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*West Virginia University Staff Council Meeting Minutes*

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November 14, 2018

8:15 a.m. – 12:00 p.m.

Evansdale Library, Room 234

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Present</b>
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	Yes
Bremar, Nancy	Nutrition Outreach Instructor	Extension Services	Yes
Browne, Thea	Administrative Assistant Senior	Main Library	Yes
Crabtree, Joan	Supervisor Campus Services	Facilities Management	No*
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	Yes
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	Yes
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

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

**Call to Order**

The meeting was called to order by the chair, Nancy Bremer, 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 Joan B. Lisa seconded. All in favor and motion was carried.

### **Treasurer's Report**

By Nancy Bremer, *on behalf of Joan Crabtree, Secretary/Treasurer*

Joan reported the beginning balance was \$4,140.90 with the following expenses:

-21.20 (Phone)  
-10.88 (Printing and Binding)  
-445.58 (Travel)  
-67.06 (Office Expense)  
= \$544.72 total expenses

That leaves an ending balance of \$3,596.18 at the end of October.

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

### **Chair's Report**

By Nancy Bremer, *Chair*

Nancy reported she received Julia Bolin's resignation from Staff Council effective November 14, 2018; primarily due to her work schedule which makes it difficult to attend meetings.

She received some emails/phone calls regarding the certificates that were recently sent out to staff with milestone years of service. Most of the feedback was positive; some were asking how they determined the years of service; and one person said he has been here for 20 years and didn't receive one. Those who work part-time are pro-rated as opposed to full-time employees so that can affect it; as well as how the fiscal year falls and when you started. She was asked why some got pins and others didn't. She will send the correspondence to Amy to follow up on.

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

By Shirley Robinson, *Classified Staff Rep.*

Shirley reported they will meet on Thursday, November 15 at Fairmont State University. She provided a copy of the agenda to the Council via email.

During their last meeting on October 22, they discussed a Best Practices Manual for HR and she wanted to ask Jim to further comment on that.

Jim explained years ago, there was a project sponsored by the Higher Education Policy Commission (HEPC) which consisted of a group of people from different public colleges and they had come up with the Best Practices Manual which was a policy guidance document. It wasn't a mandatory item.

Shirley said the WV School of Osteopathic Medicine had eliminated the classified staff status; they are now all exempt or non-exempt employees.

Nancy explained it is part of the relief of the state policies. It is the result of the House Bill 2542, or the "Freedom Agenda". WVU, Marshall University, and the WV School of Osteopathic Medicine can now develop their own rules led by their Human Resources unit. The community and technical colleges plan to do that in the near future as well.

Shirley gave some points regarding ACCE's purpose:

- to preserve rights for grievances; rights for Staff Council; and RIF rights
- helps employees in higher education
- make recommendations on the proposed funding models and advise how to make improvements to our perspective institutions
- provides reinforcement for staff issues
- provides representation of shared governance across the higher education institution
- HEPC will be reorganized this upcoming legislative session
- ACCE was established in 1986
- a resource for legislative to gain input on a particular bill or language of a bill
- ACCE can notify legislators on what questions and comments are raised by their constituents and for employees of state government and higher education fields

Why they should continue to exist:

- to provide direction on legislative items
- HB 2542 has created 26 separate entities without direction or accountability
- classified employees including representation of non-classified staff

They will also be giving a presentation to LOCEA (Legislative Oversight Commission on Education Accountability).

Lisa stated that at one time, it made sense to be involved with ACCE up until the HB 2542, along with some other legislation that may be proposed during this session. It doesn't make much sense for WVU, Potomac State, and WVU Tech to be part of that group as they don't have our interest covered because of that legislation. She understands the protection aspect but other than that, there really isn't much cause.

Lisa is not saying ACCE isn't relevant to other institutions but maybe not as relevant as it used to be for WVU; even back when it was and Paul Martinelli was the classified staff rep, he basically struggled and his voice wasn't heard as much as it should've been. She hopes we will be a unified voice as a Council; as classified staff; and as a University.

Peggy feels some of the smaller schools could possibly gain some insight from what we are doing if they keep an open mind.

Melanie asked if we are required to have representation on ACCE. Lisa said currently it is in code. Nancy shared she had spoken with President Gee some time ago regarding ACCE and some other things. He said if the Council and administration decide we do not want to participate in ACCE, a piece of legislation can be wrote up and/or President Gee can make that decision himself.

Lisa expressed she has the upmost confidence in Shirley representing WVU, however, she does not have confidence in that group representing WVU especially in the direction we are headed. We want to create our own destiny that fits WVU. She also guarantees there is accountability – through the BOG and through the Higher Learning Commission to receive accreditation, just to name a few.

Michael added it seems like they want to protect classified employees by doing the same things for the employees state-wide. Our HR Rules may not be the best but they are the best for WVU as a large land grant institution with a medical campus.

Their next meeting is scheduled for December 12 at Marshall University Graduate College in Charleston, beginning at 9:00 a.m.

### **BOG (Board of Governors) Report**

By Lisa Martin, *Classified Staff Rep.*

Lisa reported they met on Thursday, November 8 and Friday, November 9. Thursday is their committee meetings and the regular meeting is on Friday, which is oftentimes executive session.

The meeting on Friday was open and they approved the Rules that had been out for the 30 day comment period – no comments were received at all on those. There are new Rules out for comment again pertaining to cleaning up some of the Rules and combining them. You can find the link on their website and that should run until around December 12.

Their next meeting is scheduled for Friday, December 14 at the Erickson Alumni Center.

### ***Committee Reports***

#### **Legislative Committee**

By Michael Torries, *Chair*

The 84<sup>th</sup> West Virginia Legislature will convene on January 9, 2019. Michael shared some numbers from the recent mid-term elections:

- A record early voting with 183,000 voters which increased from 117,000

- Out of the 1.2 million West Virginia registered voters, 594,000 voted which is 47.67% compared to the previous 37%
- 45.7% of voters in Mon County
- Republicans will hold the majority in the Senate and in the House

He, along with Nancy and Lisa, met with Travis Mollohan, Director, Government Relations, on October 22 to discuss the proposed Campus Carry. He had sent communication out to the group and appreciates the feedback. The majority were against it. Travis suggested Rob may ask staff to call local legislators to voice our opposition.

Melanie asked how many universities nationwide have Campus Carry and how that has been going. Michael said 10 allow it; 20-something that are neutral; and around 10 that forbid it. Travis will be able to provide more statistics when he speaks at our next meeting.

Amy thought one has to be 21 years old to buy a gun so 18/19 year olds won't have one anyway. Michael said there is actually a provisional 18 year old permit in WV which allows them to carry.

Nancy shared she was with a group of educators over the past weekend from 20 different states. She spoke with someone from Colorado (Campus Carry permitted) and one college had a mass of faculty leave once it became implemented.

Michael said the University of Texas' crime rate dropped 64% since implementation.

Nancy added the Campus Carry also includes large knives.

He was asked to replace Julie McKinney, former Staff Council member and WVU classified staff employee who signed over to Sodexo, on the Tobacco Task Force Committee and assigned to the Cessation & Prevention sub-committee. He will have more info once they meet again.

### **Tuition Assistance**

By Barbara Griffin, *Chair*

Barbara reported Winter Intersession and Spring 2019 semester Tuition Assistance deadline is November 19. The billing for these sessions will be combined.

During a President's meeting over the summer, Nancy suggested the group ask about waiving college fees for staff who are utilizing our Tuition Assistance program. It was well-received and Barbara is happy to report that college fees will be waived for staff using Tuition Assistance beginning Fall 2019. She does need to get some clarification regarding the specifics.

### **Welfare Committee**

By Amy Matuga, *Chair*

Amy reported the coat drive was a success. They received around 300 coats; donated 150; and the rest was given to Christian Help. There were 23 new coats for kids which were sponsored. The donations also included gloves, hats, scarves and boots.

She, along with Dana, Peggy, Yolanda, Shirley, and Melanie as well as Faculty Senate Welfare Committee member Scott Wayne, volunteered on distribution day which was November 6 at the Coliseum. She put it out on social media that it was open to the community. They allowed people to take as many items they wanted. Several people expressed how much it meant and were so appreciative.

Amy wanted to relay she firmly believes the coat drive was a good thing. She's been in that situation before and knows she would be very happy to have something like this. She actually received some emails from faculty who couldn't believe WVU doesn't pay livable wages. She explained they don't ask to show proof of income, if they need it, it's theirs.

The committee also met recently and discussed the breakfasts with the president. They'd like to have some kind of quarterly reception with cookies and punch to hand out staff's milestone years of service certificates. If the president can't attend, maybe other administration or HR personnel could facilitate.

Nancy advised once they have the logistics in place, to bring it to the Council.

### **Athletic Council**

By Joan Baldwin, *Classified Staff Rep.*

Joan reported she is waiting to hear back about when they will meet. They usually meet before the end of the year.

### **Old Business**

Melanie asked about the participation for the Upward Feedback survey. Amber said they hit the 50% mark but that is all the information she has right now.

She also asked about an update on the performance appraisal process. Amber said they now have about 300 outstanding; there were some in which the supervisor didn't hit 'submit' so they should be circulating to employees now.

### **New Business**

Crystal shared that an employee she knows recently received her Handicap placard. She had contacted Parking Management and they had given her a handicap permit for another building which was further away from her building because there's only two handicap parking spaces there and they were taken. Crystal contacted Clement Solomon, Director, Parking Management, and asked if they could add a third handicap parking spot. Clement was very helpful and it turned out a lady was mistakenly parking in one of the spots, so it was resolved.

With regards to our Mission Statement, the last sentence states, "...and West Virginia University policies and procedures". The group agreed to remove "policies and procedures" and replace with "Rules".

Amber reminded the group the Staff Council elections will be underway around February. Barbara Bodkins, Administrative Assistant Senior, Talent & Culture, inquired if the group would like the same people to serve on the Election Committee. They are: Becky Frame, Accountant, Extension; Michelle Shockley, Accounting Assistant II, Student Life; Nelda Watson, Program Coordinator, HSC; Paul Crumrine, Event Coordinator, Extension; and Sandy Jolliffe, Human Resources Assistant III, Talent & Culture. If they are willing to serve again, the group agreed to keep the same committee members. Barbara will follow-up with them.

Michael asked about the Campus Conversation with Staff Council. Nancy said that will likely take place in January.

Amy attended the Benefits Session yesterday with Toni Christian, Director, Benefits Administration. She was disappointed to see maybe 12 other people there being it was about our new PTO (Paid Time Off). She feels it's because a lot of people don't read ENEWS. Lisa said it is still being worked on and nothing is final as of yet.

Jim explained the three constituencies and how they will be affected:

- Group A – those with 100% conversion rights for their accrued sick leave at retirement which will be used to supplement health insurance; will have a choice to opt in or out of the new PTO plan
- Group B – those with 50% conversion rights in which they may use to reduce their retirement health insurance costs by half; hired from 1988 to 2001; will have a choice to opt in or out of the new PTO plan
- Group C – those hired after July 1, 2001 accrue sick leave but cannot convert it for post-retirement health insurance and will be moved to the new PTO plan while retaining their accrued sick leave

Amy said people hired after 2001 are concerned. Michael added no other alternatives have been discussed for Group C so their concerns are justified, however, the current leave system is costing the University a huge amount of money so change is necessary. He'd like to see how much will be saved with the new plan.

Jim indicated it's not to save the University money but rather addressing lost productivity.

Rusty once had the short-term/long-term disability plan with another employer and believes it will still fall into loss of productivity. People will likely learn to work the system. Jim said they will have the ability to manage those situations better.

Jim advised to keep in mind that Group C will be offered a short-term disability plan free of charge and based on your years of service. If you are in Group C and have 1000 hours of accrued sick leave and you are moved to the new PTO system, you will still have those accrued sick leave hours to use before utilizing the new system.

Nancy said two employees emailed her about the new PTO system. One is in Group A and the other is a non-classified employee and they plan their time off around their family vacations together. Jim said those instances will likely be subject to review.

Amy feels they are comparing apples to oranges with them comparing Mylan's PTO plan to ours. Mylan employees' pay is much higher than ours. People mainly work at WVU for the benefits, not the pay.

Rusty said both short-term and long-term disability premiums combined usually runs \$500 annually.

Lisa explained permission from the Legislature means we will have the ability to create a new PTO plan. It also needs to be approved by the Board. She has asked to review the proposed plan before being presented to the BOG. There will also be a 30 day comment period.

Nancy added we will likely ask the president to allow Staff Council the opportunity for input.

Jim advised to invite Toni to an upcoming meeting for further discussion.

Amy shared that the email to provide comments on the new PTO system is [leave@mail.wvu.edu](mailto:leave@mail.wvu.edu).

Amy said she attended a Blue Zone survey about healthy food choices. A pre-made salad is \$10 or you can get a burger for a few dollars. She would also like to see nutrition listed on menus at the hospital and more healthy options at lower prices.

Lisa said we could be the first University Blue Zone. We will also need more sidewalks for walking and biking as we are not pedestrian-friendly.

Melanie also attended the Blue Zone survey. They asked how healthy they think the University is. Several people said they feel the University revolves around two groups – faculty and students. Staff's wellness seems to be secondary to those groups; not to mention our wages and PEIA costs. Also, someone from the Rec Center was there and he brought up how we now have to pay to park to go to the Rec Center, including your membership. This has impacted the usage of the facility.

Michael feels most staff do not take their wellness as seriously as faculty. We are aware how our state ranks when it comes to health. Most of the staff are WV residents and most of the faculty are not.

Amy said in departments where she used to work, they didn't encourage employees to get up from their desk and walk around; they preferred you to sit at your desk the entire day.

Melanie said an employee wanted a stand-up desk but her department wouldn't pay for it so she built her own. Michael thinks that's great that she took her wellness in her own hands and made it happen. He suggested the Welfare Committee really focus on the staff wellness issues.

Amy said she's worried someone will get hurt using the free weights in the HSC weight room. She feels they should have other exercise equipment other than weights.

Michael shared some statistics regarding Campus Carry throughout higher education institutions across the nation that allow it or allow it to some degree:

- Arkansas, Idaho and Mississippi – only those with enhanced carry permits may carry guns on campus
- Oregon and Wisconsin – allow guns on campus but prohibit them in university buildings
- Texas – university presidents may establish reasonable rules regarding the carrying of concealed handguns by permit holders as long as the rules don't generally prohibit permit holders from carrying concealed handguns on campus



- Minnesota – must allow guns on campus but may prohibit students and employees from carrying on campus
- Tennessee – must allow full-time employees to carry guns on campus where they work; allowed to prohibit full-time employees from carrying guns in certain specified buildings and areas on campus
- Georgia – public colleges must generally allow concealed guns on campus if they are carried by permit holders but guns are not allowed to be carried in student housing; sporting events; pre-school or childcare facilities; classes of certain specialized schools and classes at which dually enrolled high schools students are present; at faculty, staff or administrative offices; or disciplinary hearings
- Kansas – allows people to carry guns on public campuses but allow schools to opt out of those provisions for a maximum of four years; all public universities did so but effective July 1, 2017 opting out will only be possible if the schools set up rigorous security measures; the only state that does not require a permit to carry guns on campus

There are twenty-something other states, including WV, that allow the universities to make the rules and ten states that do not allow Campus Carry.

He also shared the feedback he received:

- The top priority that most people have expressed they want to see is to restrict locations such as ticketed venues, lab spaces and disciplinary hearings.
- The second ranked priorities which tied are to delay implementation of the rule until July 2020; and mandatory training from campus police for students and employees who wish to carry.
- The fourth priority is to require carrying in a way that does not willfully or carelessly display it for attention.

Travis Mollohan, Director, Government Relations, told Nancy, Lisa and Michael that this is being sponsored not only by the NRA but also the WV Citizen's Defense League, the Gun Owners of America, and various sporting groups such as Ducks Unlimited. Travis went on to say that there was an anonymous vote from a committee in the State Legislature and the majority was for Campus Carry here at WVU.

Amber asked Peggy if they encounter many people who have weapons on campus. Peggy said there are very few instances and when it does happen, they have an educational moment and make them lock it up in the trunks of their cars; as the current law is that you may have the gun locked in your vehicle on campus.

Nancy said the new bill will basically mimic HB 4298, the Campus Self Defense Act, from last year.

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With the exception of Jim and Amber as ex-officio members, 7 members are against it; 1 is indifferent; 2 are sort of for it; and 2 are totally for it.

The President's meeting was scheduled for Monday, November 26, however, it had to be rescheduled for December 3. The group could not determine any urgent agenda items as they are currently being addressed so they decided to cancel it.

The Staff Council Holiday Luncheon with President Gee is December 4 at Blaney House.

**Adjournment**

Lisa motioned for adjournment. Joan B. seconded. All in favor and meeting adjourned at 11:30 a.m.