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*West Virginia University Staff Council Meeting Minutes*

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June 21, 2017

8:15 a.m. – 12:00 p.m.

Evansdale Library, Room 234

<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*
Bolin, Julia	Nutrition Outreach Instructor	Extension Service	Yes
Boyles, Lisa	Human Resources Assistant I	Human Resources	No*
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*
Forquer, Burlene	Manager Food Service	Mountainlair Catering	Yes
Friend, Rebecca	Executive Assistant	Office of Global Affairs	No*
Griffin, Barbara	Developmental Advising Specialist	Academic Degree Programs	Yes
Higgins, Mary	Administrative Assistant	Special Education	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	No
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*

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

### **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 May minutes motioned by Nancy. Paul seconded. All in favor and motion was carried.

### **Treasurer's Report**

By Lisa Boyles, *Secretary/Treasurer*

Lisa reported a beginning balance of \$671.62 with the following expenses:

-\$20.99 (Staples – folders)  
-\$6.83 (Printing)  
-\$19.60 (Post Office)  
-\$21.20 (Phone)  
-\$84.64 (Gas)  
-\$100.58 (Travel – J. Bolin)  
-\$238.61 (Travel – N. Bremer)  
-\$95.76 (Travel – J. Baldwin)  
=\$588.21 total expenses

That leaves an ending balance of \$83.41.

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

### **Chair's Report**

By Lisa Martin, *Chair*

Lisa reported she met with the Welfare Committee yesterday and discussed retirement versus years of service recognition.

The group met on June 5 during an executive session to review the proposed HR policies and provide feedback. The Reduction in Force and Classification & Compensation drafts were reviewed but time would not allow to review the Performance Management draft. The group will go over that today during an executive session.

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

By Dixie Martinelli, *BOG Representative*

Dixie reported the board met on June 15-16. She did not attend Thursday due to not feeling well but did attend on Friday. On Thursday, they toured the new Heart Institute and Bonnie's Bus. Friday consisted of committee meetings in the morning with a lengthy afternoon session discussing the budget. She advised the board to take any matters that affect classified staff very seriously which she believes they will.

Cris DeBord, VP for Talent & Culture, gave a presentation on the new HR governing policies which will be called the BOG Rules which should be finalized in early September. He confirmed the board will have the authority to change anything in the policy draft they do not agree with before it becomes a Rule.

He informed them of the workshops and open meetings that HR has offered which they will likely continue offering, as well as the ongoing mandatory supervisor training workshops for employee evaluations.

Our point factor system will be eliminated and instead will be a performance driven evaluation to determine future increases. As she understood it, if you are not a high performance employee, you will not get an increase and may even be let go. As one board member pointed out, there are middle-of-the-road employees who may be great with students but may not be the highest performers.

With all these new items, she suggested developing a Peer Committee in each department to oversee the supervisors' employee evaluations. A few board members agreed. Cris indicated they could have these committees for one year to ensure supervisors are evaluating on an equal level. She asked Staff Council's input regarding this.

Thomas Flaherty will be stepping down as chair and Bill Wilmouth will serve as chair beginning July 1 which will be a two year term. She suggested to both of them to possibly have an outside council review these proposed policies for input. They thought it was a good idea. She and Lisa could follow-up with Thomas as he knows of someone that could look over it.

The Council agrees the Peer Committee is a great idea. Amber added they would have to consider confidentiality. Dixie understands there are some employees who will not want their evaluations looked at but at the same time, we must trust the Peer Committee to ensure all classified staff are treated fairly.

Amber added the new process will monitor and track the evaluations and produce reports of the data. The Council can propose a Peer Committee to the board and Cris if they feel it is necessary.

Amber shared the following timeline regarding the forthcoming Performance Evaluations:

- They've been developing a new electronic system and began training this week.
- Four employee training sessions are in the works for the first or second week in July.
- Employees and their supervisors will receive an email on July 17 notifying the employee that the pre-review is open and have ten days to complete – until July 28.

- The supervisor can then begin the performance review and they have until August 18 to complete.
- All Performance Evaluations will be sent to the second-level supervisor to review/sign and they will have until September 1 to complete.
- HR will compile the reports to be sent to Deans and VP's by September 8.
- The Dean/VP will have two weeks to review the data.
- Supervisors can then distribute the reviews to employees by September 22.
- Employee review meetings will run through October and communicated to employees by October 20.
- Employees will then have the standard ten-day comment period to make any necessary changes – until November 1.

They are hoping to begin the process earlier next year.

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

By Paul Martinelli, *ACCE Representative*

Paul does not have a report to give today but shared that he has provided Shirley Robinson, the new ACCE representative beginning July 1, with all the information he has compiled over the years. Lisa suggested he could also keep it in the Staff Council office.

He commented that the same topics that were discussed years ago are still the same topics being discussed today.

Paul is to retire July 31 after 50 years of service to WVU as a classified staff employee. The group thanks him for all his years of service to WVU as well as the ACCE.

*No committee reports today.*

The group then tuned in to Governor Justice's budget announcement then went into executive session to review the third part of the proposed HR policy, Performance Management.

### **New Business**

The President's Meeting is scheduled for Tuesday, June 27, 2017 beginning at 1:00 p.m. in the Wise Library, Room 104. Agenda items were determined as follows:

- What does the new budget mean for WVU and its employees?
- Discussion regarding recommendations on the proposed HR policies.

### **Adjournment**

Nancy motioned to adjourn. Joan B. seconded. All in favor and meeting adjourned at 11:30 a.m.