



Meeting Minutes

January 15, 2020 | 8:15 a.m. – 12:00 p.m. | Evansdale Library, Room 234

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

***Excused**

Guest Speakers: Jim Morris, *Assistant VP, Talent & Culture*

Samantha Burwell, *Assistant Director, Talent & Culture*

Sarah Seime, *Director, Talent & Culture*

Rebecca Meyer, *Director, Compensation Administration*

Jaime Bolyard, *Assistant Director, Compensation Administration*

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

Call to Order

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

First Business

Approval of December minutes motioned by Joan B. Lisa seconded. All in favor and motion was carried.

Treasurer's Report

By Melanie Nichols, *Secretary/Treasurer*

Melanie reported a beginning balance of \$2,650.76 with the following expenditures:

\$0.76 (Postage)

\$21.20 (Telephone)

-\$129.95 (Travel)

= \$151.91 total expenses

That leaves and ending balance of \$2,498.85 which is 45.25% of the budget (\$4,610.00 beginning balance).

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

Chair's Report

By Peggy Runyon, *Chair*

Peggy did not have much to report as she's been going over the last two month's activities, meetings, etc. and checking off items.

The group has nearly completed their top 10 SWOT items identified from the retreat back in October.

We are working more in Microsoft TEAMS to streamline Staff Council-related items and discussions. There was an issue with receiving notifications. Kevin said he believes you have to have both your PC and your phone set to receive notifications.

Advisory Council of Classified Employees (ACCE) Report

By Shirley Robinson, *ACCE Classified Staff Rep.*

Shirley reported they met on December 12, 2019 at the South Central Advanced Technology Center (ATC), BridgeValley CTC, in Charleston WV.

Matt Turner, Executive Vice Chancellor for Administration, attended. Some items which he discussed with the group:

- Higher Education Policy Commission (HEPC) is looking at policies to assist with the nursing shortage
- Reviewing demand programs but factoring in avoiding duplication programs
- Senior management team is planning to meet with the auditor's office regarding issues like travel reimbursement; some ACCE reps are having difficulties with attending meetings due to budget constraints, however, there is money set aside for these expenses through state code
- ACCE needs a liaison from the HEPC to attend their meetings; it has been a year since a liaison has attended one of their meetings
- Implementation of the new salary schedule's round table discussion generated a few items of concern:
 - WVU Parkersburg new employees are being hired at the current salary schedule yet current employees are still under the old schedule
 - WVNET not on new salary schedule
 - Mr. Turner stressed that everyone needs to look at their institutional policies on classification and compensation or something that states the institution will follow the Council or Commission policy on class & comp
 - WVU – what is being used to place employees at salary level; may have created their own salary schedule

ACCE concerns:

- Meetings should be with two chairpersons – Council/Commission and Chancellor
- Lack of communication at Pierpont CTC – the grandfather clause only applies to non-exempt employees

Other campuses concerns:

- WVNET – how to modify bylaws to allow non-classified employees to be on the Classified Staff Council (CSC) but no higher level administrators
- WV Northern – loss of employees with a large knowledge-base through Reduction in Force (RIF) or other means

Shirley had shared a list of bills this legislative session with the group recently for review.

The next ACCE meeting will be held on January 27th at the HEPC office in Charleston WV beginning at 9:00 a.m.

Board of Governors (BOG) Report

By Lisa Martin, *Classified Staff Rep.*

Lisa reported they met on December 20, 2019 at the Erickson Alumni Center. She could not attend but shared a few highlights of the meeting:

- Student retention efforts – starting a pilot program sometime this semester to help with students who are just short of credit hours to graduate. Students need not apply. They'll be given \$1,500 to help them finish their academic requirements. Around 150 students fit the profile; 50-60 are only \$3,000 short.
- The Mountaineer Challenge Academy are trying to open another site at the former campus of WVU Tech. The property was formerly leased to a youth counseling organization but had fell through.
- New degrees were approved.

There is a brief meeting scheduled for January 24th for approximately an hour. She does not have the agenda items.

She will be giving her annual classified staff report to the BOG on May 1st and will be working with classified employees at other WVU regional campuses as well. If there is someone you think would like to participate, please let her know. She has one person so far.

Melanie inquired about the renovation projects in the dorms. Lisa does not have any info but will find out.

Their next regular meeting is scheduled for February 28th at the Erickson Alumni Center.

Committee Reports

Legislative

By Michael Torries, *Chair*

The 84th West Virginia State Legislative session began a week ago today. There are plans for some staff and faculty to visit Charleston on January 22nd. Travis Mollohan, Director, Government Relations, is setting up times to meet with legislators and will send him the agenda.

The 2020 WVU Staff and Faculty legislative brochure is completed. He passed around a rough copy of it. He thanked the other committee members for their assistance with this project. Lisa also thanked Michael for his efforts with the completion of this as she knows how much work is involved.

ENEWS had recently featured the list of bills to keep an eye on and said Campus Carry is a carryover bill from last year.

He will also be sure to share the brochure with WVU Tech and Potomac State.

Email him or another committee member with any additional concerns.

Compensation

By Terrence Dunson, *Chair*

Terry reported they reviewed all Big 12 schools' salary schedules. He'll share that documentation on Microsoft TEAMS.

Rebecca Meyer, Director, Compensation Administration, is here today to address concerns and provide more information regarding salary increases this time around.

Athletic Council

By Joan Baldwin, *Classified Staff Rep.*

Joan reported they will be meeting in May.

Transportation & Parking

By Terrence Dunson & Shirley Robinson, *Classified Staff Reps.*

Terrence reported the Transportation & Parking Advisory Committee (TPAC) will meet on February 14th.

Send him or Shirley any items of concern.

Student Retention Ad-hoc Committee

By Kevin Patrick Jr., *Chair*

Kevin reported the committee has met three times since the last monthly meeting and will have one more meeting before the Staff Council Game Night scheduled for January 30th from 6 p.m. to 8 p.m. at the Mountainlair, 2nd floor.

- Sodexo/Dining Services is providing the food at no cost
- There are five or six games/activities planned – tabletop games set up in a room; Bingo; Cornhole; Ladderball; and other various games
- Rob Alsop, VP for Strategic Initiatives, donated \$500 to purchase prizes like air pods and other items
- Raffle tickets to win prizes
- Free giveaways from Student Services
- He reached out to a few local gaming stores and Four Horsemen Comics and Gaming agreed to have a table set up and provide giveaways

Everyone will take at least one or two prizes home plus a couple of big prizes will be available to win. They are reaching out to first generation students, commuters, and international students.

Peggy asked if you know of a business that would be willing to donate something, please let them know.

Tobacco- and Smoke-Free Steering Committee

By Michael Torries, *Classified Staff Rep.*

Michael reported they have not met but he has received communication from Jack Swiney, Student Life Wellness Promotions and Graduate Assistant, who provided a report in December:

- Six (6) student ambassadors on campus
- Nine (9) interactions
- Distributed four (4) quit kits
- They plan to work with Student Conduct as a way for students to expunge their record regardless of the level of violation
- Granted dual permission by Pfizer and WVU to broadcast the upcoming expansion of tobacco cessation treatment options on campus with WVU Medicine
- The Compliance Officer position for the tobacco/smoke free policy is now vacant

Guest Speakers

Talent & Culture BOG Rules Update

Jim Morris, *Assistant VP, Talent & Culture*

Samantha Burwell, *Assistant Director, Talent & Culture*

Sarah Seime, *Director, Talent & Culture*

Jim, Samantha and Sarah came in to speak to the group regarding some Talent & Culture updates like the Voluntary Separation Incentive Plan's (VSIP's) and policy development projects that they are currently working on.

Samantha shared they are working on finalizing the few remaining VSIP's which are from those people either being on medical leave at the time the offers went out or other circumstances. They are down to one pending offer.

There were a total of 139 people who accepted the VSIP: 91 classified employees; 25 non-classified employees; and 23 faculty positions which equates to just short of \$9 million (\$7 million goal) in salaries. A total of 98 of those employees left in 2019 and the remaining 41 are leaving in 2020; which most of those people are helping with the transition to the Shared Services model and will be leaving at the end of June.

Lisa said we were informed that when an employee accepts a VSIP then that position goes away but have since learned there are exceptions to that. Samantha did not have the numbers on those exceptions but they look at cost savings to the University when they consider the VSIP offer – if there is an approximate 50% cost savings or there is a strategic re-organization of a unit. Shared Services is an example of that.

Jim relayed the original number of nearly \$15 million was the overall cost-reduction goal. Some units did not replace people who left through normal attrition so positions were reduced that way as well. That, along with the VSIP outcome, satisfied their cost savings goal.

Samantha has been working with legal/legislative team regarding employment restrictions. In state code, if an employee accepts a VSIP, they have an employment restriction in that if they choose to come back to work for any WV higher ed institution, there is a \$5,000 cap in their earnings per fiscal year. They are working to increase that cap to \$25,000.

The policy development project is the current item Samantha has been focusing on. Back in 2017 we changed to our BOG Rules or the 'freedom agenda'. Those new policies are to be reviewed this fiscal year. She is working with the general counsel's office on that. They will also be looking at Talent & Culture's policies and procedures to build a knowledge base for Shared Services.

She asked the group to review those policy updates which can be found at <https://policies.wvu.edu>. The Talent & Culture policies are 3.1 through 3.9. After reading through those, please let her or Amber know of any questions/concerns.

Their goal is to get all the Board policies reviewed and approved by the end of the fiscal year.

Jim added they'll be looking at cleaning up HR policies and eventually update their website. A lot of transactional activity that used to go to HR will now go to the Shared Services unit.

Any items of substantial change will be brought to Staff Council for input.

An example of an item Samantha is working on with Toni Christian, Director, Benefits Administration is moving to daily leave accruals. The current policy is you earn your leave accruals on the 15th and 30th of each month. When someone wishes to retire, they have to navigate around this system which can be difficult. This would also benefit new employees. They're hoping it's a positive change.

Sarah is leading the HR partners re-organization and this will give every academic and non-academic unit an HR partner; which is a resource for the department who will have various duties such as helping with requisitions, hiring or working with Compensation.

Jim shared they broke the organization down to five teams – four executive HR partners each have two or three HR partners under them which Sarah oversees all, plus her client groups.

Sarah added none of these HR partners will be located at OWP; they will all be located in their designated colleges/departments which they support. She is happy to share the organizational chart.

Compensation Update

Rebecca Meyer, *Director, Compensation Administration*

Jaime Bolyard, *Assistant Director, Compensation Administration*

Rebecca and Jaime came in to speak to the group about some compensation updates that will occur over the next few weeks. This Friday, they will roll out a very small salary program to be completed by February. Two Campus Conversations are set for the next two weeks – January 29th and January 31st.

This program is not campus-wide. They have around \$3.4 million this year from central funding. The last campus-wide, merit-based salary increase occurred in 2018 and they had \$13 million to work with.

They are asking deans/directors to focus on two key objectives for these dollars – critical retention and compa ratio inequities (below 90% of midpoint).

A group of people across campus served on a committee which reviewed the dollar amount available and ultimately decided this to be the best option.

In order to be considered for this salary program you must be a benefits-eligible employee; employed by the University on or before December 1, 2019; no active discipline (classified-staff); and a performance rating higher than 'Unsatisfactory' or 'Development Needed'.

As they continue to watch the market for salaries and trying to make changes incrementally, for all staff ranges, they will continue to move that 1% this year. Staff ranges will change February 1st. That information will be on their website.

They will roll out communication to leaders, vice presidents and deans this Friday. That information must be back to them by early February with raises effective February 16th and communicated to recipients starting on February 17th. The pay increase will be reflected in the March 13th paycheck.

You can view your current pay rate on MyHR. As of now, they don't have a compa ratio calculator to determine if you would be eligible (divide your current pay by the midpoint to determine if you are below 90% of that).

They do encourage direct communication between the leaders and employees.

They must conduct a market study five years after a policy is in place. They receive market data every six months of what universities and colleges across the country are doing. Ranges move 2% on average each year. Increases tend to be around 3% for employee populations. A market study will need completed by the end of 2022. They will begin to identify the process and poll groups like Staff Council for input.

Rebecca and Jamie plan to come back next month to follow up and provide numbers of who received an increase.

The group shared some items of discussion such as two employees in the same department, with the same PIQ, but have pay inequities; and a group of plumbers who had left recently and went to Pitt who have now doubled their pay.

A huge part of our compensation is our annual/sick leave benefits and being a family-friendly organization. Many feel they will need to come up with something extraordinary to replace that. Amber reminded the group it will require legislative changes to do that.

Old Business

Peggy spoke to someone at HSC regarding employees there who need a card replacement and were told they were not part of the free card replacement program that was announced a few

months ago. They are still looking at a way to provide those free card replacements for HSC employees.

The new cards have a series of numbers on the back. Dianne believes if you have not gotten a new card within the last three years, you have an old one and will need a replacement.

Peggy reminded the group that if you are doing something for Staff Council during your regular work hours, please let your supervisor know ahead of time for approval.

New Business

Rebecca Meyer is coming back next month as previously noted; as well as Olivia Pape, Program Director, Public Health, who wants to share some wellness programs that are open to staff that are either free or low cost.

The group will also vote on/approve the Classified Staff Emeritus nominations during next month's meeting.

President's Meeting

The President's meeting is scheduled for Monday, January 27th beginning at 11:00 a.m. in the Mountainlair, Rhododendron Room. Agenda items were determined as follows:

- Legislative update – Campus Carry; Faculty Tenure; and other items that affect higher ed.
- Once those who are identified as needing a pay increase this time around with the pool of money available, how do we get back on track to give everyone else a raise?

Adjournment

Thea motioned to adjourn. Andrew seconded. All in favor and meeting adjourned at noon.