

West Virginia University Staff Council Meeting Minutes

April 15, 2015

8:15 a.m. – 12:00 p.m.

Jerry West Lounge – Coliseum

Name	Title	Department	Present
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	Yes
Baldwin, Larry	Electrical Technician	HSC	Yes
Bise, Linda	Program Assistant II	HSC	Yes
Bolyard, Emmitt	Purchasing Assistant I	Facilities Management	No
Bremar, Nancy	Nutrition Outreach Instructor	Extension Services	Yes
Bright, Karen	Nutrition Outreach Instructor	Extension Services	No
Campolong, Linda	Housekeeper	RFL	Yes
Campolong, Ron	Trade Specialist	Facilities Management	Yes
Crabtree, Joan	Supervisor Campus Services	Facilities Management	Yes
Eddy, Pam	Grants Resources Specialist	Dept. of Medicine	Yes
Fletcher, Louise	Traffic Enforcement Officer	Transportation/Parking	Yes
Hammack, Diana	Administrative Assistant	Deans 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
McCormick, Beth Ann	Program Specialist	Dept. of Pathology	Yes
Morris, Jim	Assistant Vice President	HR Employee Relations	Yes
Wodzinski, Amy	Program Coordinator	FIS	Yes

Guest Speakers: Clement Solomon, *Director, Parking Management*

Kim Hartsell, *Assistant Director, Parking Management*

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

Call to Order

The meeting was called to order by Staff Council Vice Chair, Nancy Bremar, at 8:15 a.m. and a quorum was established. The sign in sheet was passed around for members to sign.

First Business

Approval of March Meeting Minutes motioned by Joan B. Beth Ann seconded. All in favor and motion was carried.

Treasurer's Report

By Diana Hammack

Diana reported a beginning balance of \$4,212.05 with one expense of \$29.28 for the phone bill. That leaves an ending balance of \$4,182.77.

Beth Ann made a motion to approve the Treasurer's Report. Louise seconded. All in favor and motion was carried.

Chair's Report

By Lisa Martin

At last month's meeting the group discussed our budget and what to do with the remainder at the end of the fiscal year. She reached out to Narvel Weese, VP for Administration & Finance, to propose putting some of the money into the Tuition Scholarship for Children of Classified Staff fund, as it was suggested. They are still exploring whether it's considered state money or not.

She has recently learned that a fellow employee has recently lost their home and belongings due to certain circumstances and was staying at Bartlett House. We were able to assist this employee with money from a WVU Foundation account, the Hearts & Hands Fund.

Nancy suggested to ask Narvel if we could also add in more money left over from the budget for the Hearts & Hands fund as well. She will discuss that with him.

ACCE (Advisory Council of Classified Employees) Report

By Paul Martinelli

Paul had provided a handout pertaining to the RFP (Request for Proposal) on market study which was discussed at the last ACCE meeting held in Bluefield. It contained comments made by ACCE representatives and was given to Trish Clay, Vice Chancellor for Human Resources, HEPC (Higher Education Policy Commission), for review.

Other campuses are still having the ongoing issue of not having a sufficient amount of representatives to attend the ACCE meetings. Paul indicated he meets someone new at every

meeting and he's told it's the first meeting they've attended. Subsequently, that tends to make things difficult as they are not up to date with previous issues and discussions. He reported there were 11 members out of 22 that attended the meeting.

WVU Tech is continuing to face problems. Dixie added that it is difficult to see a campus struggle and it makes sense to want to bring that together with an accredited school such as Mountain State University to make it the best it can be. Employment in that area should not be greatly affected with the option of carpooling and being about a 40 minute drive. Amber Tennant, Interim Director of Employee Relations, added that she had visited Tech a while ago and was speaking with a staff member who had stated that it's not the buildings that make up Tech, it's the people. Dixie feels they will be very pleased with what is to come regarding their futures.

Paul reported the next ACCE meeting will be held in South Charleston on May 28th.

BOG (Board of Governors) Report

By Dixie Martinelli

Dixie reported a Financial and Budget Review meeting was held on April 10th with most of the discussion occurring during executive session. She explained to the Board members as they review this year's budget, that staff will have to receive a pay increase this year in addition to the proposed 40 hour week. Administrators indicated they understand that.

The results of the staff survey pertaining to the proposed 40 hour work week were given to the Board. Dixie did explain that those numbers did have some stipulations that needed added. There were a large number of hourly employees that were for it if it's the only way they will receive an increase. She also explained why exempt employees were against it; because they would not receive additional pay. She also supports faculty receiving an increase as well; the higher education institutions in the country are coming out of a recession and we must focus on retention.

Dixie had asked Narvel Weese, VP of Administration and Finance, when he foresees the implementation of the 40 hour work week because she has been receiving many inquiries. He is uncertain but she believes it would be sometime in the fall because of the issue with the new OASIS system. Dixie reported the Board will vote on it during the April 30th – May 2nd meetings. Staff Council has yet to make a stance on the topic.

Linda C. stated that back in 1985 when WVU employees gave up a raise in lieu of the 37.5 hour work week and it being in State Code that everyone else works 37.5 hours/week, if that would present a problem for the rest of the state. Jim doesn't believe it is in State Code. There are some items that will need to be changed such as leave, WVU/BOG policies and the HEPC.

Dixie asked Joan C. how employees in her unit feel about the 40 hour work week. Joan believes they are for it being they will receive more money, however, there are competitors such as Walmart, who just gave raises, as well as Ruby Memorial Hospital, who offer an incentive program. Joan C. suggested offering more sick leave or something to retain these employees.

Committee Reports

Legislative Committee

By Nancy Bremar

Nancy does not have any new items to report at this time as she is still working on setting up a time to visit during Spring interims.

Compensation Committee

No report today.

Tuition Assistance Committee

By Amy Wodzinski

Amy reported the Tuition Scholarship for Children of Classified Staff applications are still pending from the Financial Aid office.

There is a Staff Council Blood Drive set for May 4th at the Waterfront Place Hotel.

Jim will check on the email listserv issue that Amy informed the group of last month.

Welfare Committee

No report today.

Transportation & Parking

Guest speakers are here today to provide an update.

Guest Speakers

Clement Solomon, *Director, Parking Management*

Kim Hartsell, *Assistant Director, Parking Management*

Clement and Kim are here today to give an update on parking issues campus-wide and answer any questions. Lisa had provided a list of questions on behalf of Staff Council members that he will be addressing today.

1. *Student workers vs. Classified Staff. How many Classified Staff positions have been filled by student workers?*

Student workers are hired for various positions within the University from the President's office to Parking. The intent is not to replace full-time classified staff employees but rather to provide additional support to full-time staff as needed – especially seasonal and temporary needs. They are hired through the Student Employment office.

Clement is also a faculty member in Engineering, School of Medicine, and Davis College. Many of his students do independent study with him. Some work in the Permit Office with customer service and data research. Some also work in Parking Enforcement. They work anywhere from 10 to 20 hours per week and assist in filling in some open slots during the day, but mostly evenings.

He has always believed that the students are a valuable asset to the institution if departments can hire them, teach them, and mentor them. They gain a lot of experience doing these jobs.

They have also been working on a Parking Ambassador's Program, a pilot program as of now. The idea is to randomly choose ten (10) students who have multiple citations and excuse those citations by doing community service or assist with the start of school and be a guide at the Lair, for example, by informing students where to park.

2. *What kind of training do student workers receive before being allowed to work on their own?*

The student workers are trained by experienced Enforcement Officers before they are allowed to work independently.

Linda C. inquired what the ratio is between student workers and Classified Staff. Kim verified there are nine (9) student workers between the Permit Office, Enforcement, Maintenance, Administrative, and those who perform data research for Clement.

Linda then asked who they report to when out in the field working enforcement. Kim stated they report to the Leads. There is a Lead on the Evansdale campus and Downtown campus. There is also a Lead in the afternoons. Normally, they are assigned to a specific campus but not always. For instance, if a staff member is on leave, they will then be assigned to one which is not fully staffed.

Joan B. questioned if they are considered to be Work Studies. Joan C. stated the difference between a Work Study and a Student Worker is that the Work Study receives federal aid and a Student Worker is on payroll.

Dixie asked how many full-time Classified Staff works in Parking. Kim stated she has three (3) full-time employees downtown; three (3) for Evansdale campus; and two (2) Enforcement Officers in the afternoon plus a few Student Workers. On top of that, they have Trades Specialists, which are the Maintenance Leads – one during the day and one during the evening. There is still currently one vacant position which they are trying to fill.

Dixie questioned if the number of citations have decreased. Clement explained that some days they issue more; some less. With them filling lots more and more, there are more citations issued but in comparison with past trends, it's about the same. Kim added with the lots being filled to maximum capacity, there isn't room to offend.

The downtown wait list before was nearing 215; it is now around 45 since they've increased the utilization in the lots. Their main objective is to provide a parking space for someone who has paid for it.

Linda C. inquired why the handheld device used by Enforcement Officers cannot detect when she is driving her second vehicle if she forgets the permit in the other vehicle. Clement explained they will be looking at technology changes in the next few months with regards to equipment and software as well as real time information exchange and a mobile app. They have recently utilized PDF temporary parking permits that can be sent via email. He is hoping to answer some of these questions in the summer.

Kim stated, for example, that if a student has her dad's car downtown with the permit and he's on Evansdale campus without a permit in his car, that is essentially taking up two spaces. With regards to technology, they are looking at license plate recognition but when you are registering for your permit, you may have several vehicles in your record. This would be solved with something such as the EZ Pass tollbooths that have cameras taking shots of your plate.

Dixie questioned if she is driving a different vehicle and forgets the permit, if there was an easier way instead of having to get a temporary permit. Kim stated to just call them and it will be documented. Every Enforcement Officer's handheld is also a phone and Leads have handhelds and a mobile. There should be no issue with communication.

Paul explained an issue he faces frequently, that there are many Extension employees that come from all over the state and sometimes they forget their permits and in turn get cited. He then has to call/email and obtain another temporary permit, sometimes for multiple persons. Clement and Kim stated he can call anytime and simply explain the situation and it will be taken care of. Should Paul need three-day permits for visitors, he may just call and inform them of the dates and they will write it up for him.

Kim added that something to keep in mind is that Knapp Hall is sold out and when they issue multiple day passes for numerous people, it subsequently impedes on those employees who pay for a spot.

Beth Ann asked with Family Medicine leaving at HSC if the patient parking lot section will eventually be turned into permit parking or left so that anyone can park there. There are also three DPS (Department of Public Safety) parking spots in the front for DPS vehicles but they arrive for their shift in their personal vehicles and park there all day and are not required to have a permit for those cars.

Kim indicated this is the first time she's heard of this. They have been working toward bringing HSC in more with the University. They will follow-up with the appropriate persons.

3. *With regards to TPAC (Transportation & Parking Advisory Committee) meetings, why aren't documents shared with committee members?*

Clement wanted to verify that TPAC is not a decision making body but rather an advisory body. They discuss topics as a group and provide recommendations to the VP of Administration & Finance, Narvel Weese. These are considered procedural changes and nothing is official until it's approved by him. There are some other topics, such as policy changes, that fall under the Board of Governor's regulations that they cannot do anything with.

When there is a document that needs shared, he will most certainly share it. Kim added they follow up their meetings with the Minutes and distributed by Clement.

Both Kim and Clement relayed that if Council members have any questions or concerns, to please be specific when contacting them such as providing names, the location, etc. so that they may gather the information and provide an answer as best as they can.

They will continue to relay communication via their website, ENEWS, Twitter and Facebook.

Old Business

Lisa thanked Jim for some clarification regarding the longevity pay at retirement that he had emailed the Council recently.

Paul is continuing to serve on the committee that is reviewing the emeritus status for Classified Staff. He has no new updates at this time.

Nancy reminded the group that they need to provide a statement regarding their stance on the proposed 40 hour work week.

Joan B. made a motion to support the proposed 40 hour work week with the stipulation that exempt employees receive some kind of additional compensation as well. Dixie added that the Board must understand that there has to be some type of pay increase this year in addition to the 40 hour work week and additional compensation for exempt employees.

The group collectively agreed to the motion of:

Classified Staff Council supports the 40 hour work week on the condition that exempt employees are fairly compensated for the same increase in hours.

The outcome was six (6) are for it; six (6) are not for it; and one (1) abstained. Since it is essentially a tie, Lisa would either have to vote for a tie breaker, abstain, or request to discuss further.

Beth Ann brought up that she is not for the 40 hour work but if it will be implemented then she agrees that exempt employees need fairly compensated as well.

The motion will need amended and broken down into two parts. Joan B. rescinds her original motion. Beth Ann seconded. All in favor and motion was carried.

Joan B. motioned that Classified Staff Council take a vote regarding the 40 hour work week. Diana seconded the motion to vote.

The outcome was four (4) are for it and nine (9) are against it. Motion not approved.

Classified Staff Council does not support the proposed 40 hour work week. There is no need for a second part of the motion.

Jim wanted to briefly give an update on the Staff Council election. So far, they have received 483 votes.

The President's Meeting is scheduled for Monday April 20 at 11:00 a.m. in the PCR (President's Conference Room). Topics on the agenda are as follows:

- 40 hour work week
- Raise update

Diana motioned for adjournment. Beth Ann seconded. All in favor and meeting adjourned at approximately noon.