

West Virginia University Staff Council Meeting Minutes

November 18, 2015

8:15 a.m. – 12:00 p.m.

Jerry West Lounge – Coliseum

Name	Title	Department	Present
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	Yes
Baldwin, Larry	Trades Specialist Lead II	Physical Plant HSC	Yes
Boyles, Lisa	Human Resources Assistant I	Human Resources	Yes
Bremar, Nancy	Nutrition Outreach Instructor	Extension Services	Yes
Campolong, Linda	Housekeeper	RFL	No*
Campolong, Ron	Trades Specialist I	Facilities Management	Yes
Driscoll, 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	Yes
Gibson, Rodney	Maintenance Worker II	Jackson's Mill Facilities	No*
Griffin, Barbara	Developmental Advising Specialist	Academic Degree Programs	Yes
Leiggi, Shane	Manager Physical Plant II	Facilities Management	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
Neyman, Lisa	Information Assistant	Physical Plant HSC	No*
Steadman, Sherry	Library Associate	Main Library	Yes
Torries, Michael	Academic Lab Manager II	Chemistry	Yes
Wodzinski, Amy	Program Coordinator	FIS	Yes

**Excused*

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

Lisa clarified a few discrepancies when the Treasurer's Report was given at last month's meeting; it had been interpreted incorrectly. Janelle has made those corrections to October's Treasurer's Report.

Treasurer's Report

Lisa reported a beginning balance of \$4,468.34 with the following expenditures:

- \$27.54 (August phone bill)
- \$676.25 (September's Retreat)
- \$33.29 (September phone bill)
- \$69.73 (Office Depot)
- = \$3,661.53 (ending balance)

Approval of Treasurer's Report will be tabled until the minutes are prepared from this meeting and sent to everyone for review.

Chair's Report

By Lisa Martin

Lisa thanked everyone who could attend the BOG meeting on November 6th at Erickson Alumni Center. Dixie, Nancy, and Bob did a great job giving their presentations. Fellow classified staff employee, Kent Hastings, PRT Electronics Specialist III, also gave an eye-opening report. Jim commented that everyone's presentations were very professional and well-done.

PEIA public meetings across the state seem to be making an impact with legislators and the PEIA Finance Board.

She and Dixie, along with a few faculty and student representatives, visited WVU Tech last week and toured the future WVU Tech campus in Beckley – an impressive facility.

The staff at WVU Tech are concerned with the commute to the new Beckley campus. Lisa noted there is a \$2.00 toll each way to get from Montgomery to Beckley so she understands their concerns.

The staff there also spoke of complaints regarding performance evaluations.

She had also served on a search committee for the VP for Talent and Culture which took up a few days last week. They're hoping to have that filled after the first of the year

ACCE (Advisory Council of Classified Staff) Report

By Paul Martinelli

After this meeting, he will be heading to Beaver, WV to attend the ACCE meeting.

Of all nineteen (19) institutions, WVU is the only one to receive salary increases.

He wanted to confirm if everyone received the 2015-2016 Classified Staff Salary Increase Guidelines that he had sent out; everyone did.

Enrollment in higher education institutions, state-wide, were 70.8% in 2009 and 69.9% in 2013.

WVU's enrollment in 2009 was nearly 80% and 77% in 2013; which reflects a significant decline.

Marshall University showed a 2% increase in enrollment last year.

WVU, Tech and Potomac State combined have 322 less faculty today than we had in 2001.

Fairmont State University, along with many other smaller institutions, are having a difficult time filling vacant positions with the budget cuts.

The next ACCE meeting will be held in Charleston at Marshall University Graduate College on December 9th.

BOG (Board of Governors) Report

By Dixie Martinelli

Dixie thanked everyone who attended the BOG meeting. That was the most support from classified staff during her tenure. She gave special thanks to Bob and Nancy for their presentations.

Many comments were made regarding the attendance of staff and many were surprised about the attendance of staff versus attendance of faculty.

Board members were impressed with the magnitude of the people reached through all units of Extension.

The average age of a PRT worker surfaced many concerns.

As Lisa shared, they visited WVU Tech in Montgomery and Mountain State University in Beckley on November 10th. She too was impressed with the quality of the buildings on the future MSU campus.

She can feel the stress from the current WVU Tech staff as they prepare the move with the hour-long commute. Fifty out of some 130+ employees currently walk to work.

They are also concerned with their town of Montgomery and its future economy.

She is hoping the buildings on the Tech campus can be used as an asset to a company or group; that they're maintained and put to use so that the town can be sustained.

On November 13th she went with a group to visit faculty, staff and students at Potomac State. They are very proud of their campus and students and were very welcomed by everyone as they always are when they visit a sister institution.

They did have concerns with the performance evaluations. Many said they were given 'exceeds' and 'significantly exceeds' on a Wednesday, including written accolades. All the evaluations were signed-off on that following Friday. They were then called into the office and were told by their supervisors that they had not correctly filled them out and changed their marks to 'valued performer' but left the accolades on the forms and sent them all in.

That resulted in many employees not receiving a pay raise and no one had ever been written up either. Dixie explained they should've gotten at least a 2%.

One employee in particular has fifteen years of service, never written up and did not receive anything. Dixie made a special note that the administration had introduced her as "one of their best assets".

She then met with her in her office and she explained that she is a classified staff who supervises faculty. She has filed a grievance.

Dixie truly believes we have done a disservice to all classified staff from Morgantown to Montgomery to Keyser.

All she has ever asked is to do the right thing, the right way. Create a cost-of-living base with a merit reward system that is easily understood by the supervisor conducting the evaluation.

Committee Reports

Welfare Committee

Lisa thanked the Welfare Committee for all their combined efforts in getting approval of the Holiday Toy, Food and Clothing Drive donation boxes and coordinating it so well.

Sherry reported they are finalizing the emeritus document that the committee still needs to make some decisions on.

They will meet on the morning of December 3rd before the President's Meeting.

Michael attended the Faculty Welfare Committee. They had asked for an update on the Dependents Tuition Benefits program. C.B. Wilson, Associate Provost of Academic Affairs, informed them he is awaiting a response from Narvel Weese, VP for Administration and Finance.

He also plans to attend the next Faculty Welfare Committee meeting on December 9th.

Tuition Assistance

By Barbara Griffin

Barbara reported they had a meeting on November 6th. They have some questions/concerns with how the Tuition Assistance applications are processed and their participation in it as well.

They had asked to meet with Brian Hoover, Assistant Director of FA Scholars Office, and he wasn't able to meet with them because they are in the process of moving offices.

He did inform them that he will not be processing the applications in the near future; someone else will take on that role after he trains them.

The committee would like more participation in the approval of the award. They also have some proposed changes to the eligibility requirements:

- changing the GPA requirement from at least a 2.5 to a 2.0
- allowing an applicant to take a (1) credit hour class along with a (3) credit hour class
- allowing (4) credit hours course(s) each semester

Lisa B. added there are 90 hours allotted for educational work release (during employee's work hours) so policy would need changed per Jim and Amber.

Jim confirmed any classes taken outside of work hours are irrelevant to that policy; that's your own time.

The Foundation documents for the funding were sent to Janelle some time ago but it just lists basic fund information; no particular guidelines.

Lisa and Allen offered to help the committee in pursuing these endeavors she will also find out about who will be taking over Brian's role in the process.

Legislative Committee

By Nancy Bremar

She has been corresponding with faculty regarding the 2016 Legislative Brochure and awaiting the most recent stats from Liz Reynolds, Associate VP of Planning & Treasury.

They will meet once more to finalize the draft. Lisa will then forward to University Relations for editing.

Athletic Council

By Joan Baldwin

She had recently spoke with President Gee who then contacted Shane Lyons, Director of Athletics, to set up a meeting due to some rumors. That meeting is set for some time in January.

Old Business

Updated By-laws cannot be voted on and approved today as they were not submitted for review by the group five (5) days prior to the meeting.

Jim added language to be added under Section V – Election Procedures, which details that VoteNet can produce a “fingerprint report” of all activities performed by the administrator (HR Employee Relations).

If there are no additions to the updated By-laws, the group may vote for approval at next month’s meeting.

Lisa updated the group that she had emailed Kim Hartsell, Assistant Director of Parking Management, regarding a parking attendant at a PPP (Public Private Partnership) apartment complex who had been given a book of parking tickets from a Parking Management employee. The book of tickets have since been revoked until a better solution for ticketing is found.

She was recently informed that an employee was notified by email that they had issued a parking ticket and needed to pay it. This employee doesn’t own a car or have a driver’s license. Lisa contacted the office and couldn’t get a clear answer as to why. She will follow-up on that.

Sherry added the new handheld software for Parking Management employees is not in place yet.

Lisa B. feels the need for supervisor training for conducting performance evaluations should be made a priority.

Jim added it has been put in queue along with all the other requests that have been given to ITS (Information Technology Services).

Judi suggested supervisors be given an ethics training course, much like the ones given to P-card holders, and they would be “certified” to supervise and conduct evaluations on their employees.

Jim understands that as there are training requirements such as Title IX training, sexual harassment, etc.

Nancy inquired how HR is going to identify supervisors who are not performing their jobs adequately. President Gee has indicated several times that poor supervisory employees will not be tolerated.

Jim explained that one of their goals this year is Assessment and Development. Those initiatives are:

- the redesign of performance review forms and the required training it entails
- a pilot program which has been put in place for Talent Management Assessment that allows a new way to evaluate managers
- working with Training and Development putting together supervisor training courses
- working towards improving the recruitment and selection process
- collecting data on supervisors/managers based on factors like how many disciplinary letters they issued; how they conduct performance reviews; departmental turn-over, etc.

This is a multi-faceted process that will take many years to complete.

Jim and Amber have each been working on the redesign of the performance evaluation form and will meet on December 8th to review both of their versions. They will then choose the best criteria for the form and ask for input from focus groups. Staff Council will be one of the focus groups.

Amy asked if the supervisory training for the performance reviews were mandatory. Jim indicated they were not but strongly encouraged.

Amber added some departments did make it mandatory. Jim concurred that HR cannot mandate training; it has to be the Vice President or President.

Ron had been told the Towers Dining Services employee evaluations had been done and submitted to management at Facilities Management. They had originally been submitted at a higher rate but after FM reviewed them they had all been changed back to 'satisfactory'.

Facilities Management employees had been given their evaluations and signed off on them but have never been given copies of what was submitted to management before it went on to HR.

Lisa stated they cannot change it once the employee signs it but you can request to see it.

Dixie added some of her employees had told her they didn't receive a pay raise and she can't understand why. Everybody should've gotten at least a 2%. Amber will look into it.

New Business

Nancy nominated Allen for Secretary/Treasurer. He currently serves as Member-at-Large but there are no preclusions in the By-laws to prevent him from filling both roles.

There were no other nominations from the floor. Amy moved all nominations be closed. Joan seconded. All in favor and motion was carried.

Allen accepted the position of Secretary/Treasurer.

Burlene is very concerned with the PEIA premium increase proposal. She believes employees will quit to be eligible for Medicaid because they won't be able to pay for copays and medications and/or there will be employees out sick. She feels so strongly about it that she wrote the Governor expressing her concerns.

She had attended a recent PEIA public meeting and a gentleman had spoken about medication he was taking was developed into a generic. He was switched to the generic, per PEIA, and this man had such an adverse reaction that he was hospitalized for a week and had to have surgery.

This will cost PEIA more money in the long run.

Joan stated it's not actually PEIA administration that want to do this – they all have PEIA insurance, too. Legislature is spearheading this.

Dixie added that is why it is so important to retain sin taxes and the pop tax.

Allen asked if it would be beneficial for Staff Council to draft a letter to the Governor. Lisa believes it make more of an impact to include faculty, staff and administration. She will check with Rob Alsop, VP for Legal and Governmental Affairs and Entrepreneurial Engagement.

There has been talks of pulling out of PEIA, which would not exist if that were to happen. Marshall University has also been discussing it.

Some alternatives are supporting doctors and hospitals within the WVU Healthcare system. Nancy added many areas in the state are not in close proximity of WVU providers so that would pose a problem.

Jim doesn't believe pulling out of PEIA unilaterally is an option due to statutory regulations.

Nancy added there are Extension agents in all 55 counties and we should be able to reach every legislator in the state. She will discuss with Provost Joyce McConnell.

Ron asked Jim about the costs of the bi-weekly pay and how it could potentially cost millions to switch to.

Jim explained that is an issue that will need addressed during the legislative session this Spring. Some years have 260 days, some have 261 days, and some have 262 days which could result paying out an excess of millions in a course of ten years.

Another piece to add to it is the new Department of Labor guidelines regarding exempt and non-exempt employees. Many current exempt employees will become non-exempt.

The President's Meeting is scheduled for Thursday, December 3, 2015 at 10:00 a.m. in the Mountaineer Room, Mountainlair.

Items on the agenda are as follows:

- Overview of WVU budget by Narvel
- Review of performance reviews as it relates to merit
- How Staff Council can help you with your mission/vision

Nancy motioned to adjourn. Joan seconded. All in favor and meeting adjourned at approximately 10:30 a.m.