



Meeting Minutes

August 21, 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	University Libraries	No*
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*
Goodman, Andrew	Library Associate	University Libraries	Yes
Henderson, Angela	Program Assistant II	A&S World Languages	Yes
Hughes, Tiffany	Residence Life Specialist	SL Housing & Residence Life	Yes
Martin, Lisa	Special Events Coordinator Senior	Event Management	Yes
Matuga, Amy	Administrative Associate	Physiology	Yes
Musick, Dana	Administrative Secretary Senior	CEHS	No*
Nichols, Melanie	Supervisor Campus Services	Facilities Management	Yes
Patrick, Kevin	Project Coordinator	University Registrar	Yes
Robinson, Shirley	Administrative Assistant	Academic Affairs Administration	Yes
Runyon, Peggy	Campus Police Officer Lead	University Police Department	Yes
Stewart, Dianne	Program Assistant II	Undergraduate Admissions	Yes
Tennant, Amber	Director	T&C, Employee Relations	Yes
Torries, Michael	Academic Lab Manager II	Chemistry	Yes
Villers, Charlene	Nutrition Outreach Instructor	Extension Services	Yes
Weimer, Brian	Trades Specialist I	HSC Facilities Management	Yes
Wilson, Natalie	Assistant Director	T&C, Employee Relations	Yes

***Excused**

Guest Speaker: Rocco Fucillo, *Senior Advisor & Director, State Government Relations*

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

Call to Order

The meeting was called to order by the chair, Peggy Runyon, at 8:20 a.m. and a quorum was established. The sign-in sheet was passed around for members to sign in.

First Business

Approval of July minutes with a few revisions motioned by Joan B. Melanie seconded. All in favor and motion was carried.

Treasurer's Report

By Melanie Nichols, *Secretary/Treasurer*

Melanie reported a beginning balance of \$4,610.00 with the following expenses:

-\$9.68 (Printing & Binding)

-\$21.20 (Phone)

-\$54.05 (General Office Expense)

= \$84.93 total expenses

That leaves an ending balance of \$4,525.07.

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

Chair's Report

By Peggy Runyon, *Chair*

Peggy has been addressing many rumors in the past month. She advised that if someone comes to you with an issue to ask questions and get the facts before going any further. If you cannot answer their question, give it to her and she'll take the next steps.

Advisory Council of Classified Employees (ACCE) Report

By Shirley Robinson, *ACCE Classified Staff Rep.*

Shirley reported they held their annual retreat on July 22nd- 23rd at Canaan Valley Resort and Conference Center in Davis, WV.

They went over updates for salary increases for all staff and each institution gave a report:

- WVNET staff received a salary adjustment of \$1,118 across the board, effective July 1; no discussion of moving all staff to non-classified

- Shepherd University staff increases are on hold until September after review of enrollment numbers; still have classified and non-classified staff
- WV Higher Education Policy Commission (HEPC) staff received \$2,370 across the board, effective July 1; still have classified and non-classified staff
- Fairmont State University staff received 2% increase, effective August 1; all staff has moved to non-classified
- Southern WV Community & Technical College staff received \$2,370 across the board, effective July 1; no discussion of moving to all non-classified
- West Liberty University has no information about increases; all non-classified
- WV Northern Community College staff salary adjustments based on market, effective July 1; all staff moved to non-classified; said everyone is critical to the operation of the institution
- Eastern WV CTC staff received a 4.5% increase across the board for all permanent employees; still have classified and non-classified staff
- Mountwest CTC staff received 5% across the board for all permanent employees; no discussion of moving all staff to non-classified
- Concord University staff received \$1,000 across the board, effective August 1; still have classified and non-classified
- WV State University staff received \$1,198 across the board; moved all staff to non-classified and considered critical; extended progressive discipline to employees below direct level
- New River CTC staff received \$1,800 across the board, effective July 19; still have classified staff
- Marshall University staff received 4% across the board, effective July 6; still have classified staff
- WVU has no information regarding increases; still have classified staff
- Bluefield State College had no increases but will review in January 2020; still have classified staff
- WV School of Osteopathic Medicine staff received \$2,379 across the board; all employees are non-classified and considered critical
- Glenville State University staff and faculty received a 4.1%; three out of four employees below market were brought up to minimum; all employees non-classified and considered critical
- Pierpont CTC had no information; still have classified staff
- BridgeValley CTC staff received \$2,000 across the board, effective July 1; still have classified staff

Amber confirmed WVU has no intention to move to all non-classified employees. Due to legislation, there were some ITS employees who had moved to non-classified last year.

Bob Long, Emeritus, ACCE, is collecting data on the number of state employees that are paid by state funds or other funds/revenues. Some institutions aren't getting increases even though they have been receiving money to give increases to those who are paid with state funds.

He and Ken Harbaugh, retired, Shepherd University, gave a presentation on responsibilities as classified employee leaders. Some discussion points were responsibilities of Staff Council chair; ACCE reps; and BOG reps.

They discussed that ACCE needs to be the conduit to facilitate the BOG representative and the Staff Council chair to collectively work together.

Ken Harbaugh also gave a presentation on ACCE and travel, attendance, etc. Some institutions are making it difficult for reps to attend meetings.

They talked about conference calls and they found it to be too difficult to facilitate with so many people and ACCE doesn't have the funding to pay for it.

Amy Pitzer, Director of Communications at Concord University, gave a presentation on advocacy with topics of being an advocate.

With regards to the ACCE survey, it was decided to put that on hold for now.

They discussed if the BOG and ACCE reps should be voting members of institutional Councils.

They were given a presentation on Payroll and other related content.

Some issues brought up were unfair treatment and/or inconsistent treatment toward employees between institutions; development of a progressive discipline in code; the loss of protections that reduce the ability of employees to participate and point out an institution's lack of accountability for fear of retaliation/loss of employment.

They discussed the intent of removing protections (changing classified to non-classified) to possibly not hold the institution accountable; tuition increases compared to pay increases, etc.

They went over some changes to their Bylaws; updated their website; and conducted their election of officers

Board of Governors (BOG) Report

By Lisa Martin, *BOG Classified Staff Rep.*

Lisa reported they held a special meeting on July 31st and approved three financing projects:

- Reynolds Hall will be located where Stansbury Hall stood and will house the John Chambers College of Business & Economics
- Mylan Puskar Center will undergo some renovations to better accommodate our Big 12 venue (mostly funded by donors and separate from University monies used for salary adjustments)
- Hodges Hall is undergoing a renovation; the first since being built in 1954
- The Eberly College of Arts & Sciences' Women and Gender Studies; Native American Studies; and World Languages & Literature will move to Hodges Hall

They had a brief meeting last Wednesday under executive session which was just informational; no voting.

Their next meeting is scheduled for September 12th and 13th at the Erickson Alumni Center.

Committee Reports

Legislative Committee

By Michael Torries, *Chair*

Michael did not have a report but Peggy suggested they begin working on the legislative brochure for this session to distribute to legislators.

Welfare Committee

By Amy Matuga, *Chair*

Amy reported they informally met while putting the backpacks and school supplies together.

They distributed 34 backpacks and she received a few more requests recently. Peggy provided a lot of supplies in addition to the \$160 from donors in order to fulfill those requests. The Dental School provided enough toothbrushes and toothpaste to put in each backpack which was really helpful.

Several recipients expressed their gratitude for the extra help.

Student Retention Ad-hoc Committee

By Kevin Patrick, Jr., *Chair*

Kevin reported they conducted their meeting via Outlook's distribution function. Shirley reached out to Dr. Paul Kreider, Vice Provost, Academic Affairs, and Dr. Evan Widders, Associate Provost, Academic Affairs, to schedule a time for them to come in and speak to the group.

Peggy added that to align with our student retention initiative, members brought in non-perishable items to donate to The Rack, as Lisa had suggested. Those items were delivered and they were very appreciative of the donations.

Guest Speakers

Tobacco and Smoke Free Campus

Rocco Fucillo, *Senior Advisor & Director, State Government Relations*

Jack Swiney, *Education Graduate Assistant, Tobacco Free Mountaineers, WellWVU*

Rocco agreed to come in today to give their presentation of the new BOG Finance and Administration Rule 5.6 – Tobacco- and Smoke-Free Campus which prohibits smoking in any form, including e-cigs and vapor products, on WVU property, which includes regional campuses, and became effective August 1. He also serves as chairman of the Tobacco- and Smoke-Free steering committee.

Rocco thanked the group for the opportunity and also extends thanks to Michael and Joan C. who had served on the Tobacco Free Task Force before it was transitioned to a steering committee.

The sole purpose the Task Force is to promote health and wellness, above all. The Tobacco Free policy was first implemented back in 2013 but it did not have much compliance and enforcement. The new Rule now includes e-cigs/vaping which has become very popular among young people. Studies show that 70% of high school students and 44% of middle school students have tried vaping.

West Virginia leads the nation in death by tobacco/smoking/cardiovascular disease.

WVU is committed to promoting a culture of voluntary compliance on our campuses:

- Students who violate the rule will be subject to Student Conduct proceedings
- Faculty and staff who violate the rule will be subject to disciplinary proceedings as permitted by WVU policy
- Visitors who violate the rule will be asked to leave campus and if not, may result in additional sanctions
- Employees of vendors or contractors will be reported to their employer for appropriate remedial action

Compliance and Enforcement:

Faculty/Staff:

- First Offense – Issue Notice of Policy Violation
- Second Offense – Notify Talent and Culture or Office of the Provost
- Third Offense – Tobacco Cessation Opportunity (if attended, voids violations; if not attended, the next step will be determined)

Student:

- First Offense – Issue Notice of Policy Violation
- Second Offense – Notify Office of Student Conduct
- Third Offense – Notify WellWVU; Tobacco Cessation Opportunity (if attended, voids violations; if not attended, the next step will be determined)

Visitor:

- First Offense – Issue Notice of Policy Violation
- Second & Third Offenses – Standard University Police Department Protocol

Vendor:

- First Offense – Issue Notice of Policy Violation
- Second & Third Offenses – Standard Procurement Contracting and Payment Services Protocol

WVU has hired a compliance officer to monitor the Morgantown campus and will be equipped with a body cam.

With regards to Ruby Memorial Hospital employees, they've met and will continue to meet with administrators. They are in the process of updating their policy.

Violations can be reported anonymously via a new website, <https://tobaccoandsmokefree.wvu.edu>.

The University will implement a Tobacco and Smoke Free Campus Ambassador program for students in partnership with WellWVU to promote awareness of the policy, wellness, and cessation programs that are offered to students, faculty and staff.

Cessation Resources:

- Breathe Well. Live Well. – WVU Medicine's six week, one-hour sessions, smoking cessation program, no charge. For more information, call 304-293-2370
- WVU Insurance plan benefits for faculty and staff – PEIA PPB Plans A, B and D. For more information, call 888-680-7342 or email peia.help@wv.gov or visit peia.wv.gov/wellness_tools/Pages/Tobacco-Cessation-Program.aspx
- The Health Plan – offers smoking cessation classes to members. For more information, visit healthplan.org/for-you-and-family/health-wellness/core-wellness
- WVU Health Insurance Benefits for Students – WVU students covered under Aetna Student Health Insurance are provided “use of tobacco products counseling office visits” which are covered at 100% per visit. For more information, call 866-654-2338 or visit <https://aetnastudenthealth.com/schools/wvu/pdbs1819.pdf>
- West Virginia Tobacco QuitLine – some residents are eligible to receive free phone coaching services and nicotine replacement products through the QuitLine. For more information, call 877-966-8784 or visit <https://dhhr.wv.gov/wvntp/cessation/quitline/pages/default.aspx>
- National Cancer Institute – also operates a QuitLine, free and anonymous smoking cessation counseling. For more information, call 877-448-7848 or visit <https://smokefree.gov/tools-tips/apps>

Communications Timeline:

- June 10 – update door signage
- July 10-23 – meet with key constituent groups
- July 22 – launch [Tobacco and Smoke-Free Campus](#) website
- July 23 – message to ELT and Deans
- July 24 – message and talking points to supervisors
- July 25 – HTML email to all WVU faculty and staff/ENEWS/UNews feature/system-wide InfoStations campaign begins/ social campaign launches
- August 15 – International NSO messaging/distribute “quit kits”/ cessation resource cards
- August 16 – NSO messaging/distribute “quit kits”/ distribute cessation resource cards
- August 17 – distribute cessation resource cards at “I Survived Move-In” parent reception and residence hall floor meetings
- August 18 – distribute cessation resource cards at Mountaineer MovieFest and Student Org Fair
- August 19 – *Inside WVU Today* feature; messaging shared at “Get Connected to WVU” events

- August 20 – distribute “quit kits” and cessation resource cards at FoodFest and FallFest
- August 26 – reminder email message to all WVU students
- August 30 – PSA prior to first home football game reminding attendees that vaping and smoking is confined to designated smoking areas
- September – host a series of Campus Conversations in Morgantown, Beckley and Keyser

Jack summarized that the student ambassador program will be a peer-to-peer education initiative. They will survey the campuses for violations of the policy and will engage the ‘offender’ in a respectable manner, asking them if they’ve heard of the policy; inform them of the policy; and ask if they’ve ever considered quitting. Research has shown the simple act of asking someone about cessation increases their chances of quitting. If they are interested, they will be given a quit kit and directed to further resources. As of now, they have ten student ambassadors and will likely have more once the semester gets underway.

Old Business

Terrence provided the results of the Walk a 100 Miles in 100 Days. Out of 300 teams, they walked a total of 1,024,171 miles. The Staff Council Strollers, comprised of 9 members, walked a total of 1,520 miles.

Regarding the Voluntary Separation Incentive Plan (VSIP), Amber shared they’ve had the conversations with the leaders and the committee has reviewed all offers. Currently, Samantha Burwell, Assistant Director, Talent & Culture, and her team are working on the finalities before the offers are given to employees, sometime in September.

Melanie questioned if it was possible to have Staff Council representation on the VSIP committee. Amber said it was discussed previously and ultimately was not approved. Representation on the committee consists of several areas: Provost’s Office; Finance; Talent & Culture; and General Counsel’s Office.

There were two Reductions-in-Force (RIF) recently at the Law School due to budget issues. Those individuals either did not meet the qualifications to be offered a VSIP or did not express interest.

Melanie’s understanding was that the two individuals were not aware of the RIF before it happened and had they known, they would have expressed interest in the VSIP. Amber indicated one would’ve been eligible, the other would not. The benefit of the RIF’s severance package for that individual was equivalent to what the VSIP would’ve been.

Amy said she contacted Card Services regarding the free card replacements which was announced on ENEWS and they said HSC employees weren’t eligible. Peggy will check on that.

Amy asked on behalf of someone, that if there’s a position where someone wants to take the VSIP but their department won’t approve it and there’s another position in a different department which is VSIP eligible and they are comparable positions, could the one where they want the

VSIP contain the buy out and the other person transfer to that position. Amber said no, they're not replacing that position.

Amber relayed if someone has questions, there is a generic VSIP email address which goes to the group that manages the project. They can also call Employee Relations with questions.

Regarding the arrears pay with retirees, Amy asked if it was possible for them to pay it back incrementally instead of all at once. Amber contacted Toni Christian, Director, Benefits Administration, and she confirmed that it was looked at before and there was a complication with the Payroll system and the state system which doesn't make it possible.

Michael shared the two individuals approved for Staff Emeritus have been sent congratulatory letters.

We will need to wait for the next month's budget report to verify if the remainder of our budget from last fiscal year has been transferred to supplement the fund for the Tuition Scholarship for Children of Classified Staff.

New Business

There is one Classified Staff Emeritus applicant the group must review and vote on. There was also one other applicant who is non-classified. Amber asked Janelle to forward that information to Natalie.

Lisa motioned to go into executive session for discussion. Joan B. seconded. All in favor and motion was carried.

Lisa motioned to come out of executive session. Joan B. seconded.

Joan B. motioned for the Executive Committee to meet to go over the requirements for Staff Emeritus. Michael seconded. All in favor and motion was carried.

Kevin motioned to table the Classified Staff Emeritus application until after the Executive Committee meeting. Michael seconded. All in favor and motion was carried.

Amber said one of the perks of being awarded Staff Emeritus is maintenance of your WVU email address. There seems to be confusion with the Emeritus applicants with whether they are allowed to keep their current email and all content within that account or whether they lose it and transition to an @retiree.wvu.edu email address. The ITS policy is when someone resigns or retires, they will only retain the emails in their account for 30 days. If an Emeritus decision isn't made within that 30 days, that content is automatically deleted. They will be able to retain an email address but it may be the @retiree email address; you won't necessarily be able to retain all content in your inbox.

Some retired faculty emeriti may have an active WVU email address and that is due to them actively conducting research. For most staff, they won't be doing any work on behalf of their unit after retirement so there is no need to keep old emails.

The group discussed having an @emeritus.wvu.edu for those awarded Staff Emeritus. Peggy will meet with ITS and Toni soon to discuss that possibility.

Peggy brought up the plaques which were handed out to the first three recipients of the Staff Emeritus award and questioned if that will be an ongoing offering.

Dianne motioned to continue the tradition giving a plaque to those who have been awarded Staff Emeritus. Tiffany seconded. All in favor and motion was carried. Peggy will look into that. Lisa offered to order the plaques as she did before.

President's Meeting

The President's Meeting is scheduled for Monday, August 26, 2019 beginning at 11:00 a.m. at the Mountainlair, Rhododendron Room. The group could not determine any urgent items that required President Gee's time so they collectively decided to cancel it.

Adjournment

Lisa motioned to adjourn. Joan B. seconded. All in favor and meeting adjourned at noon.