

West Virginia University Staff Council Meeting Minutes

April 20, 2016

8:15 a.m. – 12:00 p.m.

HSC – John Jones Conference Room C

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	Yes
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	Yes
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
Martin, Lisa	Special Events Coordinator Senior	Event Management	Yes
Martinelli, Dixie	Office Administrator	Extension Services	No*
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
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

Approval of March minutes was motioned by Joan. Becky seconded. All in favor and motion was carried.

Treasurer's Report

By Allen Flanagan

Allen reported a beginning balance of \$3,101.07 with the following expenditures:

- \$500 (transfer to UPD for K9 vest)
- \$0.11 (WVU Digital document - copies)
- \$63.65 (Office Depot order)
- \$42.58 (Phone charges - INCORRECT)
- + \$21.20 (Phone overcharge - credit)
- = \$2,515.93 ending balance (once phone overcharge is credited back to our account)

At the time of the meeting, the Treasurer's Report could not be approved due to the error with the phone bill overcharge. Allen followed up with the group on April 22, 2016 after speaking with Procurement regarding the error and was informed the overcharge would be corrected. Janelle then followed up with the group via email for a formal approval of the Treasurer's Report on April 26, 2016.

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

Chair's Report

By Lisa Martin

Lisa informed the group that Lisa Neyman gave her formal resignation from Staff Council on April 11, 2016. Per our by-laws, we will ask the next person in line, based on the highest votes, if they will accept the seat. She does not have that information at this time but will contact Barbara Bodkins, HR Operation Coordinator, for the list of names.

With that, Lisa spoke of why we are all here. Progress doesn't happen overnight and it's easy to get discouraged but she asks that the remaining members serve their full terms; unless, of course, there are extenuating circumstances that would prevent that. She believes we are doing some really good things and it just takes time to get there.

At a recent BOG (Board of Governors) meeting, faculty and students gave their presentations, much like the classified staff presentations given to the Board last November. President Gee spoke recently about it and Lisa wanted to share his words with the group:

“I also want to reflect on the faculty and the student presentations. First, I think we all agree that our staff made a wonderful, thoughtful and very helpful presentation to the Board regarding the challenges of staff at our University. But, if you remember, it was done with pride and with recognition of the important role that staff play at the University. There were the facts. But, there was no whining or finger pointing. It was a true discussion between staff members, the University and its Board.”

“Our faculty presentation last week, again, was very much in the same spirit – reflecting the facts of the moment and the challenges we face – but recognizing also the privilege we all have to serve this University and the significant role the faculty play in developing that support. There was no blame game, no whining...”

Lisa had also come across an article in a newspaper regarding the changes coming to the Mountainlair and it had discounted staff; didn't even mention staff. She wrote an email to the reporter and the reporter then edited their article to acknowledge staff. Lisa asks if anyone comes across anything similar where staff aren't taken into account, to let her know. It's important for us all to look out for one another.

Subsequently, she was asked to appoint a Staff Council member to the Mountainlair Advisory Council. She asked Allen if he would and he accepted the seat. They will have around three or four meetings a year. He has not heard when the first one will be as of yet. Allen asked if any staff has any suggestions for what they'd like to see in the renovated facility, to let him know. Lisa said they are supposed to have an online survey pertaining to that.

There are more changes coming throughout the University, mainly personnel changes, but she'll provide more information as she receives it.

Linda and Becky informed everyone that both of the cafeterias in the HSC will be closing May 12, 2016 and they will be putting in a food court, much like Evansdale Crossing, over the summer. They were told none of the employees will lose their jobs. Larry added there is an article in today's ENEWS that addresses this.

ACCE (Advisory Council of Classified Employees) Report

By Paul Martinelli

Paul informed the group there was not a meeting held in March due to the weather; the first time that he can remember a meeting canceled due to weather conditions.

He had shared that the Chancellor of the community colleges in the year 2000 was Clifford Trump. Paul was serving on the Board of Trustees at the time and had the chance to get to know him. There was an article about him that year titled, “Trump Slams Lawmakers”, and he really chastised lawmakers due to many issues like we are currently having. He had wanted Paul to speak in front of legislators because he believed staff know more about the affairs of the State than they do, however, Paul declined.

The ACCE has recently replaced around three members. They're having a difficult time retaining representatives.

Among the many items he has sent out to the group recently, he was assigned to the Volunteer Work Group. The information discussed pertains to compensation, furloughs and layoffs; although much of this information is provided online.

Some new committees have been formed recently: the Benefits Committee; the Marshall University Committee, which he serves as the recorder; the Legislative Committee; Events Committee; Student Employee Advocacy Committee; and Enrollment Services Committee.

Some topics from his March report contained items such as PEIA, which is still an issue. The bill to eliminate ACCE faculty rep groups has died down, he believes. Our southern schools are still experiencing the same problems. Concord and Bluefield are having fears they will become WVU.

Paul attended the BOG meeting last week and he commented that it was the best faculty presentation he's heard. He shared that the faculty rep wanted to give credit to Dixie and all the staff because she had indicated the cost of living in Morgantown is higher than those among the Big 12 schools. They are having a difficult time recruiting faculty, especially pharmacy, due to this issue.

The original plan for the ACCE retreat has been canceled and the chair wants to instead have it in Charleston where many legislators will be available.

He is looking forward to introducing Bob, his proxy, to the group at the next meeting which is to be held tomorrow, April 21, 2016 at the WV School of Osteopathic Medicine in Lewisburg at 9:00 a.m.

BOG (Board of Governors) Report

By Lisa Martin on behalf of Dixie Martinelli

Dixie apologizes for not being able to attend the meeting today but they are in the process of selecting a new Agriculture and Natural Resources Director and she had been asked to participate.

On Thursday, April 14, 2016, the Audit Committee met at noon, followed by other committee meetings as part of the BOG. They ended the meeting with a presentation from Clay Marsh, Vice President & Executive Dean for Health Sciences. Great ideas are being formed for the HSC and the hope is that in a few years, there will be a whole new way of doing health care in West Virginia. They hope to have one of the premier hospitals in the country. She had inquired about our responsibility to our state and its drug problem and was told that there is an active program to educate and assist those who have a drug problem in the state. There will be central locations that will look into the problems and try to help in this crisis that the state is in with drugs.

On Friday, the BOG met and heard from both the faculty and student reps. They both gave good presentations and felt pressured to follow the staff's presentation given this past year. One comment was that faculty didn't believe the cost of living in Morgantown was higher than most cities (as reported by staff) until they looked into it themselves. So yes, they came up with the cost of living being much higher in Morgantown than any Big 12 or peer institution.

The students do great things but we never seem to hear much about those as we do the bad things that happen on campus. She is very proud of our students and their achievements this past year. She thinks one of the most interesting was that over the summer, the students visited a town devastated by the 1985 flood and still could see the damage. They painted and cleaned buildings that hadn't been touched since 1985. These are the stories that need to be told – that students do for our state.

Overall, it was a very productive board meeting and many things needed to be discussed, mostly in executive session.

Lisa B. added that her brother-in-law, who is with Westover Rotary, spoke recently on social media about WVU's Greek Life. He shared that, "This past Saturday morning, the Stop Hunger Now and the Monongalia and Preston County Rotary Clubs packaged over 40,000 meals for impoverished families. This would not have been possible without the assistance of the fraternities and sororities. They unloaded 80 pounds of sacks of rice, helped package the food and unload the trucks. They came early and stayed late. Because of their kindness, the children will be having a meal. Kudos for a job well done."

Michael saw them two weekends ago along the rail trail picking up trash. Allen added they had close to a thousand volunteers that day. Lisa believes this is part of the Million Hour Match – WVU students invite members of the community to match them in completing one million hours of community service for a total of two million hours. For more information, the website is <http://service.wvu.edu/million-hour-match>.

Linda suggested we inquire about how many hours WVU has completed so far and add that to the President's meeting agenda. She added that they also do the Shop with a Cop, the Salvation Army Angel Trees, Toy Mountain – just to name a few.

Committee Reports

Athletic Council

By Joan Baldwin

Joan reported that they will be meeting on April 29, 2016 at noon. She is unsure what topics they will be covering as she hasn't yet received an agenda.

Tuition Assistance

By Barbara Griffin

Barbara reported that the applications for the Tuition Scholarship for Children of Classified Staff have recently been processed. We were informed that there is \$2,500 in funds to be distributed among the qualifying applicants. The few who did not qualify were notated that the EFC (Estimated Family Contribution) exceeds budget. Lisa and Janelle have never seen that reason for denial and believe the applications may have been processed using the rules for straight Tuition Assistance. The Tuition Assistance for Children of Classified Staff eligibility

requirements are a decent GPA and a FAFSA submission. The committee will follow up with the contacts in Financial Aid.

Lisa asked about Staff Council's contribution of the remaining balance left in our budget at the end of the fiscal year that was to be put towards this scholarship. The \$2,500 doesn't include that donation. As she recalls, it was a substantial amount and Narvel Weese, VP for Administration & Finance, approved it. She will make note to follow up on that with Narvel.

Amber suggested once the details are finalized, that would be good information to provide in ENEWS.

Welfare Committee

By Amy Wodzinski

Amy reported they met on March 21, 2016. They discussed PEIA issues and ways to recognize classified staff for years of service and retirement. They used to have a banquet in the Thomas Room at the stadium. Lisa advised to keep a few things in mind such as funding it, who is coordinating it, obtaining the list from HR, etc. Some may, instead, say they don't want a dinner and to just put it in their paycheck.

Also, communication to employees regarding the PEIA Healthy Tomorrows year two requirement. If they don't complete this, they will incur an additional \$500 deductible tacked on to their usual deductible.

Larry added that Ruby Memorial Hospital used to have a Wellness Center on the second floor that WVU employees could go for getting their blood pressure checked, diabetes monitored, BMI, etc. Several years ago, they changed it from all WVU employees to only Ruby employees. There is nothing offered at HSC or Ruby like that now, you have to make an appointment with a doctor and pay a copay. If we are One WVU, that is not the case here.

Becky said that there is a fitness center in the HSC for all WVUH and WVU HSC employees and their families to use, but it's only for employees in the HSC and Ruby Hospital. It is not offered to WVU employees on any other campus. (The fitness center is located on the 1st floor of the MBR Cancer Center just off the atrium). You have to call the Wellness Center on the 8th floor of HSC to make an appointment before you can use it. Eric Smith oversees the Wellness Center for employees. While it is basically free to the WVU employees in the HSC, family members must pay a one-time fee of \$10.

Lisa agreed that she knows of a few programs that is only offered to Ruby employees like the boot camp which is free and you can earn Wellness points – unless you're a WVU employee, then there is a fee.

Larry also said the state parking lot 80 was being used by contractors and they had over 80 spaces. He parks right below it and now sees Ruby employees getting out of their cars and walking into the hospital and Chestnut Ridge from those parking spaces. And, still to this day, if you submit a move request to Parking & Transportation, it always says there isn't any available.

Linda added the same type of scenario with the PPP (Public Private Partnership) and the WVU employees who work for those businesses needs to have specific guidelines, not all this grey area. She has tried to discuss it with several people, but gets different answers.

Michael suggested we ask David Harshbarger, Wellness Manager at Ruby, and Kimberly Zaph, WVU Employee Wellness Program Manager, to a meeting to discuss these issues. Becky suggested Eric Smith, Wellness Center Program Coordinator, as well. Lisa will extend invites for our meeting in June.

Toni Christian, Director of Benefits Administration, will be a guest speaker at next month's meeting so hopefully she can shed some light on these issues.

Allen commented there seems to be a lot of perks out there that many don't know about. He suggested a webpage that lists all the perks and benefits available. Michael said there is, but buried beneath layers on HR's website. Amber shared the information can be found at http://benefits.hr.wvu.edu/additional_programs_and_benefits.

Lisa B. suggested when a new hire begins, to print this information out and add it to the benefits pack.

Lisa B. brought up the old monthly publication that some other members had talked about before, the *Mountaineer Spirit* newsletter, which provided a hard copy of the campus news and updates but they now have ENEWS and WVU Today, which is only available online. She doesn't see why the University can't reinstate it. Also, she was surprised to learn from coworkers that so many are unaware that there is not only Staff Council's Tuition Scholarship for Children of Classified Staff but also a scholarship that's funded through the Foundation and it's a significant scholarship in which a student can receive up to \$1,600. All this information should be up front for everyone to see.

Amber understands there is an evident communication gap between the information they have and what gets out to employees. She is certain Cris DeBord, VP for Talent & Culture, will be addressing it as he has also heard the same remarks from many others.

Lisa suggested instead of a monthly or quarterly newsletter, maybe go back to a brochure or a one-page card that is updated twice a year. Michael offered to do something along those lines. Lisa advised possibly coming up with a small committee to oversee the project and she would also be happy to help. Larry would also be a good candidate because he could represent all those in Facilities & Maintenance.

Amber suggested adding this topic to the President's meeting agenda in case Cris may have already been discussing something with his team with regards to communication.

Both Larry and Burlene brought up the fact that many employees in Maintenance and Food Service are on the floor or on the grounds working and do not have the opportunity to sit down at a computer to look this information up and/or are not experienced with computers. Their coworkers usually relay this type of information.

Larry feels supervisors should keep their employees informed of things if they do not have a desk job.

Becky knows of a situation that occurred a few years ago (*3 years to be exact*) in which the employees in Grounds and Maintenance had to complete their yearly sexual harassment online training. Some of the employees were told to provide their username and password to one of the coworkers who took the test for all of them. The coworker completed all of their tests

because most of them didn't even know how to use a computer. The supervisor has retired and she doesn't know if the employee who took the tests is still there or not. She advised that supervisors should set some time aside for those who do not have regular access to computers and some basic training be provided to employees who are not experienced with using computers.

Nancy feels we are not doing our job as a higher learning institution if we cannot teach our employees how to use a computer.

Lisa indicated if one wants to learn how to use a computer, they should ask for the help and training. You must be proactive.

Linda suggested the dorm computer labs would be a good resource for computer training during the summer.

Larry also relayed that many employees in Facilities give their paper leave requests to their supervisor to put in. Lisa feels that by taking on all those leave requests that the employee really should be doing themselves, likely interferes with the supervisor's duties so she feels the supervisor would want their employees to have training and possibly further opportunities.

There has been better access to computers for employees at HSC since the discussion began a few years ago so that is a huge step, but Jim understands now we must focus on training and providing that to those who are interested; some may not be so it wouldn't be mandatory.

HR is currently working on the refocused agenda with Cris and will be putting forth a lot of effort toward management/supervisor development and a communications resource employee will be hired soon.

Transportation & Parking

By Sherry Steadman

Sherry reported the group met last Friday and discussed mostly the PRT updates over the summer. They will be replacing the light fixtures at the stations and the exit turn styles are being replaced; the new ones will be wider so they'll need to replace the railings.

They've also submitted application for a federal TIGER (Transportation Investment Generating Economic Recovery) Discretionary Grant. They usually submit one every year but have yet to receive it.

During finals week, all short-term lots will be free, except the gated Mountaineer Station. The Evansdale gates are now open from 6 p.m. to 7 a.m. during weekdays and all day during the weekends.

They're working on their Fleet Management and hoping to have it implemented this summer with Narvel Weese's (VP for Administration & Finance) approval.

A guest at our meeting today, Mike Summers, Trades Specialist I, explained him and his wife both work here and both have permits they pay for monthly. Lot 51, below Evansdale Crossing, is where his wife's permit is issued and it's always a problem with lack of parking and overselling of permits. He can never find a parking space there when waiting for his wife to get

off work yet they pay a fee for the permit. He then calls Parking Management to inform them of no spaces and is told to park in a short-term lot and when he does, he gets fined.

Amber mentioned the permit that you can use twenty or so times per year. Linda added they have those available and you just peel off a sticker to use for that day.

Legislative Committee

By Nancy Bremar

Nancy reported that today is day 39 of the session and the budget did not pass – 71 days until our government is shut down. How will this affect classified staff at WVU? If our government is closed for 30 days, how will we receive a paycheck?

Jim indicated that about 20% of our budget comes from state funds. He feels that a government shutdown is unlikely.

Compensation Committee

By Linda Campolong

Linda reported that she has received some inquiries from campus service workers in the last few weeks that she would like Jim and Amber to address:

1. If I work in a building and I go next door to the building beside it for lunch, yes, I have to punch out to go to lunch as I can go anywhere on my lunch, but why am I not allowed to punch back in at the other building and walk back over? Supervisor said, no, you can't do that.

Amber explained the clocking back in after lunch should be when you are returning to work so you're essentially not returned to work until you are back in your building.

2. If I am meditating on my break with my eyes closed but not asleep, I'm not allowed to do that in the lounge (of the dorm buildings) even though these are public lounges. I am not allowed to take my break or have my lunch there.

Amber is aware of some other similar situations that have occurred and she believes it depends on where it's occurring and if your supervisor knows you are on break. In office areas, when an employee is on break, they will put up a small sign to inform others they are on lunch/break so that the public or other coworkers don't think they are sleeping on the job. That is not the image we want to project to the public so there are designated areas available that the employee can use for those purposes or they can put up a sign. Each employee needs to discuss that with their supervisor.

Lisa added part of that problem is that Facilities & Maintenance are easily identifiable by their uniforms whereas she isn't so if that were her sitting there, no one would probably even notice and not say anything. Amber will get specifics from Linda.

Guest Mike Summers added they were told when you are on lunch, you're off the clock but if you're on break, you are still on the clock and have to follow such guidelines. Amber concurred that would be correct.

Linda has several other inquires for Jim and Amber that she will share with them later.

Old Business

With regards to the classified staff emeritus status upon retirement, Welfare Committee member, Sherry, explained that faculty can receive emeritus status, however, classified staff have not been granted this privilege.

She has been working on a document that outlines what the requirements are, who can nominate you, the submission process, privileges, etc., and has recently shared that with Lisa and Jim. There are more questions that need answered before they can present it.

Lisa had previously asked who grants faculty the final approval, and it was learned that it comes from the president so that will be added to the proposal as well.

Some requirements are that you must have at least ten (10) years of service as an active, full-time employee. No retroactive; so previous retired employees would not be eligible. Whoever is the nominator will then present to Staff Council to review. It would then be given final approval from the president and HR will review/confirm they are in good standing.

Some privileges include:

- Library access
- Retention of your email address
- Parking permit
- Employee discounts for athletic events
- Any other privileges designated by their department and the University

Joan said current retirees can receive discounts for athletic events (with the exception of basketball and football) by contacting the Athletic Department. Sherry added the library access and email address retention is also. Becky believes retirees also have access to exercise facilities.

She also knows of a classified staff employee at the HSC who had retired in January after over thirty years and they would not allow her to keep her email address. Amber indicated you are allowed to keep it under the Retiree Association. You may keep your email address, not all your past emails. The HSC does have their own set of rules currently but that will soon change per the One WVU initiative.

Lisa believes there has to be more to it than just adding the parking permit privilege. Michael believes emeritus faculty may keep some of their office furnishings as well.

Nancy inquired if this process will be done once a year or just whenever someone retires. Lisa looks at it like an award – every year a certain award is given and you have a cut-off date for nominations, application process, etc., then followed by the award being given – not as a monthly or quarterly process. She also believes this is something very exclusive that not just anybody can be awarded.

Sherry explained the nominator should be the dean, director, supervisor or Staff Council member. Lisa believes a Staff Council may be a conflict of interest. Allen and Amber suggested maybe if the member abstained from voting.

Sherry said as part of the submission process, they discussed that one will need two letters of recommendation, submission of an updated résumé and/or written record of service by the nominator.

Nancy believes your supervisor or dean would have to be a major factor in it.

Sherry asked Jim that since the faculty emeritus is a Board of Governors policy, would this have to be presented to the Board and implemented as policy. Jim is unsure about that so we would need guidance from our General Counsel's office. He will follow up on that.

Lisa explained faculty has to do a lot of work, such as research, in order to receive emeritus. Amber added they also do extensive work for tenure status. Lisa feels the years of service should really be bumped up to at least fifteen years. Reason being, we don't have to conduct research.

Joan agrees with fifteen but also agrees with the ten years of service because faculty can't always fulfill their work duties without the assistance of classified staff. Nancy thinks fifteen years shows more of a dedication to the University than ten.

The group will notify Sherry with additional ideas for benefits.

Larry has some topics which he'd like to discuss with Jim and Amber:

1. The new classification system in which the paygrades will be referred to in letters instead of numbers and when this will be implemented.

Jim indicated that it could take a few months to as long as a year, he has no definite answer. They are discussing details with Chief Human Resource Officers and the ACCE.

2. With regards to the state budget, is there is any plans for layoffs and/or bumping?

Jim explained they do not have a history of bumping at WVU, they instead work to place employees at new locations. They are just awaiting on what affect the budget has on the University.

He further explained that per WV State Code §18B-7-3, bumping only comes into effect when they notify an employee that they no longer work here anymore. If an employee's job is going to be eliminated in a department, they will then place that employee in the career transitions program and find something similar.

3. With reference to the new interviewing and hiring process to recruit highly qualified people at competitive wages. They have three different classifications for electricians in his department: Telecommunications; Electrician; and Fire Alarm Electronics. The newly hired electricians are receiving all three titles. For example, an electrician that has been in his department for seven years and makes \$14.89/hour and the new hires are coming in at \$16.38/hour. Could the one-title Fire Alarm Electrician that has seven years of service be let go because the new hire possesses all three titles? Would that have any effect on bumping since the new hire has all three qualifications on his PIQ whereas the senior employee only has one?

Jim isn't too familiar with that level of detail but the new HSC Assistant Director, Jamie Kosik, is working toward merging the HSC maintenance organization with the downtown campus maintenance. He also understands hiring in new employees at market has created some issues with bringing that person in above current employees but until an employee is informed they no longer have a job, there is no bumping.

Amber added that one clarification on bumping (if ever considered) is there's a specific definition of years of service in terms of how years of service is looked at pertaining to legislation.

4. At the last Staff Council meeting, we discussed the market value study and how a supervisor may give an employee a raise if they submit a request for review and they are below market compared to a new hire. Upon sharing the meeting minutes that highlighted this with his new supervisor in Maintenance, the supervisor requested a market review for five or six employees with new PIQ's. When they asked for the status on the reviews, the supervisor informed them they were still lying on Randy Hudak's desk and that nothing would be done with them.

Jim said it's not in comparison with a new employee salary, it's compared to the market rate and experience but he will check with HR.

5. For the past few years we've talked about the ombudsman for classified staff. Are there any updates on that?

No progress has been made on that but Lisa informed the group that faculty has recently acquired a new faculty ombudsperson, so they do exist. Jim made note.

6. We've been asked to find ways to reduce expenses and waste. Old computers have been sent to the schools or prisons and now they are being sent to the University's warehouse for auction among other office furniture. He has recently been learned that they want to replace all the ceiling tiles in the HSC to match those in the downtown campus buildings.

Lisa asked if he submitted that to the www.bureaucracybusters.wvu.edu website. Larry explained he had just found out about it yesterday when he received a work order to begin removing fire alarms. Either he or Lisa will submit this issue to the Bureaucracy Busters.

Allen asked if there were any updates on the new Performance Management forms and when they will be available. Jim explained he and Amber are a few meetings away from receiving all of their focus groups' input. They will then incorporate all the suggestions to compose a draft to present to Cris DeBord, VP for Talent & Culture. He then may have to take it to his executive leadership team. Subsequently, they are revamping Performance Management training for supervisors and will offer some training for employees, as they've done in the past.

New Business

Lisa asked if anyone was familiar with the New Employee Orientation forms for Facilities Management employees, which most of the group weren't. Lisa explained there are some units that are required to fill it out and some aren't.

Jim and Amber confirmed it did not originate in HR but maybe Facilities Management HR. Lisa feels that maybe it should be disbursed with oversight from HR.

Jim explained not necessarily; it could be based on a certain unit's specific needs. HR is working on a new onboarding process to be implemented in June. It will be a two-hour session that Andrea Yanego, Director of Talent Strategy, has been working on. All new employees will attend this session and it will include a welcome video from President Gee and if he's available, will even stop by to greet them.

Lisa inquired why Facilities Management has this specific New Employee Orientation form that some are required to complete while others are not.

Linda added that it was not only given to new employees, but the whole department. It is just one unit that is doing this.

What Amber has gathered from this, is that it's a tool that a supervisor is using to communicate expectations to their employees with regards to submitting leave and what not. In her opinion, this is a good tool. This supervisor is communicating with his/her employees and setting expectations.

Linda explained it is not that the employees are upset over filling out the form, it is that once again, it was the implied threat that you could be fired over not signing it or not abiding by what you signed off on.

Jim will follow up with Facilities Management Human Resources Manager, Maria Witt, but he doesn't see an issue.

Burlene added that many years ago, there was form that you ripped out of your employee handbook to acknowledge that you read the booklet. She is guessing that is something similar.

Amber indicated if employees feel it was communicated as a way to scare or intimidate them that would be a concern, not the document itself. If that was the case, they would be sure to look into it.

Becky feels there are some departments that need something like this because you don't know what is expected of you or your rights. She has been pushing for the School of Public Health to conduct a true orientation and refresher course for classified staff.

Lisa stated it's not the document itself, but what exactly the intent of it is. Jim understands that. Amber will follow up.

The topic of wearing uniforms outside of your regular work hours has come up recently such as where exactly would be acceptable to have it on if you are not working.

Linda further explained that in the custodial unit, everyone wears the uniform shirts like Facilities Management wears. They've been told they cannot wear the shirt anywhere other than work. She indicated she gets up and puts it on, drives into work and doesn't change clothes until she gets home. She feels if after work, she needs to stop at the store, then that's the way it is but if not, then they need to provide them with a place to change.

Larry said if so, they are going to have to make a designated changing area with lockers to put their regular clothes in.

Joan added she also wears a shirt and understands not going to a bar after work with it on but sometimes she needs to stop at the store to buy supplies for work.

Burlene doesn't think it matters if you're representing WVU in a good way, but of course if you are misbehaving, that is understandable.

Jim and Amber have not heard about this but will check on it.

Lisa said another topic that has come up recently is altercations outside of work hours. Another grey area, but if it were WVU related, she can understand that.

Linda, hypothetically, gave an example that if she and Mike saw one another at the store, she tells him she didn't like his comment at the Staff Council meeting today and they argue. At work the next day, Mike tells a coworker that Linda really upset him at the store. Linda then gets called into the office and is told she can be fired because she had her shirt on and was in public representing WVU in a bad light.

Jim explained these are fact specific scenarios that are difficult to generalize. If someone acted inappropriately outside of work wearing their uniform, then they would take action. The thing to remember is, if you have the uniform on, you must be aware of the image you are projecting. People have lost their jobs from posting inappropriate things on social media.

Guest Mike Summers pointed out that it is in the Workplace Violence Policy:

Violent conduct, action, or behavior directed to other University employees, customers, students, members of the public or University property that occurs during the course of the employee's duties or on the basis of work related issues during off duty hours is prohibited.

Burlene explained at the last Welfare Committee meeting, they discussed how there isn't enough appreciation or recognition for classified staff doing a good job. There's always focus on what we're doing wrong and not enough positivity for what we're doing right.

Jim agrees and that is another topic HR has on their list. They're looking at ways on how to engage, motivate and retain employees. That is really up to the departmental leadership and their goal is to show supervisors how their leadership affects employees. That will be included in the management/supervisor training. They will be conducting focus groups around campus, talking to employees and supervisors.

With regards to the years of service and retirement recognition that the Welfare Committee had discussed, Burlene noted what Lisa had brought up earlier – who will be funding it, who will be coordinating it, etc., so they will discuss that when they meet on Monday before the President's meeting.

Some employees have received pens and some have received a paper certificate acknowledgement for years of service placed on their desk. Burlene suggested maybe put it in ENEWS or something of the sorts.

Nancy suggested that for our June meeting, we meet at Knapp Hall in the 7th floor conference room instead of the HSC. We will need to cancel the reservation for the room at the HSC; Becky offered to take care of that.

Michael has received some inquiries from coworkers who have been following the minutes. They questioned why the minutes from our President's meetings are not published for public viewing. Lisa explained it is a private meeting and we've never published the minutes. It is a courtesy to Staff Council on behalf of the president.

Joan explained it is very much like an executive session.

Lisa commented that they are always welcomed at our regular monthly meetings. There is nothing we discuss at the President's meetings that we don't discuss here.

Larry pointed out how President Gee hosts breakfasts at his home for classified staff and encourages open conversation and questions. If you've not yet been invited, you can always send an email to inform them that you are interested.

Linda asked Jim when the 40 hour work week will be implemented. He explained he believes it will follow the 26 pays per year change which is set for some time between September to the end of the year.

Today marks Linda's 29 years of service and she has served on Staff Council since 1993. Ron added when they look back on all their notes, many of the same topics are still being discussed today. Lisa commented nothing happens overnight, but there are many good things that have been accomplished.

With regards to WVU community service hours, Ron questioned if there's any way to find out how much we have accumulated or what all we've done? Allen informed the group that the Center for Service and Learning, which he serves on, would have record of it and he could just email to get those figures. He will be out of town on Monday so he will not be at the President's meeting. Barbara used to work with them and offered to email them and let us know on Monday.

Allen brought up that during a campus conversations session, Narvel Weese, VP for Administration & Finance, had mentioned that merit pay increases probably aren't happening this year but rather there's a possibility of a one-time increase. Lisa explained we can't add anything like that to the agenda because Narvel will not be there but to please table that topic for our next President's meeting.

The President's meeting will be held on Monday, April 25, 2016 in the Greenbrier Room, Mountainlair at 11:00 a.m. Topics on the agenda are as follows:

- Rumors abound: Bluefield/Concord takeover by WVU
- What is the administration doing for the goal of One WVU? Particularly with HSC.
- Plans for communication to employees regarding perks/benefits. As we understand it, many are buried beneath layers of webpages instead of being centrally located or not in writing at all.
- WVU student, staff and faculty community service hours. What is the current total hours?

Nancy motioned for adjournment. Joan seconded. All in favor and meeting adjourned at approximately 12:15 p.m.