

Dixie suggested maybe a tab with staff information or faculty information and so on. April explained it can be hard to distinguish the items of interest to only staff or only faculty. Items that fall under Announcements & Events, tend to be items of greater interest to staff.

Nancy added she has heard from Extension employees not on the main campus that they feel more connected with the new layout of ENEWS.

Students had voiced they would like something similar that pertains to them. They now receive an email twice a week that links them to students.wvu.edu. There is also a link to our ENEWS featured on their website. If someone has an item that pertains to students, go to students.wvu.edu and click 'Submit Campus Announcement'.

For more information on navigating the new ENEWS layout, visit <http://enews.wvu.edu/articles/2017/03/16/e-news-tutorial>.

### Classification & Compensation

Bob Richardson, *Director, Compensation Administration*  
Rebecca Meyer, *Assistant Director, Compensation Administration*

There have been several inquiries about how smaller colleges and units with less money than others, who would like to give off cycle increases to staff and if that money will have to come out of the same bucket that is used to give faculty increases.

Bob explained the process is similar in which any pay increases come through Class & Comp. We will have the flexibility for supervisors of classified/non-classified staff who wish to give an increase due to a market shift or critical retention. They can submit a pay increase with justifications for review. You don't necessarily have to do a position review for a pay increase or only for the annual cycle.

Peggy is concerned how WVU employees will be compared to other Big 12 schools with our state being poor and our high cost of living in Morgantown.

Bob understands and explained that they are working on a structure. The funding of the structure is something else entirely. They look at various surveys – higher ed, private, etc. Then will look at how to move employees in the ranges.

Peggy also addressed how to curtail supervisor favoritism and ensure it is done equitably. Jim said that is something that would be addressed by your unit's HR manager and Employee Relations.

Larry brought up how his supervisor re-evaluated some employees for a market increase last year and sent it on to HR. It then went to Randy Hudak, Senior Associate VP, Facilities and Services, and nothing has ever been done to them since. Jim explained that is directly under management of Facilities & Services and is ultimately his decision.

Dixie is pleased to learn that under the new rules, while reviewing PIQ's or whatever they will be called, the point factor system will be discontinued along with caveats such as if they supervise someone, etc.

Bob explained if you are classified staff and your position is reviewed, you will remain classified in that job. If it were to be posted, it would be non-classified.

Bob and his team plan to hold information sessions across campus beginning in September regarding the new changes in Class & Comp, along with a video posted on their website.

### **New Business**

Barbara distributed flyers for everyone to post in their work areas (with approval from building manager) for the Staff Council Blood Drive that will be held on Wednesday, September 13, 2017 from 10:00 a.m. until 3:30 p.m. in the Mountainlair Ballroom. The October blood drive has been canceled due to location issues. Ryan Edsall, Account Manager of Donor Recruitment for the American Red Cross, is our new contact person regarding future blood drives which will now be held at the Mountainlair.

Barbara asked if Staff Council Tuition Assistance only covers the course tuition and nothing extra such as the college fee. Lisa confirmed only the course fee.

Lisa shared there are several committees among the University that periodically come up. One being the Order of Vandalia Selection Committee which she has asked Mike to serve on. The Order of Vandalia is the highest honor for service to WVU and the state. Mike is honored to serve and will take his role very seriously. If there are any committees outside of Staff Council that members would like to serve on, just let Lisa know.

Larry commented that it's hard to believe the budget constraints giving the fact that the HSC seems to always be building something. They signed a \$6.5 million contract with Siemen's to install controlled/sensored lighting. They also installed automatic flushers on urinals but are either electric or battery operated; mostly battery operated but now there's not enough custodians to change the batteries and they don't flush. They sent a plumber to remove the sensor and put regular handles on them. They had to bring in more dumpsters for all the items they're tearing out. All the furniture in the West Virginia Room was just thrown out and refurbished.

Nancy asked Jim if they still have harassment and hostile work environment training. Jim explained they have the mandatory Title IX. As he understands it, they currently have a goal of one-time training for new employees. James Goins, Jr., Director of Equity Assurance/Title IX Coordinator, oversees that training. Lisa will plan to invite him to speak at a future meeting.

The group discussed the seemingly common practice of not giving raises to staff even though they are also taking on more duties as positions are cut and not being filled.

Amy questioned if they could utilize a point system while doing evaluations. Such as if you have a 'meets' and an 'exceeds', you could receive a 1% percent raise or all 'exceeds' and receive a 2% raise. Jim explained there is no rule for having to receive all 'exceeds' to get a raise. The overall rating at the bottom of the form is what is looked at by managers.

James shared that two years ago, everybody in his unit got all 'meets'. Upon learning that there would be merit based pay increases, they got rewritten and suddenly most employees got 'exceeds'.

Lisa added that is what the oversight/peer review committee discusses. We'll have to wait for this round of evaluations to be completed and go from there once we know the results. Cris DeBord, VP for Talent & Culture, and HR will be looking at units as a whole to make sure they're not all perfect or all just average.

The group is relieved and thankful that mandatory supervisor training for evaluations has finally been implemented.

The group determined there were not any pressing issues for the President's Meeting this month. Peggy motioned to forego the President's Meeting. Amy seconded. All in favor and motion was carried.

### **Adjournment**

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