

# West Virginia University Staff Council Meeting Minutes

July 16, 2014

8:15 a.m.

Jerry West Lounge – Coliseum

Name	Title	Department	Present
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	Yes
Baldwin, Larry	Electrical Technician	HSC	Yes
Bise, Linda	Program Assistant II	HSC	Yes
Bolyard, Emmitt	Purchasing Assistant I	Facilities Management	Yes
Bremar, Nancy	Nutrition Outreach Instructor	Extension Services	Yes
Bright, Karen	Nutrition Outreach Instructor	Extension Services	No (excused)
Campolong, Linda	Housekeeper	RFL	Yes
Campolong, Ron	Trade Specialist	Facilities Management	Yes
Crabtree, Joan	Supervisor Campus Services	Facilities Management	Yes
Eddy, Pam	Grants Resources Specialist	Dept. of Medicine	Yes
Edwards, Tiffany	Administrative Secretary	HSC	No
Fletcher, Louise	Traffic Enforcement Officer	Transportation/Parking	Yes
Hammack, Diana	Accounting Clerk	Biology	Yes
Martin, Lisa	Project Coordinator Senior	Event Management	Yes
Martinelli, Dixie	Office Administrator	Extension Services	Yes
Martinelli, Paul	Program Manager	Extension Services	No (excused)
McCormick, Beth Ann	Admissions Coordinator	School of Medicine	Yes
Morris, Jim	Director	Employee Relations	No (excused)*
Wodzinski, Amy	Program Coordinator	FIS	Yes

*\*Amber Tennant, HR Assistant Director of Employee Relations, sat in for Jim Morris.*

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

## **Call to Order**

Meeting called to order by Chair Lisa Martin at 8:15 a.m. and a quorum was established.  
Meeting sign-in sheet passed around for members to sign.

## **First Business**

Approval of June minutes motioned by Beth Ann. Joan B. seconded. All in favor and motion was carried.

## **Treasurer's Report**

By Diana Hammack

Diana reported expenses totaled \$840.19 for the month of May but did not have the expense list available; she will provide specifics at next month's meeting. The report for June is as follows:

\$139.00 (digital documents/envelopes)

- \$21.73 (phone bill)

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= \$2468.21 (ending balance for the fiscal year)

Lisa also wanted to add that the tin of cookies for the Staff Welcome Reception was \$17.95. That should be reflected on the next report.

Nancy motioned to approve Treasurer's Report. Beth Ann seconded. All in favor and motion was carried.

## **Chair's Report**

By Lisa Martin

Lisa reported she, Dixie, Paul, and Nancy had another meeting with VP of Human Resources, Margie Phillips and VP of Administration & Finance, Narvel Weese regarding the proposed 40 hour work week. Lisa provided a collection of emails sent to her and/or Staff Council from WVU employees voicing their concerns. Paul and Dixie also had copies of emails they had received. Narvel and Margie are working on a survey to send out to all classified staff which will be accessed and completed via the Votenet software. Lisa added that they (Executive Committee) had requested to look over the questions before they are sent out. No update yet but she will be contacting Narvel early next week to inquire.

They were also asked to submit questions to Narvel for a FAQ page. She suggested it be featured on the HR website and we could also provide a link to it on our website. This should also let others know Staff Council has not voted on this in support of it. Lisa proposed putting a brief statement on our website stating we have no position in this as of yet. She will send out a statement to Staff Council for approval before adding it the website. Amy motioned. Diana seconded. All in favor and motion was carried.

### **ACCE (Advisory Council of Classified Employees) Report**

By Paul Martinelli

No report today as Paul is at Chief Logan State Park with the ACCE voting on a new chair. He did send copies of handouts he has sent out recently for anyone who didn't receive one.

### **BOG (Board of Governor's) Report**

By Dixie Martinelli

Dixie will be attending a summit August 1<sup>st</sup> – 2<sup>nd</sup> in Charleston presented by the HEPC (Higher Education Policy Commission) to all institutions board members. She is hoping for a chance to speak with Bruce Berry, Chair of HEPC in regards to the 40 hour work week.

On August 13<sup>th</sup>, she will be attending an Ethics Training for the BOG.

Lisa wanted to add that Dixie will be giving her presentation on behalf of Staff Council as the BOG rep during the board meeting scheduled for September 18<sup>th</sup>; location is to be announced. Lisa encouraged everyone, if they can, to please attend.

### **Committee Reports**

#### **Athletic Council**

By Joan Baldwin

Joan reported they were asked to review some information regarding certain students to vote on who should be the outstanding captains of varsity teams with the Fred Schaus Award. She expressed that she feels whoever holds the highest GPA is usually her choice. She believes the winner will be someone from soccer or volleyball.

#### **Compensation Committee**

By Linda Campolong

Linda had a brief report with regards to the holiday pay still in question. Supervisors are concerned with the way pay checks are broken up due to different cut offs and thus are not being compensated fairly resulting in having difficulty getting people to work overtime.

## **Legislative Committee**

By Nancy Bremar

Nancy reported they are planning a visit during interims for September 9<sup>th</sup> and should have a schedule set within the next few weeks.

## **Parking & Transportation**

By Larry Baldwin

Larry informed the group of a proposed meeting with Kim Hartsell, Assistant Director of PM Parking and Clement Solomon, Director of PM Parking, regarding state and WVU employees parking issues, namely an issue with a gentleman who was a state DOH employee for 22 years; he has been at WVU for over three years. He had requested to be moved to the lot at the top of the hill (HSC). Cathy Patterson (Assistant Director of Maintenance, HSC) denied it and moved it over to the move list which has since been taken off the website again. Larry inquired about it with Kim and after some email correspondence, she highlighted in the minutes from a President's meeting some time ago where Fred Butcher was asked about other state employees and WVU employees parking. Fred confirmed WV state employees, not just WVU employees. Larry provided the info to Cathy Patterson who upheld her decision and he also took it to Norma Tennant (Special Assistant to the VP, HSC) and Leonard Lewis (Director of Facilities, HSC) who disagreed with it as well. He then informed Kim of their answer and she explained she would talk to them. She then replied to Larry via email that they won't do state employees because of the controversy but she and Clement are working on a new plan and want his input, however, he will be on vacation that week. Lisa suggested that Louise Fletcher sit in for Larry. They will follow up with Clement and Kim.

The group agreed to invite Clement, Kim, and possibly Cathy to an upcoming Staff Council meeting. Joan B. suggested anyone who is having these parking issues or know of people having issues, to write them all down. Larry will gather anything he has received as well.

## **Tuition Assistance**

By Amy Wodzinski

Amy reported they have made a decision with regards to the Tuition Scholarship for Children of Classified Staff and have chosen four (4) students who will be awarded \$750 each.

Lisa has sent the roster for the Fall 2014 Tuition Assistance applicants to Brian Hoover in the FA office for processing and approval.

## Welfare Committee

By Linda Bise

Joan C. reported at their last meeting, they went over the pros and cons of the proposed 40 hour work week. They also discussed the parking issue that Larry had brought up today.

Lisa stated she has plans to put another notice on ENEWS of the Staff Council monthly meetings and offered to give notice of the Welfare Committee meetings as well. Joan C. will let her know what day and time they will meet.

Amy Wodzinski noted that the blood drive flyers should arrive on Monday for the upcoming Staff Council Blood Drive to be held August 13, 2014 at the Waterfront Place Hotel. The red cell donor machine will also be available.

Lisa updated the President's Meeting agenda to include the topic of bullying in the workplace. Ron feels this is something that needs addressed again since it has been overlooked in the last few years. Lisa questioned if the people who are dealing with this situation have gone to HR or if they are asking Ron to speak on their behalf. Ron mentioned former council member, Lana Cooke, who had started the discussion group. Linda C. added a lot of people are afraid to say anything for fear of the problem getting worse.

Nancy brought up the Healthy Workplace Committee that was created for these types of situations. She has sent emails asking about this committee; if it still exists. She feels this should be added to the President's Meeting agenda.

Lisa questioned if this would be something for David Fryson, in the office of the Executive Director for Social Justice's VP of Diversity, Equity & Inclusion. Amber Tennant stated his group usually handles discrimination of race, gender, religion, and sexual harassment issues. Employee Relations would handle workplace bullying which they have had several cases over the past few years, however, they cannot assist someone with an issue that they are unaware of.

Lisa inquired in the event that Jim cannot attend the President's Meeting on Monday, if Amber could sit in for him if she is available. Amber will check with Jim and Margie.

Nancy feels there should be an advocate for classified staff to guide them along the path if the employee is facing any kind of harassment or bullying.

Lisa asked about the training that HR employees receive. Amber confirmed most of the staff, including herself, are certified professional HR staff and they receive approximately sixty (60) hours of training every three (3) years that includes: hostile work environment training, investigation training, updates on laws, etc.

Larry wanted to bring up the topic of tobacco use. He feels if the campus has a tobacco-free policy, then employees should not be able to have their pack of cigarettes sitting out on their desk. He also sees employees using smokeless tobacco and spitting into a bottle. Linda C. brought up that the university's tobacco-free policy applies to adjacent property but some of that

property is privately owned. There is always employees and students who stand there to smoke. Dixie added that several construction workers smoke on the campus and some employees are told they can't even smoke in their cars. Lisa suggested that there be more signage.

Nancy brought up the use of the electronic cigarettes and how many people are now using it to quit smoking; if they are prohibited to use on campus or in your office. Amber feels that use of an e-cig or hookah at your desk, while it may not be prohibited if it doesn't contain nicotine, it's how you want to professionally portray yourself at work. And, the e-cigs look so similar to real ones, that it is hard to tell from a distance if someone is really smoking or "vaping".

Ron C. wanted to add with regards to the smoking policy, how WVU can enforce policy on adjacent property that most likely belongs to someone else and that includes city sidewalks.

Linda C. inquired about a "puff-hut", a designated place with an ashtray for smokers on campus. They allow people to smoke at football games while tailgating, as well as alcohol use.

Beth Ann serves on a committee at HSC that have discussed the tobacco-free policy and added that the problem is mainly because WVU is a campus within a city. She feels if the huts were to be available, it would be a violation of city ordinances of the smoke-free policy in public establishments. That excludes special events such as football games and such.

Joan C., who works in the residence halls, sees students leave the campus in the early morning hours to smoke in a dark alley. She feels that is a safety issue not just for students but for staff. A staff member was hit in the head with a beer bottle one evening while she was on break.

## **Old Business**

With regards to the Emeritus status for classified staff, Lisa has not had the chance to put an Ad-hoc Committee together. She is asking if anyone would like to volunteer; she would like a group of at least three.

Joan B., Beth Ann, and Nancy volunteered as the Ad-hoc Committee members.

Lisa reminded the group of the Election Committee nominations. She asked that everyone bring a name of at least one (1) person to vote on; they need a total of five (5). The committee members cannot run for a seat on Staff Council in Spring elections and must be full-time classified staff.

Lisa also wanted to review the unexcused absences policy, as stated in the By-laws, with regards to missed monthly Staff Council and President's meetings. You are allowed a total of six (6) unexcused absences; anymore after that is grounds for removal from Staff Council. The group has noted the absence of a member, Tiffany Edwards, whose unexcused absences has exceeded the allowance.

Lisa asked the group if they would like to discuss this or vote on it. Nancy indicated the group should vote, as well as Beth Ann.

Lisa added that all she asks is if for some reason you cannot attend the meetings, to please just send her a quick email/phone call/message. The group felt that is not an unreasonable request.

Lisa had also contacted her a month or so ago when the unexcused absences were reviewed and told her if she was having any difficulties attending meetings because of her supervisor or whatever it may be, to please let her know and they will work it out. She did not respond to her to discuss anything.

Beth Ann motioned for removal of Tiffany Edwards' position on Staff Council. Nancy seconded. Those who voted were in favor with no one opposing and motion was carried. Lisa will inform Tiffany via email.

Diana informed the group she received word that the Employeefest set for September may be moved to Spring. Amber has not heard anything about it. Lisa asked Diana to please check with the appropriate person(s) to confirm.

Lisa then welcomed guests who brought a list of questions for Staff Council. One person was from Engineering and three were from the College of Education and Human Services. They also serve on their committee as Staff Advisory Reps.

The questions they brought to Staff Council are as follows:

1. *What are the details of the raise/salary increase and when will it be effective?*

Lisa and Amber confirmed the \$507 raise was effective as of July 1 and will be reflected in your pay on July 31, 2014. She wanted to add it will also reflect your longevity pay, if applicable.

2. *Proposal to increase the work week for staff to 40 hours. Is that being taken seriously and what is Staff Council's position on this?*

Lisa stated it is being taken very seriously and Staff Council has not taken any position on it whatsoever. She explained that she, Paul, Dixie, and Nancy have had meetings with Narvel Weese, the VP of Finance, and Margie Phillips, the VP of Human Resources, twice now. They are awaiting a FAQ sheet to come out which will be posted on the HR website. Lisa explained they had provided HR with an extensive list of questions and concerns of employees that emailed them and/or Staff Council with regards to this. They are creating a survey for classified staff that will be conducted through the Votenet system. Staff Council has asked that they look over the questions first to give input beforehand.

3. *Cost of living raise. Is there talk of one? Is Staff Council working on this issue? Our staff members are concerned that we haven't received a true cost of living raise in a long time given the recent data and publicity about the cost of living in Morgantown. What can we do to expedite this?*

Lisa relayed that Staff Council always has the issue of raises on their minds and talk about it every time in some way. It was proposed that WVU match the \$507, however, it was denied. She added that we are the only college/university in the state that provides a brochure every year to our legislators. Staff Council is always advocating for a raise but cannot give a definitive answer as to whether or not a cost of living raise will be implemented in the near future.

4. *The change of being paid every two weeks. When will this take place? Why is it being implemented and how will it affect staff? Does this mean our paychecks will be the same amount every two weeks regardless of how many days there are in a given month? Will the pay periods be changing from month to month or will it still be the 15<sup>th</sup>/16<sup>th</sup> and 30<sup>th</sup>/31<sup>st</sup> of each month?*

Lisa understands it is being changed for simplicity. Amber added that is one reason and also the implementation of a state-wide enterprise system for payroll of state employees. Lisa confirmed we will get 26 pays per year, instead of 24, every two weeks on the same day of the week beginning January 1, 2015. Joan B. added that there are several WV state agencies that were already being paid bi-weekly, so the state wanted consistency by having all state agencies paid the same. Joan B. believes it will be Friday's.

Lisa then asked the guests if they had any other questions and to please give their name and where they work. Cathleen Falvey from the Dean's office at the College of Education and Human Services, and a former ex-officio, asked if the 40 hour work week survey for classified staff was to acquire whether or not staff wants it. Lisa indicated it will be a series of questions, the survey will be conducted by Tracy Morris whose job is creating surveys, so she has knowledge of what kind of questions to ask and how to word them. Cathleen also inquired if it was to vote on to which Lisa confirmed it will be utilized through the Votenet software. Dixie added she had asked if they could just vote but they felt it was better to do a survey.

Lisa stated she had met Rebecca from Engineering and her coworker, Karen, before when she and Dixie attended one of their meetings to discuss the Senate Bill 330. Lisa added she is happy to hear of the college councils and hopes that they will attend more of our meetings.

Cathy stated their council meets whenever everyone is available. They have By-laws and a Constitution. She added that the new Dean realized it was top heavy with too many people from the Dean's office, so she decided to reorganize with smaller groups from different departments, all classified staff.

Lisa reiterated they are invited to attend Staff Council monthly meetings and to please spread the word to other college councils.

Larry added with regards to the 40 hour work week, that they have not seen any of the questions for the survey. At the last President's Meeting, VP of Finance Narvel Weese, stated that this is not state funded; WVU is doing this independently. With it not going through legislation, they would need to check if this is legal to do. If this is implemented, classified staff will lose 122 positions to fund it. They have stated that no one will be fired or laid off but once people leave for another job or retire, those positions will not be replaced.

Cathy Falvey inquired if any union members ever attend our meetings. Lisa stated we have some council members that are in a union.

Joan B. understands their council is concerned with the 40 hour work week, as everyone is, and asked what their thoughts are. Cathy indicated they have heard different feedback. When she first learned of it, she assumed this was a way to not give a raise but to make us work more. Others she spoke with thought it would be good because they will make more on their

paychecks. Lisa added this was never intended or stated as a raise. One of the guests added that the little paragraph at the bottom of the article when it was released, stated wages could be increased by 16%.

Dixie understands there are people who would have child care or elder care issues and would have to be worked out but feels everyone needs to voice their concerns.

Lisa added that they have received many emails to which she has done her best to reply to all of them. She informed the guests of the Staff Council email as well as members' emails for people to share their thoughts and they will in turn share those with HR who is in the process of creating the FAQ. She asked Amber if she's attending the meeting on Monday, if she could please provide an update with regards to that.

Larry wanted to share that he had spoken with 123 classified staff members at the HSC regarding the proposed 40 hour work week and he reported only two opposed it; their reason being day care. Others are confused about how their lunches will be worked out; do they take an hour lunch or half an hour lunch, etc. Those for it still want to know if anyone will lose their job. Do they come in a half an hour early or stay over a half an hour? They would like something in writing from HR explaining what their options are.

Lisa stated there is a lot to consider such as exempt employees who are salary. She, herself is an exempt and usually does work 40 hours a week but during certain busy times of the year, she works well over 40 hours without getting paid for it, so she is unsure how that will pan out for everyone being there are a total of 2800 classified staff on campus, with 615 being exempt.

Connie Miranov, who works in the Curriculum & Instruction/Literacy Studies and is Chair of her college's Staff Advisory Reps, inquired what impact it will have on our benefits such as annual and sick leave. Lisa advised that to her understanding, those figures would be worked out accordingly. The rate for annual leave is 7.5 hour a pay now so it would be 8 hours a pay; the same would apply for your sick leave.

Dixie had a question from someone that she wasn't sure of the answer. She had explained to Dixie that she has accumulated sick leave on the basis of 7.5 hours to use for medical leave after retirement. So she wasn't sure how it would work with them taking out 8 hours with the new work week. Amber is aware of that concern and that is one that is to be determined. There will likely be adjustments to those balances so they will not be devalued.

Dixie added from the emails she has received, this has been bad for morale and feels that a cost of living raise would have been more suitable with the cost of living in Morgantown being 11% higher than our comparables.

She also expressed how Staff Council is not quiet when it comes to advocating for classified staff. It is important to stand up for what is right and what is wrong. Proponents are most certainly needed now and in the future.

Cathy Falvey indicated she was curious of what President Gee thought about the 40 hour work week. Lisa explained her take on it after the President's Meeting, was that in order for our institution to compete in today's market, this is what it's going to take.

Dixie stated her take on it with being competitive in today's job market, was that if you review WVU's job postings, seeing a starting salary of \$35,000 looks better on paper than a starting salary of \$33,000. She believes employees should have a choice whether or not to work the 37.5 or the 40 hours a week.

Amy asked if we are considered state workers because she heard of West Virginia Day and the Governor telling folks to enjoy your day off. Lisa confirmed we are state workers. Amber added state agencies are allowed to set their own calendar holidays but are allowed a certain maximum. We get the extra days for Thanksgiving in lieu of Veteran's Day and West Virginia Day.

### **New Business**

No new business today.

Items on the agenda for the President's Meeting on Monday, July 21, 2014:

1. HSC parking issues
2. Workplace bullying – a classified staff advocate?
3. Tobacco Free Campus policy – creating a “puff hut” for smokers
4. Inclement weather policy

Diana motioned to adjourn. Joan B. seconded. All in favor and meeting adjourned at approximately 11:30 a.m.