
West Virginia University Staff Council Meeting Minutes

October 17, 2018

8:15 a.m. – 12:00 p.m.

Mountainlair, Rhododendron Room

| Name | Title | Department | Present |
|-------------------|-----------------------------------|-----------------------------------|----------------|
| Baldwin, Joan | Nutrition Outreach Instructor | Extension Services | Yes |
| Bolin, Julia | Nutrition Outreach Instructor | Extension Service | Yes |
| Bremar, Nancy | Nutrition Outreach Instructor | Extension Services | Yes |
| Browne, Thea | Administrative Assistant Senior | Main Library | Yes |
| Crabtree, Joan | Supervisor Campus Services | Facilities Management | Yes |
| Dunson, Terrence | Campus Service Worker | HSC Facilities Management | Yes |
| Forquer, Burlene | Manager Food Service | Mountainlair Catering | Yes |
| 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 |

Guest Speakers: Alex Jalso, *Chief Information Security Officer, ITS*
Lisa Sharpe, *Project Director, Shared Services Operations*
Chief W.P. Chedester, *University Police Dept.*
Capt. Danny Camden, *University Police Dept.*
Art Jacknowitz, *President, WVU Retiree Association & Professor Emeritus*
Brenda Thompson, *Program Coordinator, SFSS*

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

Call to Order

The meeting was called to order by the chair, Nancy Bremar, 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 September minutes motioned by Lisa. Crystal seconded. All in favor and motion was carried.

Treasurer's Report

By Joan Crabtree, *Secretary/Treasurer*

Joan reported a beginning balance of \$4,353.44 with following expenses:

-21.20 (Phone)
-90.00 (3 Staff Emeritus Plaques)
-0.31 (Car Rental – not sure what exactly the charge is for)
-63.04 (Travel)
-37.99 (Office Expense)
=\$212.54 total expenses

That leaves an ending balance of \$4,140.90.

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

Chair's Report

By Nancy Bremar, *Chair*

Nancy reported she recently met with Brent Bunner, Senior Marketing Communications Strategist, regarding the Staff Council Campus Conversation that was discussed during last month's meeting. This will likely take place before the next Staff Council election – possibly during our January monthly meeting. More on that will be forthcoming.

Along with Lisa, she attended the Campus Conversation yesterday regarding the Paid Time Off changes. As she understands it, they must move it through Legislature since the current policy is in State Code. It will then be taken to the BOG for approval once a design is in place with implementation in Spring 2020. Any accrued Sick Leave you have will be carried over when the new system is rolled out to be used accordingly until it is depleted, then you will utilize the short-term disability within the new system.

Next Monday, she, along with Lisa and Michael, will meet with the University's legislative team to discuss their legislative items – one being Campus Carry. They will discuss that outcome during the next monthly meeting.

ACCE (Advisory Council of Classified Employees) Report

By Shirley Robinson, *Classified Staff Representative*

Shirley reported the committees gave their reports and Bruce Cottrill, Director of Classification & Compensation, HEPC, gave an overview of the annual market review update. Each higher education institution is to provide a report to the HEPC and a few did not. They discussed the consequences of not providing this information and holding them accountable.

The next meeting is scheduled for October 22 at the WV School of Osteopathic Medicine in Lewisburg, WV beginning at 9:00 a.m.

BOG (Board of Governors) Report

By Lisa Martin, *Classified Staff Representative*

Lisa reported they met on September 20-21 with committee reports on the 20th. They met with open board sessions and some executive sessions on the 21st.

On Friday the 21st, they were given a presentation by Gerald Lang, WVU Tech Interim Campus President, regarding the state of their campus and Potomac State College Campus President, Jennifer Orlikoff, also gave a presentation regarding the state of their campus. They are also facing similar challenges that we do regarding student admissions with high school graduation rates down in the state – not that they're not graduating, it's that we don't have as many students here anymore.

The Board also approved a \$1.8 million start up engine for a leased and renovated space for a College of Business and Economics program and approved several Rules pertaining to Finance & Administration; Emergency Management; and Campus Safety.

Currently, there are Rules out now for a 30 day comment period on the BOG website.

They approved the lease of a property adjacent to the Mountaineer Station on Van Voorhis Road for a new 750 parking space facility for WVU Medicine. They also approved some name changes for buildings.

They will have a special meeting on Tuesday, mostly a call-in, in the President's Conference Room, Stewart Hall, from 9:00 a.m.-10:30 a.m. They will discuss further building name changes.

Committee Reports

Legislative Committee

By Michael Torries, *Committee Chair*

Michael reported the Governor announced he will give PEIA \$100 million if Legislation approves. Some people believe it's a campaign promise; some are wondering where the money will come from.

He reiterated that on Monday, he, along with Nancy and Lisa, will meet with the legislative team at WVU. He believes they will ask for our support in opposing the Campus Carry on WVU's campuses.

Back in January, the Council took a vote regarding Campus Carry – 3 were for it and 13 were against it with 5 members abstaining.

Blood Partnership

By Barbara Griffin

Barbara reminded the group the blood drive will be held on Monday, October 29. She will bring some flyers to the President's meeting on Monday.

Lisa asked if they've been meeting their quota with our blood drives. Barbara confirmed they did the last time. She sends out mass email reminders via the redcrossblood.org website and will be sending one out again.

Welfare Committee

By Amy Matuga, *Committee Chair*

Amy reported the coat drive is under way. She thanks the Faculty Senate Welfare Committee for agreeing to cosponsor. The drive will end November 2.

She is keeping a list of those who wish to sponsor/donate money for purchasing a new coat and a list of those who are in need of coats.

Peggy retained a space at the Coliseum, near the Gold Gate, for distribution on Election Day, November 6 from 9:00 a.m. to 5:00 p.m. They appreciate anyone willing to volunteer their time to assist with distribution.

Lisa reminded the group that anyone volunteering that day needs to submit their time through iServe.

Amy recently attended the Faculty Welfare Committee. They were unaware the ombudsperson is no longer here. There is a search committee that is forming to look for another person to serve as the ombudsperson and they would like a member of the Faculty Welfare Committee on that committee.

Athletic Council

By Joan Baldwin, *Classified Staff Representative*

Joan reported they've made some updates to the football stadium. They are still discussing the aquatic center; the golf course; and rumors about a new football stadium. These topics will likely be continued to be discussed during their next meeting.

Transportation & Parking

By Yolanda Gill, *Classified Staff Representative* and Terrence Dunson, *Classified Staff Representative*

Yolanda reported the TPAC (Transportation & Parking Advisory Committee) met recently and mostly talked about the PRT and issues of it breaking down which makes students late for their classes. They discovered items being thrown on the tracks which prevents it from running.

Terrence added they asked about the Coliseum parking, per the Council's request, and if there was any plans to begin charging employees for parking there. They said being Athletics is not funded by the University and they pay for everything, they offer free parking to their employees.

Joan B. shared a complaint she received with regards to the football stadium. The PRT is apparently only open for one hour after the game ends which makes it difficult for those with mobility issues. Yolanda and Terrence will take it back to the committee when they meet again.

Guest Speakers

WVU Retiree Email Program

Alex Jalso, *Chief Information Security Officer, ITS*

Alex appreciated the opportunity to speak the group and to share some information about the program.

What they are proposing is that WVU retirees may obtain a "@retiree" email address. For example, his would be alex.jalso@retiree.wvu.edu.

This will allow them to stay in contact with what's happening at the University. Most retirees want to keep their email but there's data within their email address that they aren't supposed to be viewing once they are retired.

This will allow them to retain their email but it won't be linked to the two-point factor authentication and will require a password change once every two years. It will still be tied into the email directory.

They can do retro-active accounts, offering it to those who've already retired. If you are Emeritus status, you are considered an employee and subject to the email rules.

This program will be implemented on January 1.

Shared Services Update

Lisa Sharpe, *Project Director, Shared Services Operations*

Lisa reported they just wrapped up the last of the three Campus Conversations regarding the Shared Services project. They also spoke with the Dean's Council.

The next steps are the organizational and operational pieces.

The organizational piece includes discussion of the structure and responsibilities within the service center; working with the units; and determining what positions may transfer to the service center. This will take some time as they plan to speak with each unit to identify the unique areas.

The operational piece includes the production of the how-to manuals for an easier transition.

With the Case Management system, they currently have a RFI (Request for Information) out through Procurement. We do already have some technology which may work fine but they want to be sure that they are prepared. Once they hear from the vendors, if it's decided they need to go external, they will then put out an RFP (Request for Proposal).

This will move along through the end of Spring 2019 at which they will determine what steps are next.

She has received several questions from employees with regards to when they will be hiring and if they will need to apply for these jobs. They do not have these answers as of yet but they want it to be a fair process.

The University of Michigan had done this type of shared services and they conducted it as a bidding process – they posted the positions and you chose your top three positions in which you are interested in. Around 85% of applicants got their number one choice; others got their second choice.

They do not have a location for the center as of yet but would like it to be on campus.

Dana questioned what criteria would be considered unique in areas. Lisa explained she knows of a unit who does book sales so that would be considered unique.

Dana's supervisor is leaving and she had been in charge of the three duties that will be taken over by the Shared Services Center. They plan to post her position for a new hire being that the center will not be ready until 2020. She is conflicted knowing this person's position might not be there in a year and wondered if this will be relayed to the new hire.

Lisa said she's been asked to review positions that may be effected by the Shared Services unit. Many have come through and the usual outcome is that if the department's budget allows it, then it is an acceptable job posting but to let them know this position could potentially change.

Crystal asked if an employee of WVU Medicine could possibly move over to the Shared Services unit or if it's just University employees. Lisa explained it will be what type of work will be needed once they identify the unique processes.

Amy asked if the positions will be classified or non-classified. Lisa does not know but they will be looking for customer service reps and payroll clerks. Amy said there are payroll employees at a 15 or 16 paygrade and others at a paygrade 12 so they will either go up or down; then if part of their job is taken away and given to Shared Services, will those at a 15 or 16 paygrade

be downgraded? Lisa does not know that answer but Rob Alsop, VP for Strategic Initiatives, answered a similar question during a Campus Conversation and he said if you're primary job description is two or three things, there's no reason for a downgrade.

They expect this project to be complete around January 2020.

Campus Safety & Communication

Chief W.P. Chedester, *University Police Dept.*
Capt. Danny Camden, *University Police Dept.*

Chief Chedester, along with Capt. Camden, agreed to come in to answer questions about campus safety and their communication protocol.

Amy was very concerned about the incident at the HSC in which a disgruntled student had made threats of going in the building and shooting it up and she did not hear about it until after five days when it was posted on social media. She feels it could've been communicated better.

Chief Chedester said they worked with University Relations that day to put out an informational release about the incident and the subsequent arrest of the individual. If they felt there was an imminent threat to the campus community, they would have sent out a text alert.

Capt. Camden added this type of incident is rare, luckily, but they are fully trained to deal with these situations.

The comments that the student made was during a morning class and it wasn't brought to their attention until later that day. After his classmates thought about it, they informed the department personnel in Dental Hygiene and they called the UPD which was after 4:00 p.m.

They react to the immediacy of the situation which is not to say they don't take the situation seriously.

Chief Chedester said once they verified the information, they took every step to ensure the safety of others. They obtained arrest warrants and the next morning, they arrested him before he stepped foot in the building. He is not allowed back on campus. The case is still being adjudicated by the court system.

Michael asked that looking back, if there is anything they would've done differently. Chief Chedester said when things like this happen, all the key players get together to perform an after actions review. They review their actions and determine if they should've done things differently.

There is a new officer at the HSC, Brock Armstrong, who is working under their Emergency Management division and is there every day.

With regards to the 50 year old man who had made threatening comments to the WVU campus, there was an erroneous news article wrote up and Chief Chedester has tried to clarify it.

They've been dealing with this man for years. He had been under the care of a psychiatric facility in Fairmont and made those comments while there. His comments were reported to the UPD and the city police. The Morgantown Police Dept. obtained warrants for the said

comments to have on file in the event he was let out. The psychiatric facility decided to discharge him, they contacted UPD and MPD who then faxed the warrants to the Marion County police. They took custody of him, he was arraigned and taken to jail. He was never physically on our campus.

Lisa asked if they're involved with the conversations about tobacco use on campus. Chief Chedester said being that it is a policy, not a law, they can't ticket them for it. They can ticket them for littering if they're caught putting their cigarette butt on the ground. They usually try to go back with supervisor notification to inform them they broke policy, if it's an employee. With students, they'd have to go through Student Conduct.

He wants people to feel comfortable talking with UPD officers. If you see them on campus, stop and say hello.

We generally have a safe campus but if you ever hear anything, even if it may be hearsay, please contact them as it could potentially save lives.

WVU Retirees Association

Art Jacknowitz, *President, WVU Retiree Association & Professor Emeritus*
Brenda Thompson, *Program Coordinator, SFSS*

Art and Brenda came in to give some information about the Retirees Association and answer any questions.

The WVU Retirees Association was developed in 2015. Margie Phillips, who at the time served as the VP for Human Resources, now retired, spearheaded the program. They wanted the program to be a means of staying connected with one another and with their department after retirement, as well as enjoying some perks.

They welcome faculty and staff retirees, past and present, and those eligible for retirement. They need internal people who are retirement-eligible or retired, to volunteer and come up with different fund raising opportunities. They also need more representation.

They enjoy various excursions and activities such as going to Black Bears ball games; visiting the Pittsburgh area and going to shows; participating in the Scott's Run Settlement House's Backpack Feeding Program for our local schools; preparing a meal for families at the Rosenbaum Family House; their Book Club; and Coffee Chat's, just to name a few.

For more information, please visit their website at <https://retirees.wvu.edu>. They are also on Facebook.

Old Business

With regards to the Staff Council's Years of Service Certificates that were recently sent out to classified staff employees with milestone years of service, Nancy shared she received a request from someone in the College of Business & Economics who asked for a list of the college's employees who received a certificate because the dean wanted to personally honor them.

Amber shared they're compiling the comments from the Upward Feedback focus groups. For those who attended, they've probably received an email asking to give feedback on the order of

importance questions so they can narrow it down to the top 10 statements. She will send the email to the group that includes the 16 statements about your supervisor of which you will choose the top 10. You click on the statement and drag and drop it into whatever order you feel is most important. You should see communication about it sometime in December once they've collected the data and it should be rolled out in January.

Burlene said the Sodexo transition has been difficult for some and not so much for others. There's a lot of moving around to different stations/locations which some aren't happy with. They are really helping with providing the proper equipment and supplies and will be setting up employee training.

They are reducing administrative personnel which affects direction. You are told to do something but you don't know exactly how. She believes most of the leadership is very knowledgeable. She thinks they have a long way to go but is hopeful.

Thea commented that it seems most of the business is at Chick-Fil-A and not so much the other restaurants. Burlene thought they said they were going to expand it. Lisa said she was told that Chick-Fil-A corporate would not approve expanding the restaurant or the menu.

Janelle received the specs for a new printer from WVU Copy and Managed Print Services for the Staff Council office and shared it with the Council.

Amy motioned for approval of the purchase/rental of a new printer for the office. Thea seconded. All in favor and motion was carried. Janelle will surplus the old printer.

New Business

Amy suggested in lieu of the staff quarterly breakfasts with President Gee, that they instead invite those who will have an anniversary of their hire date that particular month at which they would receive a milestone years of service certificate.

Nancy said he only holds the breakfasts quarterly because that is what his schedule allows.

Jim added that would be more under the lines of employee recognition. As he understands it, President Gee meets with these random groups of employees to receive feedback and ideas.

Melanie suggested maybe holding this type of employee recognition once or twice a year. Amy concurred something is better than nothing.

After much discussion, it was decided that there is a lot of logistics with something like that.

The group could not determine any pressing agenda items for the President's meeting this month to warrant taking up his time.

Peggy motioned to forego the President's meeting this month. Joan B. seconded. All in favor and motion was carried.

Adjournment

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