

West Virginia University Staff Council Meeting Minutes

November 16, 2016

8:15 a.m. – 12:00 p.m.

Evansdale Library, 2nd Floor, Room 234

Name	Title	Department	Present
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	Yes
Baldwin, Larry	Trades Specialist Lead II	Physical Plant HSC	Yes
Bolin, Julia	Nutrition Outreach Instructor	Extension Service	No*
Boyles, Lisa	Human Resources Assistant I	Human Resources	No*
Bremar, Nancy	Nutrition Outreach Instructor	Extension Services	Yes
Campolong, Linda	Housekeeper	RFL	Yes
Campolong, Ron	Trades Specialist I	Facilities Management	Yes
Crabtree, Joan	Supervisor Campus Services	Facilities Management	Yes
Driscole, Robert	Forest Manager	Forestry	Yes
Forquer, Burlene	Manager Food Service	Mountainlair Catering	Yes
Friend, Rebecca	Administrative Secretary Senior	School of Public Health HSC	No*
Fry, William	Trades Specialist Lead II	Facilities Management	No*
Griffin, Barbara	Developmental Advising Specialist	Academic Degree Programs	Yes
Higgins, Mary	Administrative Assistant	Special Education	Yes
Hunt, Lisa	Administrative Assistant	Dean's Office Arts & Sciences	Yes
Martin, Lisa	Special Events Coordinator Senior	Event Management	Yes
Martinelli, Dixie	Office Administrator	Extension Services	Yes
Martinelli, Paul	Program Manager	Extension Services	Yes
McCracken, Judi	Library Associate	Main Library	Yes
Morris, Jim	Assistant Vice President	HR Employee Relations	Yes
Steadman, Sherry	Library Associate	Main Library	Yes
Torries, Michael	Academic Lab Manager II	Chemistry	Yes

**Excused*

Guest Speakers: Toni Christian, *Director – Benefits Administration*

Dan Durbin, *Senior Associate VP – Finance*

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 in.

First Business

Approval of October minutes motioned by Nancy. Paul seconded. All in favor and motion was carried.

Treasurer's Report

By Lisa Martin (*on behalf of Lisa Boyles, Secretary/Treasurer*)

Lisa reported expenditures of \$5.89 (headphones); \$21.20 (telephone); \$66.99 (ink cartridges). Also, two other expenses of \$3.92 and \$2.59 but no description. She will follow up on that with Lisa B.

The report did not include a beginning/ending balance so she requested that the approval of the Treasurer's Report be put on hold.

Chair's Report

By Lisa Martin

At last month's President's meeting, Cris DeBord, VP of Talent & Culture, had talked about the Point Recognition Program. The employee will earn points based on recognition and then redeem them for WVU gear through software offered by an agency in Ohio. On Monday, HR administrative personnel held a brief meeting to talk about it. She believes it's expected to launch around the first quarter of the year.

A meeting will be held on Friday to discuss another possible internal survey.

Welcome, guest Amy Matuga, an Administrative Associate in the Eberly College of Arts & Sciences, who joined the table for our meeting today.

ACCE (Advisory Council of Classified Employees) Report

By Paul Martinelli

Paul reported ACCE is meeting today at Glenville State College in Glenville, WV. It was originally scheduled for the 17th but he just received notification yesterday. He wasn't able to attend the ACCE meeting considering the distance of Glenville. He has eleven different meetings within a month's time and is uncertain how he will be able to attend them all.

He attended the Veteran's Appreciation Breakfast last Friday at the Erickson Alumni Center as he served in the military for 36 years.

He brought a few handouts with him: one pertains to the collaboration of Shepherd University and WVU. President Gee and Shepherd University's President, Mary Hendrix, are joining together for cancer research; and the other talks about the hours worked under the FLSA (Fair Labor Standards Act).

Some issues that the ACCE faces are the enormous turnover rate and lack of funding that the smaller institutions have to attend these meetings. Going back ten years, there were 25 members. Today, only four of those people remain, including himself.

With the concern over the whether or not the ACCE will continue due to funding, he wanted to share a former WV School of Osteopathic Medicine ACCE member's thoughts from the minutes. She stated that, "There will also be no need for the ACCE if we have no system of personnel which is why this gives so much power to the Staff Council. If you give power to those uneducated on the issues, you weaken the system. Again, Staff Council is more educated than most of the other staff."

Another upcoming meeting will include Travis Mollohan, Director of State and Local Relations, who will give his insight on the new legislature. He will likely attend that as it will be very informative.

HEPC (Higher Education Policy Commission) will be giving a report on November 18th in Charleston. He will likely not be able to attend.

He has been asked to sit in on a SWOT (Strengths, Weaknesses, Opportunities and Threats) meeting that originally did not include classified staff representation.

Ron mentioned how different other higher education schools in the state are with policies such as sick leave and holidays. Paul explained it is really dependent on the size of the school and how many staff there are. For example, New River Community & Technical College take the last two weeks of December off since they only have 65-75 staff members.

A compensation workshop for Chief Human Resources Officers (CHRO) is scheduled for tomorrow in Flatwoods, WV beginning from 8:30 a.m. until 5:00 p.m. Compensation Committee member, Linda, will attend that and provide information at our next meeting.

One thing he wanted to note, that if you get a rental from Enterprise for travel, Transportation & Parking will provide parking permits to put on the vehicle so you don't get a citation but they have not had them recently, they ran out. Someone who travels around the state asked him about this and what he should do. Fortunately, Paul had collected several of them and provided him with one. He called the Parking office to ask about it and was told they were in the process of being printed and would be ready soon but that was two weeks ago.

The next ACCE meeting is scheduled for December 7th at WV State University in Institute, WV beginning at 9:00 a.m.

BOG (Board of Governors) Report

By Dixie Martinelli

Dixie reported they met on November 3rd – 4th. On Thursday, Facilities & Planning met which included a financial presentation. Friday began with an Audit meeting followed by the Classified Staff Presentation. She thanks everyone who attended as it is so important to show support. She recalls when faculty gave their presentation a few years ago and only two faculty members attended. That year, they were asking for more positions and more money. The chair had commented that everyone must be satisfied since not many faculty members were there to show support. That inevitably led to changes.

The presentation was well-received and she was asked more questions later that evening. She and Lisa are acquiring information for the chair as follow-up. She believes that was the most follow-up questions she's ever received in all her years of presenting. Mostly due to the two new members, Taunja Miller and Marty Becker, who are trying to get up to speed and trying to understand why our pay is so low. They couldn't believe how much ground is covered in two days.

She received a note from the president saying he noticed how she is always on top of the topics which lets her know that he pays attention to the board members and what they ask.

Mike questioned how well the Board received our request for a yearly cost of living review. She explained they really want to do something as they are tired of hearing how little the pay is for those coming in and it's quite embarrassing. They know we can do better.

She thanks Lisa for all her help as well as those who also gave a presentation and came to show support.

Guest Speakers

WVU Care@work

Toni Christian, *Director – Benefits Administration*

Toni would like to brief the group on a new benefit that is now being offered. Effective November 1st, WVU will be offering employees membership to Care.com, or WVU Care@work.

WVU covers the membership fees for every eligible employee. You can register by going to wvu.care.com. Once registered, you can search for child care, adult and senior care, pet care and home care.

The caregivers have already been vetted with background checks. All pertinent information is provided such as experience, whether or not they drive/have transportation, their pay rate, etc. You may request to speak with or meet with them beforehand. There are also reviews from clients who have used their services.

Many WVU students are registered as caregivers in our area – especially child care.

Staff and faculty members had actually suggested this benefit. One way they were afforded to purchase this is because they were able to identify savings from PEIA. They wanted to provide a service to assist with the work/life balance.

The cost for all eligible employees of WVU and divisional campuses along with Retiree Association members is around \$31,000 a year. Last fall, she had asked Narvel Weese, VP of Administration & Finance, if she could review the financials and they found that PEIA had duplicated charges for two people; plus there was someone from another agency that they didn't move off that needed to be charged so they recouped all that money back.

They have been looking at everything to save money – they've searched through vendors and have already saved almost half a million dollars.

Dixie mentioned this is the first she's heard of this benefit. Toni added they put it on social media, ENEWS and sent it out on multiple listservs but believes word of mouth travels fast which is why she wanted to share with the group. Nancy suggested putting it on MyAccess. The flyer is on the HR website and Toni provided copies of it today so the group will make copies to post in their areas.

She encourages all eligible employees and members of the Retiree Association to take advantage of this offering.

Scott Madden Survey

Dan Durbin, *Senior Associate VP – Finance*

Lisa Sharpe, *Chief Business Planning Officer – Eberly College of Arts & Sciences*

Dan would like to talk to the group about the recent project they conducted and it seemed to not be communicated very well so he would like to give some more information about it. He calls it the Scott Madden survey because they own this particular survey tool and the analytical tool.

The survey stems from the economic climate that we're facing. There has been significant pressure with tuition costs and enrollment and most other higher ed institutions have just raised tuition to generate revenue. That option for us is limited due to the fact we need to be price cautious in the market. Also, most students fund their education with loans so you must be aware of the indebtedness of the students and parents.

Enrollment is extremely competitive and the availability of students is not what it was a few years ago. Along with that, the governor has just cut the budget by another 2% which is \$2.7 million – that was unexpected when they reviewed the budget a few months ago. Our budget today compared to FY 2014 is \$32.8 million less.

We must be diligent with how we are spending money. We are here to educate students and fund educational activities but also on the business side, we have to pay people, manage facilities and pay bills. It is important for everyone to understand why we are in the financial situation that we're in.

Last year, they looked at five or six administrative units to determine how they can consolidate some of those areas to improve service and standardization. They combined six administrative offices; some including the Provost Business Office, VP for Administration & Finance Business Office, IT Business Office, the Research Business Office, and Student Affairs Business Office. They then merged them to form a shared services function. Certain sets of people are categorized to pay bills; to work payroll; to approve leave; do reporting; and budgeting. They brought around 65 positions into these functions and are now stabilizing the operations. So far, it is working out nicely and were able to keep some vacant positions open to meet budget savings.

Going back around 20 years ago when the EBO's (Expert Business Offices) were initially formed, the now SABO (Student Affairs Business Office) had consisted of offices in housing, dining, wellness, etc. This is the same concept.

With our institution being so diverse, there wasn't an efficient way to fully comprehend what everyone's different business functions were without using a survey tool. Scott Madden has numerous higher ed and private sector clients. The survey basically took inventory of the activities that are performed.

They had 85% participation in the survey so they are very pleased with that. Currently, they are analyzing the results and will benchmark it to some other higher ed institutions and private sector organizations. They expect the first set of analysis the first week in December. Lisa H. questioned if those figures would be communicated to everyone. Dan explained it will initially be communicated to senior administration and go from there.

Burlene questioned if they've looked at subcontracting any areas. He explained that requires a lot of analysis and they haven't even gotten close to that. If they were to outsource the bus service, as an example, they would lose that flexibility in that if you need a bus at a specific time and called for one, they can say that is not in their contract.

Lisa H. inquired once the results were in, do they know where that would then take us and fall into place. He explained that would be difficult to answer as there are layers they would have to go through; such as they don't want to do anything without the deans' input. For instance, if they were to combine business offices of four different schools, those deans need to be at that table because it would essentially be a shared service contractual agreement.

Lisa is a proponent of streamlining and saving money but she is also concerned with losing people/positions and questioned how that goes along with saving money. He explained that 61% of the budget is personnel. As the revenue decreases, they need to determine how the expense side will be impacted. For example, a payables person is put into the category to pay bills and they had more capacity than bills to pay but had a vacancy in reporting, so they would shift that payables person over to reporting and they would receive adequate training to perform the job.

The goal is to live within our means and not spend more but rather shift people around. As one category becomes efficient and standardized, they will move several of those people over to another category that needs stabilized. Those people have expanded their skill sets and capabilities. They do have around seven vacant positions that haven't been filled. Amber added that no classified staff were displaced although their function may have changed. Any

classified staff whose positions have been eliminated are moved into the Career Transitions program.

Jim concurred with Dan that they try, if possible, to not fill vacancies. If there is a position budgeted and it's not filled, that is a savings; plus around 40% of employees are eligible to retire this coming year. Retaining all positions and giving yearly raises isn't an option – they must make difficult decisions so they can eventually generate enough revenue to give raises in the future.

Judi inquired what happens if someone isn't a good fit for a certain function and can't do the job or it wasn't in their job description. Amber explained it's if you meet the minimum qualifications regardless of your original PIQ (Position Information Questionnaire). The minimum qualifications are part of the assessment process.

Lisa H. commented that she works in a unit that is understaffed right now and while she understands there won't be any changes until this process is worked out, they are all overworked and stressed. She feels customer service is suffering due to the workload and not filling vacancies due to saving money doesn't suffice.

Dan explained when they began the shared services functions, they really wanted it to work. They didn't want to place someone in a function that they weren't qualified for even with adequate training. If there were other functions that they were better suited for, they would move them to that category. They don't want anyone to feel forced into a job they don't know how to do.

Ron commented that five positions were recently eliminated in Facilities Management but they just added two management positions to Roads and Grounds. Some of the classified staff opted for the VSIP (Voluntary Separation Incentive Plan), retired or took another position. They need more staff, not more management. Jim explained they were involved in that process. Regarding the two management positions, he believes it is a net zero type situation. They continue to engage with business offices and leaders to evaluate all positions, even faculty positions.

Lisa H. added that during the Classified Staff Presentation to the BOG earlier this month, they talked about how Facilities Management had around a million hours that they are trying to divvy up between them. How likely is it that these two new managers will go out there and help get the work done? Amber explained they are assistant directors and as she understands it, one of them is due to a recent retirement of a manager, so they have upgraded that position. There are different parts that make up Facilities Management and each area is assessing their operational needs. Roads and Grounds' funding was not impacted by the cuts of the administrative support positions. Amber suggested she and Ron could meet with Keith Lawrence, Assistant VP of Facilities Management, to better understand their strategy.

Dixie thanked Dan for an exceptional job in presenting and explaining everything. She shared that she received a call from someone yesterday who had attended a meeting with the two new assistant directors, and Randy Hudak, Associate VP of Facilities and Services, had given directives on what needed done in the next few weeks and the two assistant directors both indicated that there was no way possible; they don't have enough staff.

It seems new directors or deans are being hired all the time. She recalls one of former President Hardesty's thrusts was to reduce layers. She is concerned with becoming too top heavy and not having enough staff to do all the work to upkeep our institution. If parents come here and see their child's dorm dirty, that will have an extremely negative impact on us and will affect enrollment.

Burlene shared that when she started here 20 years ago, they had one director in her unit. It was combined with another unit to form one director and one assistant director. Then it was one director, one assistant director, and one associate director. Now, they have the director, associate director and probably around ten assistant directors who are likely doing the same work they did when they were managers. The salary of one of the assistant directors would probably equal five classified staff employees.

Mike asked if they've seen any results so far with the consolidation such as how much money saved and how many vacancies have yet to be filled. Dan explained they've reduced by not filling vacancies along with some action unrelated to classified staff employees. The personnel budgets have been reduced by 15% (\$335,000) annually and the 65 original positions are down to 55-57.

Committee Reports

Transportation & Parking

By Larry Baldwin

Larry reported he did not make it to last Friday's TPAC (Transportation & Parking Advisory Committee) meeting but Clement Solomon, Director of Parking Management, sent out a request for input because they are eliminating the move and wait list. They want to rather conduct on a first come/first serve basis and it will be up to the employee to keep tabs on their request. They will announce available spots through ENEWS. Most of the feedback from people is that it isn't going to work.

Another item discussed was how Cathy Patterson, Assistant Director Maintenance Engineering, was managing the parking permits and had some to provide to the contractors to park but will no longer be doing that.

There was an incident one day when people who didn't have permits in their car couldn't get assistance because the parking office doesn't open until 8:15 a.m.

Lisa commented the move/wait list wasn't working very well and now this new idea is getting negative feedback so there has to be some solution.

Burlene likes the move/wait list but it should be based on seniority. Currently, she parks in the garage, which is very expensive, so she requested a move to park behind Stewart Hall because it's less money. She's been on the wait list for ten years.

Judi feels if there is no wait list, no one has to be accountable if you are #2 and #15 jumps ahead of you and gets a spot.

Joan C., who supervises the custodial unit, can't get employees to come to work because the parking is so high. Custodians are parking in the Mountainlair garage because that's all they can get. After paying for parking, insurance and taxes – they aren't taking much home. She feels it should be prorated based on pay like insurance premiums. She agrees with the wait list because she has employees and then new people come in that get parking and her employees remain on the wait list for a cheaper spot. It seems they don't go by the wait list because as many know, if someone is friends with someone in the parking office, they seem to move right up on the list.

Joan B. suggested Clement come in to explain both sides of this and we need to provide him with solutions.

Lisa H. feels if they can't manage the move/wait list then there's no point in having one but if they can figure out a way to manage it, then it's a good thing. The problem with this new idea of announcing it on ENEWS is that there are many employees who don't use or have access to a computer.

Linda suggested the employees who manage the move/wait list should accompany him when he comes to a meeting.

Burlene feels handicap spaces are another problem with few and far between. Also, most of them now have a 2 or 4 hour limit. It's hard for those who can't walk a long distance.

Barbara shared that at one time she was temporarily handicapped due to surgery on her foot. She asked to use the ADA bus but was told that was for students only and they could not accommodate her.

Lisa will write down our questions/concerns to email Clement and invite him to an upcoming meeting.

Athletic Council

By Joan Baldwin

Joan reported they will meet this Friday and was told to prepare to stay awhile. Agenda items they will be discussing:

- Update on the Coliseum renovation
- Beer sales at the Coliseum
- Next year's updates to the football field
- Rumors about moving the field on the other side of I 79 or staying where it is

Email her with any questions to take to the meeting.

Welfare Committee

By Bob Driscole

Bob reported he attended the Faculty Senate Welfare Committee meeting on November 2nd. Items discussed are as follows:

- Parking issues – their views are basically the same as ours
- The faculty tuition benefit package they are trying to implement. They also include staff in most of their conversations. He feels we need to keep an eye on it and ensure we get involved in it. They're trying to get a pilot program for faculty. They will also form a subcommittee to look into it further. It was clearly stated by Narvel Weese, VP for Administration & Finance, that one will not happen without the other – if there is a tuition benefit for faculty then staff will be included
- In lieu of starting up another tuition benefits program, it was suggested that the programs already in place be supplemented with more money

In his opinion, after attending the meeting, he's not sure why we have two different welfare committees when there could really be just one – an employee welfare committee.

Lisa thinks that is a good idea as we've worked together with collection efforts for Clendenin and that falls into the initiative of One WVU.

With them forming a subcommittee, Mike inquired if anyone was interested in joining it for a faculty and staff tuition assistance program. Nancy would volunteer to but would like the option of phoning in. Mike confirmed they support conference calls. Lisa H. also volunteered. Lisa will reach out to them and make the proposal.

The 'Soups and Sundries' drive is set to wrap up this Friday. Mike offered to go around after work and collect the boxes. Lisa suggested taking it all to one location. Burlene has a cage at the 'Lair for storing the goods and offered everyone to drop their boxes off there. Lisa had someone email her and asked why there wasn't a collection box at the HSC and she could not provide an answer so for future reference, we need to do a better job with getting boxes over there. She met them to pick up their very generous donation – all from one person – and delivered them to Lisa Dibartolomeo's home.

Mike called the city of Clendenin and asked where we could donate these items to ensure these families benefit from it. He called the CMA Food Pantry at Christ United Methodist Church and spoke with Dave Knight who's willing to distribute the goods.

Legislative Committee

By Nancy Breinar

Nancy reported with regards to the 2017 legislative brochure, that she is still waiting on members of her team to reply to her emails. She is consulting with Travis Mollohan, Director of State and Local Relations, and Rob Alsop, VP for Legal, Government and Entrepreneurial Engagement for their input and to provide statistics.

Tuition Assistance

By Barbara Griffin

Barbara wanted to remind everyone that the deadline for the Spring 2017 Tuition Assistance is November 21st.

The blood drive is scheduled for Tuesday, December 13th at the Waterfront Place Hotel from 10:00 a.m. until 3:30 p.m. Burlene and Judi are going to split the time up that day to staff the table but the Staff Council luncheon at Blaney House is for the same day from 11:30 a.m. to 1:00 p.m. Evan Thorn, Account Manager at the American Red Cross, had offered to provide staffing for the table for a few hours that day so they can attend the luncheon. Barb will follow up with him to confirm.

Old Business

Mike relayed the Welfare Committee met on October 31st to go over the few changes to the Classified Staff Emeritus draft after the last Staff Council meeting:

Under *Privileges*:

- The discount on Rec Center user fee was removed as they were denied that request
- The opportunity to 'represent' was replaced with 'volunteer'
- Wording changed to 'submission' for Classified Staff Emeritus

He emailed Linda Strawser, Director of Payroll and Employee Processing Services, to inquire about providing the retiree with the proper credentials such as email and identification so he is waiting on her advisement.

Lisa asked to be more specific with the "contacted by the chairperson of Classified Staff Council". Mike will add something along the lines of "to notify the nominee that their name was submitted."

Lisa advised to contact Kevin Cimino, Senior Associate General Counsel in Legal Affairs Administration, as he would be a good resource once we finalize the draft and present it to the BOG. Jim will follow-up with him.

Joan B. had emailed Narvel about the tuition discount. He replied and she thought they were going to meet and sent another email but he hasn't gotten back with her. She will follow up. Barb added she believes all seniors receive a discount at OLLI (Osher Lifelong Learning Institute). She will get more info from one of her students.

Lisa will add the Enterprise rental parking permits problem to her list to provide Clement. The electronic permits that the Parking office provides us for our meetings that we print out are wonderful. The group doesn't understand why these aren't utilized more.

New Business

Larry asked Jim about background checks on employees. Someone had brought in a picture of a registered sex offender who is working in a restaurant in the HSC, which is private entity, but wondered if WVU requires the Public Private Partnership business to conduct background checks on their new hires who are working with students. Jim believes so if the job justifies it. Larry asked the person who brought in the picture if he'd gone to our Environmental Health & Safety department. He did and they replied they were aware. Jim will follow up.

Also, last Monday the Fire Marshall was at the HSC to conduct inspections in the restaurants while Tri County Electric was in there working and had the ceiling tore out. As he understands it, you can't eat or drink while preparing food. As they were in there, along with Environmental Health & Safety personnel, watching the electrical work being done, he saw the kitchen staff were eating sandwiches and drinking coffee while making food and took pictures of this happening. The assistant manager was standing there eating an apple while they were making salad and another worker was pulling pork without gloves and they told him to get his gloves on. With the ceiling being tore out above the ice machine, there was a thick coating of dust sitting on top of it and a worker getting ice set the scooper on top of the dirt. Someone went and contacted the manager immediately. Larry said this is the second time he's reported health violations. He's tried to keep it internal. Nancy advised next time he sees something like that, he needs to contact the Health Department.

Dixie had sent Jim a picture of students smoking on campus outside her building. She occasionally sees some faculty as well. You either have to enforce it or eliminate it altogether.

Dixie and her unit had sent an invoice to purchase ethanol, along with some other materials needed for experiments, from their usual company. The Mountaineer Marketplace gives that recommended supplier to purchase ethanol. They were told they would need to go in-house (HSC) to purchase the ethanol. HSC personnel informed them they would need to come pick it up, they don't deliver. If they could've ordered from the company they usually use, it would've arrived in two days. This went on for five weeks.

Mike added that the state issues liquor licenses, the only way to purchase alcohol, and ethanol is essentially alcohol. WVU issues only one liquor license for HSC. You cannot transport chemicals without being certified as a chemical materials handler. You have to call Environmental Health & Safety and they will deliver.

Joan B. added she uses a lot of pocket folders for her job. When her supervisor goes to the Mountaineer Marketplace, she is required to purchase a certain amount. She could've went to Walmart and gotten them for ten cents cheaper than what they charge but they only want her using the Marketplace.

Dixie said Extension sent an email to Dave Beaver, AVP and Chief Procurement Officer, and told them it doesn't matter what the costs are. With departments having to payback monies, Mountaineer Marketplace is costing Extension a lot of money. She would like someone to explain when things will get better as well as how to make it better. They have IU's backlogged for two or three months. Lisa has been waiting since September to pay a vendor. She's concerned if they will want to work for us again.

Lisa H. was speaking to her supervisor about the Marketplace and he said to submit her concern to Bureaucracy Busters but she hasn't heard back. She had spoken with an employee in the shared services unit and she told her they submitted a list of issues to Rob Beck, Associate Director in the Business Services Office, to be addressed. They did not receive a reply.

She would like to discuss these issues with Narvel Weese, VP for Administration & Finance. She's all for reducing paper and limiting PCard usage but they need to address these issues or people will just go back to using their PCards.

She also learned that someone from the Marketplace goes to the HSC once a week to answer questions that are sent to their EBO.

Jim advised to have Dave Beaver come to a future meeting and provide him with a list of these specific issues. Lisa will follow up with him.

Larry asked Jim if there were any plans to reduce classified staff positions in light of the governor's recent 2% additional budget cut. Jim said it was just announced yesterday so too soon to tell. Linda commented this will likely cause more employees to opt for the VSIP. Jim confirmed they are currently working with two units. Lisa added that over 600 classified staff employees are eligible to retire next year.

With the staggering figures that Dan provided today with the difference in their budget from only two years ago compared to today, Dixie feels we need to really focus on these legislators and letting them know they cannot continue to cut higher education.

Amber wanted to congratulate Burlene who was nominated for Climbing Higher, featured in today's ENEWS. Lisa wanted to add that with the new Point Recognition program, these types of things will not be in ENEWS but rather you and your supervisor will get an email and it will be featured on your 'wall' in the directory.

The President's meeting is scheduled for Monday, November 28, 2016 beginning at 11:00 a.m. in the Bluestone Room, Mountainlair. Items on the agenda are as follows:

- Now that the election is behind us, can you please provide a legislative update?
- The relationship between student-retention and employee-retention – our ability to provide our students and their parents with good customer service is in jeopardy as we eliminate positions and are unable to fill open ones. Ex: custodial staff assigned to two dorms is half of what it used to be making cleaning on a regular basis a challenge. Fewer staff to greet/interact with students in dorms.

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