
West Virginia University Staff Council Meeting Minutes

May 15, 2019

8:15 a.m. – 12:00 p.m.

Mountainlair, Rhododendron Room

Name	Title	Department	Present
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	Yes
Browne, Thea	Administrative Assistant Senior	Main Library	Yes
Crabtree, Joan	Supervisor Campus Services	Facilities Management	Yes
Dunson, Terrence	Campus Service Worker	HSC Facilities Management	Yes
Forquer, Burlene	Manager Food Service	Mountainlair Catering	No*
Gill, Yolanda	Administrative Associate	Accessibility & Auxiliary Service	Yes
Griffin, Barbara	Developmental Advising Specialist	Academic Degree Programs	Yes
Irons, Rusty	Trades Specialist I	Facilities Management	Yes
Martin, Lisa	Special Events Coordinator Senior	Event Management	No*
Matuga, Amy	Administrative Associate	Physiology	Yes
May, Crystal	Office Administrator Senior	Microbiology	Yes
Morris, Jim	Assistant Vice President	HR Employee Relations	Yes
Musick, Dana	Administrative Secretary Senior	CEHS	No*
Nichols, Melanie	Supervisor Campus Services	Facilities Management	Yes
Robinson, Shirley	Administrative Assistant	Academic Affairs Administration	Yes
Runyon, Peggy	Campus Police Officer Lead	University Police Department	Yes
Torries, Michael	Academic Lab Manager II	Chemistry	Yes

***Excused**

Guest Speakers: Lisa Sharpe, *Executive Director, Shared Services Operations*

Sheila Securro, *Director, Workforce Administration, Shared Services*

Rich Cortellini, *Director, Operational Excellence, Shared Services*

Jameeta Lewis, *Director, Customer Service, Shared Services*

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

Call to Order

The meeting was called to order at approximately 8:25 a.m. by the chair, Michael Torries, and a quorum was established. The sign-in sheet was passed around for members to sign in.

First Business

Approval of April minutes was motioned by Joan B. Thea seconded. All in favor and motion was carried.

Treasurer's Report

By Joan Crabtree, *Secretary/Treasurer*

Joan reported a beginning balance of \$2,616.83 with the following expenditures:

-\$27.48 (Printing & Binding)

-\$21.20 (Phone)

-\$531.62 (Travel)

=\$580.30 total expenses

That leaves an ending balance of \$2,036.53.

Joan B. motioned for approval of Treasurer's Report. Crystal seconded. All in favor and motion was carried.

Chair's Report

By Michael Torries, *Chair*

Michael reported that Toni Christian, Director, Benefits Administration, had informed him recently that the University is ceasing the Child Care Assistance Program. The Care.com membership that is paid by WVU replaces it.

Per the last meeting, he followed-up with an email to Cris DeBord, VP for Talent & Culture, regarding those employees who do not have computer/email access when the Voluntary Separation Incentive Plans (VSIP's) go out. Cris explained they've done all they could to get the word out and held a special session for Facilities & Services employees on May 14th.

It was reported that 450 employees expressed interest or were eligible for the VSIP but only 150 employees will receive an offer.

Jim added they also held open sessions for Auxiliary Services and Dining Services employees – one at 6:00 a.m. at the Lair, which no one attended; one at 10:00 a.m. at another location, attended by three employees; and 3:00 p.m. at HSC, which no one attended.

Michael sent a welcome email to the new provost, Dr. Maryanne Reed, Provost and Vice President, Academic Affairs, and reiterated Staff Council's continued commitment to work with faculty and staff for the greater good at WVU.

Dr. John Campbell, Vice Provost, Academic Affairs, was scheduled to speak to the group today but had to cancel. He may be able to attend next month.

Advisory Council of Classified Employees (ACCE) Report

By Shirley Robinson, *Classified Staff Rep.*

Shirley reported they met at Potomac State in Keyser, WV on April 25th.

Beth Little, Dean of Enrollment Services & University Relations, greeted the group on behalf of President Jennifer Orlikoff, who was attending a meeting.

Beth shared some highlights of what was happening at Potomac State:

- They are now offering a Nursing program, under WVU accreditation
- The new Sustainable Agriculture Entrepreneurship, or SAGE, bachelor's degree program
- They have a new Esports program
- She also talked about their Equine program and facilities with the indoor arena
- Potomac State's core mission remains the same – to prepare students for careers
- They are transitioning from a two-year institution to a hybrid institution offering two-year and four-year degrees under WVU
- The VSIP offered to employees with 20 or more years of service will consist of either a six month or one-year pay-out for early retirement
- They are also facing issues with keeping graduates in the state

They also covered some committee reports. The Benefits Committee discussed some PEIA changes for the upcoming benefit year:

- The iSelect copay lowered to \$10
- The Healthy Tomorrow's program has been suspended – employees are no longer required to complete the reporting form
- UMR, a United Healthcare company, will replace Healthsmart as the third-party administrator; employees will be receiving a replacement card in the mail
- Employees may go to providers in the bordering counties of WV and other states without additional fees
- PEIA has added an appeal process for members who require a non-preferred drug
- The maximum Flexible Spending Account (FSA) contribution increased to \$2,700
- The 2019 annual Health Savings Account (HSA) contribution limited for individuals will be \$3,500; with family high-deductible health plan (HDHP), coverage will be \$7,000
- Healthcare card transactions under \$150 will no longer require supporting documentation for approval
- Healthcare FSA card transactions for dental claims will no longer require supporting documentation for approval

The Legislative Committee reported the following items:

- The special session scheduled for the Legislative Interim Committee meeting is on Monday, May 20 & Tuesday, May 21
- Senator Carmichael and Governor Justice will push the charter schools and Education Savings Account
- Legislators offered state-wide form for public input as did the Dept. of Education; legislators awaiting the DOE's report from these forms
- Some issues reported from these forms – smaller class size; more support for students' social needs with more counselors and school psychologists; testing requirements overall; accountability for testing scores
- They also discussed wanting legislators to attend ACCE and Classified Staff Council meetings at WV higher ed institutions
- They discussed the *Charleston Gazette-Mail* article about pay raises for state employees averaging 5% would be \$2,370 per employee, which is already built into the budget bill increases for personnel line items for agencies and divisions.
- Governor Justice has signed this bill with some adjustments – it sets aside monies for teachers' and service employees' pay raises to be determined by the special session coming up

The Web & Communications Committee chair is ensuring their website is kept up-to-date.

The Student Advocacy Committee had a discussion and PowerPoint presentation on the WV Invests grant program.

They reviewed each institutions' process for their elections of the ACCE classified staff rep and ACCE chair.

A concern at one or two institutions is merit-based pay systems are being rushed without an objective review of equity. Employees at senior levels are receiving raises while employees at minimum salary levels are not.

Once their April minutes are approved, she will share with the group.

Their Retreat will be held at Canaan Valley, who has always accommodated their needs. That will be held July 22-23, 2019.

The next ACCE meeting is scheduled for May 20th at Southern, in Logan, WV beginning at 9:00 a.m.

Committee Reports

Legislative Committee

By Peggy Runyon, *Chair*

Peggy distributed some handouts with summaries of bills in the legislation that pertain to higher ed.

She attended the ACCE meeting with Shirley to understand more about what they do. There was so much information that just doesn't trickle down to us, so she feels it is beneficial to be involved with this organization.

The ACCE is working to re-word the bill about classified staff in state code and then take it back to legislature because classified staff numbers are continuing to dwindle down, so they are looking at ways to incorporate classified and non-classified employees.

Email Shirley with any suggestions to take back to ACCE.

Jim confirmed that while a few schools have transitioned all classified employees to non-classified employees, WVU has no intention of doing that.

The Thank You postcards need to be filled out and will then be mailed. The message on each card will be as follows:

"We wish to thank you for listening to and acknowledging our concerns during the 2019 Legislative session. We look forward to working together with you to promote what is fundamentally best for the people of the state of West Virginia and all its employees."

Compensation Committee

By Joan Baldwin, *Chair*

Joan reported she has been in touch with Bob Richardson, Director, Compensation Administration, since he spoke to the group last month. Everything is at a standstill until the VSIP process is complete.

Tuition Assistance Committee

By Barbara Griffin, *Chair*

Barbara reported the Summer 2019 Tuition Assistance is complete with 11 employees awarded course tuition.

The Tuition Scholarship for Children of Classified Staff is also complete with around 17 students awarded for the 2019-2020 academic year. The WVU Foundation fund offers around \$2,500 to be distributed among applicants approved by the committee.

Blood Partnership

By Barbara Griffin

There is a blood drive scheduled for July 26th at the Mountainlair.

Barbara will not be part of Staff Council after June 30th but she will walk the new person through and provide her notes.

Mike and the rest of group thanked Barb for her service on Staff Council as well as with the committees she worked on and blood drives. She will be missed.

Welfare Committee

By Amy Matuga, *Chair*

Per last month's meeting, they are pricing certificate paper and printing costs for the milestone years of service certificates. Thea got a decent quote from Morgantown Printing & Binding to do everything. She'll provide that info next month.

They hope to have those completed by the end of June.

Athletic Council

By Joan Baldwin, *Classified Staff Council Rep.*

Joan reported the next meeting will be held June 18th.

The football season tickets Amy had requested her to check into for the Welfare Committee fundraising efforts is not possible.

Transportation & Parking

By Yolanda Gill & Terrence Dunson, *Classified Staff Council Reps.*

Yolanda reported the Transportation & Parking Advisory Committee (TPAC) will meet on May 31st.

Michael had an inquiry that he'd like for them to address. A classified staff employee emailed him about a parking issue. The employee works at Evansdale Crossing and they are upset about golf students getting permits to park there; namely students purchasing permits in Area 51. A few members said students can purchase permits for any parking lots across campus.

This employee also has concerns with how parking is being handled during graduation at the Coliseum and her having to park in an overflow lot on the Friday before Commencement. Michael explained to her that our students come first during this time.

Amy brought up hospital employees parking in Areas 84 & 86. They have their own parking now so she's not sure why they are using those lots.

Joan B. said some time ago, Clement explained because not everyone is going to be there every day, they sell more permits than there are spaces. Joan C. said when she's trying to find a spot in her permit-paid lot and can't find one, she calls Parking and asks where she should park, and they direct her to another lot.

Michael also had concerns about adequate enforcement personnel.

Stansbury employees are now parking in Area 1 which is causing issues.

Another item brought up was where summer student permit-holders are going to park.

The consensus was to invite Clement Solomon, Director, Parking Management, to an upcoming meeting. Janelle will reach out to him.

Tobacco Free Task Force

By Michael Torries & Joan Crabtree, *Classified Staff Council Reps.*

Joan said she hasn't received anything from them lately.

Michael reiterated they are in the process of forming a steering committee to replace this task force.

Peggy attended the Alcohol & Other Drugs committee meeting. Frankie Tack, Addiction Studies Minor Coordinator & Clinical Assistant Professor, is coordinating grad students to serve as ambassadors to work across campus and respectfully provide cessation info to smokers.

Thea contacted someone at Harvard to ask about their smoking policy. They have a similar policy but have their campus police officers enforce, although they do not want to.

Guest Speakers

Shared Services Update

Lisa Sharpe, *Executive Director, Shared Services Operations*
Sheila Seccurro, *Director, Workforce Administration, Shared Services*
Rich Cortellini, *Director, Operational Excellence, Shared Services*
Jameeta Lewis, *Director, Customer Service, Shared Services*

Lisa agreed to provide an update about the ongoing formation of the new Shared Services and brought along the newest employees for the center.

Jameeta has an extensive background in customer service; most notably at Giant Eagle and Verizon. She loves working with people to make an organization successful. Everyone has been so nice here and she is so happy to be part of the WVU family.

Rich has operational excellence and training & development backgrounds. He comes from Mylan where he spent 8 years in Training & Development. He's also worked in the auto industry and construction/hydraulics. He has a focus on streamlining processes and efficiencies which he feels will be beneficial in the call center.

Sheila's new position will consist of the transactional steps of hiring and retiring of employees in the center including adding them to payroll; recruitment support; benefits enrollment; as well as other support in the HR area and Talent & Culture.

Sheila has been at WVU since 2007; she had left once and then came back. She had previously worked in Compensation Administration and most recently served as the Director of Strategic Projects which led to her involvement in the Shared Services.

Lisa shared they've acquired a knowledge base vendor, Salesforce. We already use the platform for student recruiting.

The other piece is an onboarding system and the technology.

They have a location and the communications team is working with the people who are currently housed there.

They have not decided on store front locations, but they want it to be common areas across campus. It could be one larger location or two locations. A facilities crew is scouting areas.

Organization staffing is an ongoing process and they want to proceed with thoughtfulness.

Mountaineer Marketplace approvals will be happening in the Shared Services Center. MyExpenses will be moving into the center as well.

With regards to the VSIPs that are currently happening, they want to have the proper communication with leaders in those units by July.

They will then speak with those affected by the Service Center and have Campus Conversations.

Most departments across the University will have access to Shared Services except Athletics and the President's Office.

They anticipate training taking place late Fall. They are working on the technology.

Their goal is to have it go live in January 2020.

Old Business

The Reduction-in-Force (RIF) Rule was approved by the BOG on September 28, 2017. The same committee that reviews the VSIP candidates also reviews the RIF candidates.

Amber explained that once the notification is presented to the employee, they have 60 days that they can continue to work and get paid. They are then offered a severance package, based on their years of service, which can be anywhere from 4 weeks to 44 weeks. On average, the severance pay is around 26 weeks.

During Fiscal Year 17-18, there were 19 benefits-eligible classified staff RIF'd, including regional campuses.

During Fiscal Year 18-19, there were 5 benefits-eligible classified staff employees RIF'd, including regional campuses.

Of the 24 classified staff positions RIF'd, 6 of those individuals were eligible to retire.

Per sector of classified staff positions which were affected by the RIFs are as follows:

- Administrative/Managerial – 1
- Clerical/Secretarial – 4
- Paraprofessional/Technician – 4
- Physical Plant/Maintenance – 2
- Professional/Non-Teaching – 13

New Business

This was the last Staff Council meeting Jim will attend as he cut back his hours at work. Jim has been an ex-officio member of Staff Council for 15 years. The group expressed their gratitude for his service to this organization. He'll certainly be missed at our meetings.

The 2019 Performance Review process will begin Monday, May 20th. An email will be going out to employees with a request to complete the pre-review. Joan B. said pay raises are likely off the table this year but questioned whether this Performance Review will affect the next time pay raises may be feasible.

Amber explained they should be done every year; regardless of merit increases. They are a tool to gauge an employee's performance. Her perspective is that everyone should follow through with the process as we don't know as of now whether there could be a merit increase.

Michael received an email from an employee who has concerns about having to pay \$20 for a new id card since the old one was worn. Card Services explained that is how they get their funds for equipment and the cards. Everyone will gradually get new cards that have a chip in them, so you won't need to swipe but rather touch your card to a pad to unlock doors.

Joan C. said her employees use their cards all the time, so their department's budget pays for replacements. Michael will follow-up with the appropriate persons regarding this issue.

Amy said it has been taking a very long time for Mountaineer Marketplace to process travel reimbursements. Thea said to keep in mind that it depends on where the money comes from. If it's the state, it does take longer. Michael or Peggy will follow-up with someone at Mountaineer Marketplace.

A few people brought up the WVU Alert text messaging system and problems with not getting texts or a delay with getting texts. It could be your carrier that determines it. The group would like more information about the process but aren't sure who to contact. Peggy and Michael will follow-up on that.

President's Meeting

The President's Meeting is scheduled for Monday, May 20, 2019 beginning at 11:00 a.m. at the downtown Wise Library, Room 104. Agenda items were determined by the group as follows:

- What other types of budget cuts are we looking at?
- Are there any specific legislative items we should be focusing on?
- Any projected number for fall enrollment?

Thea advised Janelle to check with the library about the room because it probably isn't available now because of an event tomorrow.

Adjournment

Joan B. motioned to adjourn. Crystal seconded. All in favor and meeting adjourned