

West Virginia University Staff Council Meeting Minutes

August 17, 2016

8:15 a.m. – 12:00 p.m.

One Waterfront Place, 6th Floor, Room 6117

Name	Title	Department	Present
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	No*
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	Yes
Campolong, Ron	Trades Specialist I	Facilities Management	Yes
Driscole, Robert	Forest Manager	Forestry	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
Higgins, Mary	Administrative Assistant	Special Education	Yes
Hunt, Lisa	Administrative Assistant	Dean's Office Arts & Sciences	No*
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	No*
Torries, Michael	Academic Lab Manager II	Chemistry	Yes

**Excused*

Guest Speaker: Andrew Facemire, *Program Assistant II – Center for Service and Learning*

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 July minutes motioned by Nancy. Paul seconded. All in favor and motion was carried.

Treasurer's Report

By Lisa Martin

Lisa reported a beginning balance of \$4,610.00 with two expenditures that included \$21.20 the telephone and \$66.99 for an office expense (Staples). That leaves an ending balance of \$4,521.81.

Dixie questioned if the remainder of our budget from the past fiscal year will be going towards supplementing the Tuition Scholarship for Children of Classified Staff. Lisa confirmed it is.

We are very fortunate to have a budget as many Staff Councils at other higher education institutions do not and must hold bake sales and similar events in order to raise money.

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

Chair's Report

By Lisa Martin

A reminder that our meeting locations are always on our website for reference. It has yet to be determined when the renovations to the Coliseum will be complete so in the meantime, we will have to continue to move around campus for our meetings. Thanks to Barb Bodkins, Operation Coordinator, Employee Relations, for reserving this room on our behalf.

Some Council members had attended the going-away party that was held last week for Allen Flanagan, which was very nice. He had accepted a position at Frostburg State University. We are sad to see him go as he was an active member of Staff Council who provided significant input.

Consequently, we will need to elect a new Secretary/Treasurer today. We will also be filling his vacant sector seat with the next person in line based on the votes of the election last year.

Recently, she had requested a meeting with President Gee along with Nancy, Paul and Dixie because she had an employee visit her office who was concerned about their job. Also in attendance was Narvel Weese, VP for Administration & Finance; Rob Alsop, VP for Legal and

Governmental Affairs and Entrepreneurial Engagement; and Cris DeBord, VP of Talent & Culture.

There was also a recent discussion about someone's position being terminated along with many other positions that have been eliminated. There just seems to be a more suitable way to do that.

She began by informing them of the issues that have been brought to her attention and how people are let go. Especially when someone is called into an office, handed a letter and told that their position has been eliminated and they have sixty (60) more days of employment. This person was a good employee with favorable evaluations. She feels there should be better communication from administration, among others.

Her letter to the group included topics such as eliminating positions and the significant decrease of employees: 3,064 in 2012 down to 2,604 as of July this year. They are still creating new non-classified positions.

Also included, and as Paul had mentioned before, we have no classified staff representation among any of the twelve SWOT Teams. And, no representation of a second BOG member.

She asked that a new market study be done as it's been three years since the last one. This area is now booming with new businesses with the forthcoming Hobby Lobby; and Chick-fil-A just conducted open interviews with a full-time starting wage of \$11/hour along with free meals and some tuition assistance.

Ultimately, she voiced that classified staff deserve better. The outcome was that Staff Council will be asked to come to the table when they have an overall meeting of the SWOT Teams. They will look into conducting another market study, however, this time using our own internal sources at B&E (Business & Economics) rather than an outside source.

We have been told there will be no merit increases this year, however, some colleges are preparing for faculty merit using P&T (Promotion & Tenure) grades. Their merit increase does differ from staff's.

President Gee had indicated that by the year 2050, 90% of jobs won't be needed anymore because of streamlining.

Judi shared that a non-classified employee in the library had come into work one day and saw her job posted. When she asked about it, she was informed that she would be relocating to One Waterfront but doing the same job for another unit. She chose to resign after 17 years.

Burlene added many, including herself, fear the unknown each morning coming in to work.

Linda had met with an employee recently who has been here for over 30 years; part of the HSC group, a state employee; and wasn't offered a buyout, but rather they were just moving her around. She was told her job was eliminated and she has 90 days and if they can't find her another position, her pay would be cut 20%. She had inquired about the buyout, the VSIP (Voluntary Separation Incentive Plan). Her supervisor had informed her that they are looking into it.

Lisa is very disappointed hearing these things. We likely cannot do anything about jobs being eliminated but we can assist the staff member and let them know we are available for support.

Dixie thought that if your departmental manager doesn't want to lose you, then they may go to HR in an effort to obtain some form of critical retention for you. Amber explained it's mostly based on market. The monies in the budget are for market adjustments and a manager may come to them and request a review of an employee's pay and performance to get them a market adjustment. Lisa isn't sure that managers are even aware that is an option. She added they have been informed that we are 97% at market, but that is an average.

Bob added it often comes down to individual budgets. He works for the College of Forestry & Natural Resources and they are currently conducting a big buyout. He's heard from reliable sources that if you're non-essential personnel, your position isn't likely to be filled; if you are essential personnel, that money has to come from the college. Anyone who's been there for over 20 years was offered a buyout.

Mike wanted to share that he, for one, really likes his supervisor. She assigns tasks that aren't in his PIQ so she can justify his higher than average rating. He believes it's all manager dependent and it really should all be standardized.

Regarding a supervisor requesting a market adjustment for an employee, Larry shared that his supervisor recently reevaluated his employees and gave everyone good marks and even gave him a few 'exceeds'. At our meeting a few months ago, Larry had reported how the requests for market adjustments from his supervisor were still sitting on Randy Hudak's desk. Jim was to follow up on that but he's not heard anything. A few electricians had filed a class action grievance based on unfair labor practices of hiring in new employees at a higher rate than current employees. They received a response from HR explaining that WVU was not breaking any laws and staying within limits. Even if they conduct a market study, the way it is now with the budget, they can't afford to give you a market pay raise because they are focused on recruiting new talent and paying them more.

Amber confirmed no one will receive merit raises this year. Dixie questioned if Larry's recent evaluation will carry over to next year. Amber doesn't believe there has been a definite decision on that yet. Dixie asked that our chair, Lisa, be included in that discussion. Amber said they will do that.

Nancy presented a scenario for Amber: a group of five people are given performance evaluations by their supervisor and two of them receive 'substantially exceeds'. The next level supervisor disagrees and changes back to 'meets'. Amber explained the second level manager may do that but it should be a discussion between the supervisor and the second level manager before it is discussed with the employee.

Linda spoke of the time when Sheila Securro, Executive Director of Class & Comp, had given the Council a PowerPoint presentation of the new market rates a few years back. There was a group of people, like custodians, who were being hired in above entry level because they couldn't fill those positions. But, they would freeze at midpoint until the rest of the group caught up. She doesn't understand why that method isn't being utilized for the new hiring process now.

Amber doesn't believe they were froze at that level; no one was hired in above midpoint. If you had experience, you could be brought up to that midpoint, but no higher. Jim doesn't recall that happening either.

Lisa added that at one time, they were told that employees who were being paid lower but had been here longer, would be given the chance for an increase until they reached a decision on what to pay new hires.

Jim explained we haven't progressed due to budgetary issues and funding. He is unaware of any policy practice that limits new hires coming in or current employees. For current employees, those who are at the maximum still get a raise.

Burlene asked if it is permissible to sit down with your supervisor to discuss your employee's evaluation (as their supervisor) and you both agree on the decision, then find out your supervisor went behind your back and conducted the employee's evaluation without your input. Amber advised to request to speak with the next level manager or bring it to Employee Relations. Jim suggested to directly ask your supervisor but agrees that is not good management practices. She did inform her director to have it on record. Although now, this employee goes directly above her. Jim suggested Amber's group could assist her with that.

The Council thanked Lisa for initiating the meeting with President Gee.

ACCE (Advisory Council of Classified Employees) Report

By Paul Martinelli

With regards to President Gee's statement about how 90% of jobs won't be needed by the year 2050, he wanted to research where that figure derived from. He emailed Rob Alsop, VP for Legal and Governmental Affairs and Entrepreneurial Engagement, who replied promptly and said he'd work on getting that info to him. Paul looked into a few items and believes that came from an article featured on the website, the Chronicle of Higher Education, www.chronicle.com.

He can't share all of his notes from their meeting with President Gee as it was a closed meeting, but he did speak of how classified staff do more now with less classified staff.

He reminded the group how rare it is for a university president to meet with their Staff Council, like President Gee does, who meets with us once a month. He takes notes and listens to what we have to say. In the 48 years he's been here, he's not seen that before.

The next ACCE meeting is scheduled for August 25th at Potomac State College in Keyser. He's not been there in a few years. The interim president is Dr. Jennifer Orlikoff, who had previously served as the WVU Faculty Senate Chair a few years ago. He thinks she is a great choice.

Potomac State College's retention rate is impressive with the majority of the students coming from that surrounding area. Geographically, Frostburg State University is a major competitor.

At the upcoming meeting, he plans to discuss a few of the same items he's spoke of previously – ones he had suggested during the Retreat and still have not been addressed: telephone conference calls for meetings; and introducing a one year 1% sales tax specifically to fund higher education.

BOG (Board of Governors Report)

By Dixie Martinelli

Dixie reported they will be meeting on September 8-9. With all the issues happening lately, she and Lisa will be starting to work on their presentation to the Board in November.

Mike asked if it will be like what they did last year. She confirmed it is. He isn't sure how they're going to top that because it was pretty good.

Dixie explained that being there is always a few new members (four this year), they must continually reeducate them on what classified staff do.

They are still awaiting the Governor to appoint the new Board members.

Lisa asked if anyone has suggestions for particular employees or departments they can highlight on their report, to please let them know.

Committee Reports

Tuition Assistance

By Barbara Griffin

Barbara reminded everyone that the American Red Cross Blood Drive sponsored by Staff Council is scheduled for Monday, August 22 beginning at 10:00 a.m. – 3:30 p.m. at Waterfront Place Hotel.

Lisa suggested the group take turns staffing the table at the drives instead of Barbara having to be there all day. They are held every 56 days. This topic is under our new business discussion today.

There have been a few issues that have come up lately with Tuition Assistance and some gray areas within our guidelines as they pertain to certain employees. She has not had the time to research them lately but Lisa B. has the specifics on these situations.

Lisa B. explained that an ROTC employee had contacted Janelle about the program and if he was eligible because based on our guidelines, he believed he was. He is an employee in Military Sciences and will be teaching Military Science 101 this fall. Although he is teaching, he does not hold a degree. Initially, he was informed that it was substantially past the deadline and no applications would be accepted and he was not considered to be classified/non-classified staff.

On August 11th, he had stopped by HR and asked to speak with someone in Benefits and spoke of the program. Being she works the front desk, she offered to help him. Another gentleman, a coworker, accompanied him who had tried to get Tuition Assistance a few years ago but was denied because his job title indicated he was not classified staff or non-classified staff.

This gentleman explained he eventually did receive some sort of assistance (unknown) and obtained an undergraduate degree. They referred to #3 of our guidelines (which the gentleman

believed was added to our guidelines after his situation occurred, although it's been there for many years):

Staff Council awards are offered to classified and non-classified benefits eligible employees as well as Non Commissioned Officers serving as staff with the WVU ROTC programs.

She advised the applicant to submit his application and he would be denied due to the deadline but then he could submit an appeal. He completed all of these steps.

In his appeal, he explained he was required to spend the summer at Fort Knox supporting cadet summer training. When he arrived back in town in August, he began researching Tuition Assistance.

Barbara Bodkins, Operation Coordinator in HR, verified that he is considered a courtesy employee; he is not receiving a pay check from the state and is not listed as WVU staff. She then referred her to Class & Comp. They confirmed what Barb had said. They entered the name of each employee in the WVU ROTC, which aren't many, and how they were designated – all of them are courtesy employees except for one person who is an Administrative Assistant and WVU staff.

If this guideline doesn't benefit any of the ROTC employees, why is it even in there because they are all courtesy employees? WVU doesn't have any noncommissioned officers serving as staff, so we must assume ROTC staff.

Amber added a courtesy employee isn't on our payroll. In this case, they are likely paid by the military as a federal employee. They are assigned here and given an email address, a WVU ID, etc., but no benefits or paycheck from WVU.

As Amber sees it, our guidelines include him. Mike asked what other types of courtesy employees are here at WVU. Amber explained the Research Corp. and WVU Foundation employees, as well as some retirees.

The group will discuss this further under New Business.

Welfare Committee

By Mike Torries

Mike reported they had met on July 25th. Sherry emailed the draft of the provisions for the Classified Staff Emeritus program to the group recently.

They also discussed a ceremony and refreshments for retirees and/or years of service recognition. Burlene provided some figures to cover the cost of something like this and it seems reasonable – punch and cookies for around \$250. The Retiree Association, Foundation, or President's office could possibly assist with the cost. They would need to acquire the number of employees from HR.

Dixie added Staff Council used to coordinate the retiree's dinner, which was very nice. Margaret Lopez, who is now retired, did a wonderful job with that. It was held at the football stadium and they would display your name and years of service on the scoreboard and included

a nice sit down dinner with your family/friends and usually your supervisor. Then, HR decided they would take over and it seemed to fade away. There hasn't been one in over 15 years. Jim recalls the attendance had just dwindled down so much and that is probably why they discontinued it. Linda added it went from a dinner to a reception in the afternoon at the president's house with punch, cookies and a "thank you". Jim believes it is now more recognized by the employee's department. Lisa added it likely depends on the departmental budget.

The committee also discussed the consolidation of some Wellness units and to make sure employees have access to that information.

This year, instead of holding a toy, food and clothing drive, they decided to have a clothing drive in November. They would like to begin putting up signage in October and hold the drive from November 1-18. A sign-up sheet could go around at the next Staff Council meeting for members to take responsibility of their buildings' collection boxes after obtaining the appropriate authorization. The committee will then discuss the details of picking them up and delivering to their charity of choice. Last year, we donated the goods to Christian Help, as did many other groups because it is a great organization, but they are open to suggestions.

The next committee meeting is scheduled for 10:00 a.m. on August 22nd – an hour before the President's meeting – at the 'Lair, usually Hatfield's C, and will plan to meet on those designated days at the same time each month thereafter.

Compensation Committee

By Linda Campolong

Linda reported they would like to address the sick leave usage.

Per the West Virginia University Board of Governors Policy 24 – Employee Leave, Section 4, Sick Leave, 4.2, 4.2.2:

An employee may use sick leave for a member of the immediate family who is ill, injured, or in need of medical attention. Immediate family for this purpose is defined as: father, mother, son, daughter, brother, sister, husband, wife, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, granddaughter, grandson, stepmother, stepfather, step children, or others considered to be members of the household and living under the same roof.

An employee had recently asked Linda about a situation where she is the caregiver to her husband's sister who is awaiting a liver transplant in Florida. All the family members are taking turns weekly with her care. Both she and her husband are employees of WVU. She had been told she could not use her sick leave, she'd have to use her annual leave because the policy doesn't include your sister-in-law or brother-in-law.

Linda left a message with Neeley Clelland in Employee Benefits and Marsha Payton in Medical Management, but hasn't heard back yet. She is trying to find out if we can get sister/brother-in-law included in the policy. Jim advised they can review it but they will need more specific facts from the employee. Linda will advise her to call Amber.

Dixie asked who the point of contact is now for Class & Comp. Jim confirmed the new director is Bob Richardson. We can possibly arrange for Bob to come to a future meeting so the Council can meet him.

Judi questioned if faculty could donate time to someone who is on catastrophic leave and if they accrue their sick leave. Dixie and some others confirmed they may donate leave and they accrue sick leave if they are twelve-month faculty.

Guest Speaker

Andrew Facemire, *Program Assistant II – Center for Service and Learning*

Andrew has been a member of staff for over eight years and because of Staff Council's Tuition Assistance program, he was able to finish his degree so he wanted to thank the Council for that. He is here today to speak to the group about the new iServe system, <https://iserve.wvu.edu/>.

They are aware employees are doing a lot of volunteer work with faculty and staff being very active in the community and state. With that, they wanted to create an easy way to track volunteer hours. You simply log on to iServe and find a volunteer opportunity, or 'needs' in the system with our 178+ partners; with more being added almost weekly. There are all kinds of organizations and they are located in Mon and Marion counties. They also have several WVU partners if a unit is in need of some volunteer help from students. WVU Dining Services is one of their largest groups.

Previously, iServe was geared more toward students. When they launched the new system, they included faculty and staff. It may be accessed using your WVU ID login information, whereas before, you had to create a different login username and password. It's a fully mobile-responsive platform so instead of having an app, it's all web based but still user-friendly on a mobile phone.

The Million Hour Match, <http://service.wvu.edu/million-hour-match>, is an initiative that we started with Volunteer West Virginia, the state's volunteer management group. Basically, WVU wants to match a million volunteer hours with a million hours from the state. They hope to have a figure to announce sometime in the fall. Many hours were accumulated over the summer with faculty, staff and students from WVU aiding in the flood relief. He knows firsthand how much those residents appreciate our efforts as they expressed how moved they were with WVU's response. They are currently making plans to make a few more trips down there over the fall.

The type of volunteer work that faculty and staff do differs somewhat with that of the students. Students normally would log in to find an opportunity with, for example, Christian Help or Animal Friends of WV. Faculty and staff are more involved in community boards – volunteering at our children's schools and those types of activities. He is working on developing a process for us to track our hours. You may also track your mileage for tax purposes. Another nice feature, is that you can print out a pdf of all your hours as well as a graph that shows what types of interests that are specific to your service hours. It also gives you the value of your service hours. In West Virginia, one volunteer hour is equal to \$28.40. That figure was established by a non-profit organization.

He provided handouts for the group that includes instructions, what kind of volunteer hours count and some tips (featured on <http://staffcouncil.wvu.edu>). What makes WVU different from other institutions is that when it comes to tracking service hours, all of our hours are verified.

In April, they will present a general award for the President's level of service, among a few, which is tiered at 150 hours of service or more. If we'd like, he could talk to someone about a faculty and staff award.

Barbara asked if they could add volunteer hours they've done in the past. He explained they will usually accept hours as far back 2013, however, they allow students to go back one year.

Lisa B. pointed out that the American Red Cross is listed as an organization and if our volunteer hours with staffing our Blood Drives would count. He verified they certainly would. Nancy questioned if they could be tracked even though you're working for WVU during that time. Andrew sees it as that's not part of your job description because serving on Staff Council is something they do for staff. He believes if we work the blood drives then that is something for the community.

Judi asked how those individuals that are not affiliated with WVU track their hours. He explained they may go through Volunteer West Virginia.

Paul questioned if they've had other opportunities to speak with other higher education institutions in the state or asking Andrew and his team for information. Andrew explained they haven't had the chance to reach out but are working closely with WVU Tech and plan to expand their services to Beckley and Potomac State College. All WVU affiliates/divisional campuses have access to iServe.

Lisa asked where we were at percentage-wise with matching. We are around 25% there, however, the last time he checked that figure was in June. We do have until 2018 to match it.

Andrew offered his assistance to our constituent groups if we ever have any questions and is always willing to come speak in person, or via email or phone.

He also advised to print out your service and include that in your annual performance review.

He was speaking with the director of Volunteer West Virginia and found out West Virginians rank highest in giving to their neighbors.

Again, they know we're doing service and he knows how busy we all are outside of our professional life in addition to our home life, which he thinks is great because after talking with many other institutions, that culture doesn't seem to exist as it does here.

Old Business

With Allen leaving, the group must elect a new Secretary/Treasurer and Member-at-Large. Lisa began by taking nominations from the floor.

Nancy nominated Barbara for Secretary/Treasurer. Barbara feels that she has too many work duties at the time and declined.

Judi nominated Lisa B. for Secretary/Treasurer, but she is unsure.

Lisa B. nominated Judi, however, she cannot commit to that and nominated Mike.

Nancy asked if anyone would be willing to volunteer. Lisa added a brief description of their responsibilities as the Secretary/Treasurer and there aren't many. She rarely calls for an executive meeting and in the event that Janelle is absent at a meeting, the Secretary/Treasurer would record the minutes. They also receive the expense/budget report from Procurement to report to the Council each month.

Nancy nominated Mary and she initially accepted; Lisa B. said that if Mary didn't really want to, then she would. Mary declined. Nancy moved all nominations be closed. Bob seconded. Lisa B. accepted the position of Secretary/Treasurer.

Lisa took nominations from the floor for a Member-at-Large. Linda nominated Ron. Ron accepted.

Mike nominated Bob, however, he is uncertain of his amount of time serving on the committee as he is considering the buyout that was offered to him. It would be at the end of the year so he could not fulfill that duty and declined.

Nancy moved all nominations be closed. Judi seconded. Ron will serve as Member-at-Large.

Barb Bodkins, Operation Coordinator of Employee Relations, provided Lisa with the name of the next person in line based on votes in the Paraprofessional/Technician sector after Allen. She asked that Janelle to reach out to this person to invite them to join Staff Council.

Another item to discuss is staffing the table and signing in donors at our blood drives. They are held every 56 days and usually held at the Waterfront Place Hotel from 10:00 a.m. until 3:30 p.m. Barb will provide the dates of upcoming drives to provide to Janelle and she will distribute the sign-up sheet.

Lisa asked that the group also share the responsibility of attending the Faculty Welfare Committee meetings which are held twice a month – every first and third Wednesday and usually held at One Waterfront Place from 10:00 a.m. until 11:30 a.m. Due to our own monthly meeting occurring every third Wednesday, that solely leaves the first Wednesday. Lisa explained the reason why is that she feels it's important that we maintain communication with faculty. In turn, Mike has invited them to attend their Welfare Committee meetings. Mike will gather the dates to provide to Janelle to distribute a sign-up sheet for that.

The Welfare Committee has also been working on the Emeritus status for classified staff and Mike has a copy of the draft to read to the group. Highlights of that draft are as follows:

- 1) Classified Staff Emeritus Status
 - a. Emeritus status is an honorary designation conferred upon retirees to recognize their contributions and accomplishments over their university careers
 - b. Available to full-time classified staff whose retirement is announced

- c. You are encouraged to consider seeking permanent or unit support for emeritus status while you investigate your retirement options
 - d. Do you meet these requirements?
 - i. Has been an active full-time employee for a minimum of [ten or fifteen years?] of service at WVU
 - ii. Has retired in good standing
 - iii. Has been nominated by a nominator (nominator is defined as dean, director or supervisor)
 - iv. Completes the submission process
 - 1. The submission process is the review of candidates that begins in a department or divisions with at least two letters of recommendation and submission of an updated resume and/or written record of service by the nominator.
 - 2. This review will be presented to Classified Staff Council who will present this review to [Staff Council, staff person, or nominator?]
 - 3. Classified Staff Council will review and vote twice a year on nominations
 - 4. The review and vote will be done at the August and February meetings at the Classified Staff Council
 - 5. All candidates who obtained a majority vote from Classified Staff Council members, will be forwarded on to the president of the University by the secretary of the Classified Staff Council
- 2) Emeritus status granted by the president
- a. Status of emeritus
 - i. Status of emeritus is a privilege and is neither a right nor entitlement of any staff member
 - ii. A staff member will be designated as emeritus once the emeritus status has been approved by the president
 - iii. Emeritus status may be removed by the university at any time
 - b. Privileges
 - i. Library access
 - ii. Maintenance of their WVU email address
 - iii. Parking permit
 - iv. Employee discount for athletic events
 - v. Any privileges designated by the department and the university
 - c. Procedure for designation
 - i. Nominator contacts HR to confirm staff member's eligibility
 - ii. Nominator writes letter to chair of Classified Staff Council and states reasons for nominating staff member and forwarding the two letters of recommendation and submission of all updated resume and/or written record of service
 - iii. The chair of Classified Staff Council approves letter by signing it [more signatures needed?] or denies request by sending letter back to nominator indicating denial
 - iv. The secretary of Staff Council forwards signed request to president's office for approval
 - d. When approved or denied

- i. Approved
 1. When approved, the president approves the nomination by signing letter and forwards it to HR [Employee Relations?] at which time HR completes a request form for the employee's emeritus service
 2. Staff Council secretary then sends the nominee a letter copying the Staff Council chair and nominator confirming that the nominee's emeritus status has been approved pending their retirement from WVU
 - ii. Denied
 1. The nomination letter is returned by the president's office to the chair of Classified Staff Council indicating denial
 2. The chair of Classified Staff Council notifies the nominator who notifies the nominee
 - e. Payroll Services [?] designates the person as emeritus in HR's system after receiving the request forms submitted by the retirement staff member by HR
- 3) Timing
 - a. Nomination for emeritus status may be submitted in anticipation of an employee's retirement to ensure the employee's timely transition to affiliate status without loss of services
 - b. The date of the employee's retirement must appear on the nomination letter
 - c. Employees may be nominated up to six (6) months in advance of or up to one year beyond their actual retirement date
- 4) Responsibilities
 - a. The nominator is responsible for reviewing their nomination with HR and for providing written documentation to Classified Staff Council
 - b. The secretary of Classified Staff Council is responsible for putting the nomination request before the Classified Staff Council as a whole
 - c. The secretary of Classified Staff Council office is responsible for forwarding on the approved nominee to the president's office; or if denied, by sending letter back to nominator and indicating denial
 - d. The president's office is responsible for approving or denying requests as well as forwarding them to the appropriate parties
 - e. Human Resources is responsible for verifying eligibility for all nominations for emeritus status and for completing the affiliate's service request form for the employee's emeriti services
- 5) Exclusions
 - a. This policy does not apply to full-time or part-time instructional or administrative professional faculty or other part-time employees
 - b. This policy does not apply to emeritus faculty
- 6) Interpretation
 - a. The authority to interpret this policy rests with the president and is generally delegated to the assistant vice president of Talent & Culture

Regarding years of service, Lisa explained faculty have the ten years of service provision but they also conduct a lot of research. She believes the minimum for staff should be fifteen years of service to be eligible. The group collectively agreed on fifteen years of service.

Also, the nominator probably shouldn't be the one to obtain that information from HR as they most likely can't disclose that information to just anyone. Jim suggested to request a definition of what it means to be in good standing from the Council and they will review that criteria to make that determination. HR wouldn't give specifics on whether or not they are in good standing, only if they're eligible or not. He suggested Lisa, as the chair, collect the nominations and submit them to HR and they can review them. As far as disciplinary actions go, Jim will have to check with Barb to see how far back they can go in their system but Amber believes it goes back ten years. Counseling, or a Letter of Counseling, which may be verbal or written, wouldn't be considered a disciplinary action.

Judi added they give out some awards at the Library where she works and if someone is nominated for Employee of the Year, those names are given to HR confidentially by the dean or associate dean and they are vetted before they are presented as nominees.

Nancy suggested the name be submitted to the Staff Council chair who then submits to HR and HR determines their eligibility. Lisa suggested maybe placing the names in a sealed envelope.

Linda added the only task for HR would be to verify that the nominee hasn't had any disciplinary letters in their file for at least five years but sick and annual leave usage shouldn't be a factor. Lisa feels if they used up all their time and went off payroll then that should be looked at. Linda agreed but added maybe it could've been due to personal reasons or extenuating circumstances. Jim believes if they had fallen off payroll because they exhausted sick leave, often times that can lead to disciplinary action anyway.

Lisa B. questioned that being she is a benefits eligible, regular, part-time employee that qualifies for Tuition Assistance, etc. if she would be eligible for emeritus as well. Amber and Lisa explained she would have to have 20+ years of service as it would be pro-rated. Amber advised that per the HEPC (Higher Education Policy Commission), the true definition of a regular, full-time employee is one that is in a benefits eligible position. We may want to check with Toni Christian, Director of Benefits Administration, to inquire what would be the best calculation for years of service.

And, no appeals after a denial should be permitted. Bob asked if faculty was permitted to submit an emeritus status request/nomination more than once. Judi said she knows of someone who tried three times but that was fifteen years ago. Mike added it isn't specified in the guidelines. Lisa will follow up on that.

The group decided on no disciplinary action for ten years; benefits eligible with fifteen continuous years of WVU service; a nomination from the dean, director or supervisor; and two letters of recommendation from any WVU employee (current or present employees and alumni is still in question).

Bob believes all the perks included in this draft are also part of the Retiree Association so basically the only difference is the status of emeritus. Mike added the parking and any other privileges designated by the university as well. Linda recalls Toni speaking to the group some time ago and confirmed the athletic events discount does not apply to football or basketball as part of the Retiree Association, however, Mary researched and found that it does include those events. Barbara suggested maybe allowing Tuition Assistance eligibility. With regards to parking, Mike said faculty have a tag that says Faculty Emeritus. Lisa B. questioned if the tag states a specific parking area. Lisa will add that to her follow up list.

Earlier, the group discussed the Tuition Assistance for a WVU ROTC employee. Lisa B. suggested we vote on it today because he needs to get registered for his class.

Nancy moved to allow a noncommissioned officer serving as courtesy employees with WVU ROTC program, be included in the Tuition Assistance with the disclaimer that it applies to WVU ROTC military courtesy employees only. Lisa B. seconded. All in favor and motion was carried.

Lisa presented a discussion point: why do we have deadlines? If we're going to keep making exceptions, we're going to keep opening that door. He missed it by nearly two months and there were other late applicants that we turned down due to missing the deadline. We understand he was on assignment in the United States but some questioned if he had internet access or not. Mary doesn't think they are allowed internet access during cadet training.

Lisa B. read his appeal to the group and he explained his reasons being that part of his duties in the U.S. Army, cadet command and WVU ROTC program, he is required to spend his entire summer at Fort Knox, KY supporting cadet summer training and being away from WVU, he wasn't sure if he could adequately apply until he knew his eligibility. Upon review, he believes he is eligible per the Tuition Assistance guideline #3. He apologizes for submitting his application late and for any inconvenience and assures it will not happen again.

The majority vote among the group is to allow him Tuition Assistance.

The President's meeting is scheduled for Monday, August 22, 2016 beginning at 11:00 a.m. in the Greenbrier Room, Mountainlair. Items on the agenda are as follows:

- FallFest & Welcome Week 2016 – any reported incidents on campus or within the community? Student feedback was very positive. We appreciate all the University staff (A & E, Dining, etc.) who worked tirelessly to ensure it was a success.
- Legislative Update
- Bureaucracy Busters. Some employees have reported submitting potential issues several months ago and have not received a response
- Morale among staff. (Mike will provide examples and suggestions for possible solutions)

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