

West Virginia University Staff Council Meeting Minutes

May 20, 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	No
Bolyard, Emmitt	Purchasing Assistant I	Facilities Management	No
Bremar, Nancy	Nutrition Outreach Instructor	Extension Services	No
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	No
Fletcher, Louise	Traffic Enforcement Officer	Transportation/Parking	No
Hammack, Diana	Administrative Assistant	Deans Office Arts & Sciences	Yes
Martin, Lisa	Special Events Coordinator Senior	Event Management	Yes
Martinelli, Dixie	Office Administrator	Extension Services	No
Martinelli, Paul	Program Manager	Extension Services	No
McCormick, Beth Ann	Program Specialist	Dept. of Pathology	Yes
Morris, Jim	Assistant Vice President	HR Employee Relations	Yes
Wodzinski, Amy	Program Coordinator	FIS	Yes

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

Call to Order

The meeting was called to order by Staff Council member, Joan Baldwin, at 8:15 a.m. and due to many members not being able to attend the meeting today, there was no quorum established. The sign in sheet was passed around the room for members to sign in.

Lisa Martin, Chair, was unable to call the meeting to order due to unforeseen circumstances at the time, but arrived shortly after.

First Business

Approval of April Minutes could not be completed at the time due to lack of a quorum. Diana requested a correction of the minutes pertaining to her seconding the motion to vote on the 40 hour work week.

Janelle sent an email out to all members for approval of the minutes after the meeting. She received responses from (13) thirteen members in favor of approval.

Treasurer's Report

By Diana Hammack

Diana reported a beginning balance of \$4,182.77 with only one expense of \$21.20 for the phone bill. That leaves an ending balance of \$4,161.57.

Due to lack of a quorum, the Treasurer's Report could not be formally approved.

The group discussed the announcement from Narvel Weese, VP of Administration & Finance, of the forthcoming 3% raise for all WVU employees beginning October 1, along with the 40 hour work week being approved by the BOG (Board of Governors) to be reviewed and approved/not approved by the HEPC (Higher Education Policy Commission).

They have been receiving many inquiries from fellow co-workers regarding if a pool of monies for each classified staff, exempt, and faculty employees will be utilized when the raises are implemented.

Jim believes it will be a merit-based situation as President Gee has indicated at the President's Meetings several times. Those who perform their jobs well will receive the raise as opposed to those who do not perform well.

Jim re-read the email announcement that Narvel had sent to the group. Linda C. commented that it does not state anywhere in his letter if a pool of monies will be utilized so employees are calculating a 3% increase of their pay.

Joan B. referred to the email that Paul had sent to the ACCE (Advisory Council of Classified Employees) informing them that Staff Council does not support the 40 hour work week. She feels it should have stated that the majority of Staff Council does not support the 40 hour work week because she had made the motion to approve it. Linda C. indicated it was based on consensus.

Chair's Report

By Lisa Martin

Lisa reported the New Employee Welcome Reception was held on April 30th with Larry, Paul, Janelle, and herself staffing the table. We had a tin of flying WV cookies for the prize drawing along with the pens and sticky notepads for giveaway.

She has asked for a meeting with President Gee after our regular meeting with him next Tuesday to discuss the 40 hour work week and raise announcement from Narvel.

She received a phone call from a concerned staff person stating that a person from a higher position is going to make sure that their group is exempt from the 40 hour work week.

ACCE (Advisory Council of Classified Employees) Report

By Paul Martinelli

Paul was unable to attend today's meeting but had provided copies of some handouts and his ACCE Report summary to Janelle for distribution to the group.

BOG (Board of Governors) Report

By Dixie Martinelli

Dixie was unable to attend today's meeting but provided Lisa with a copy of her report. It is as follows:

Sorry I am not with you all today. I've asked Lisa to relay some of my BOG meeting notes.

- Thursday afternoon the BOG was given presentations by students who have invented, created, and patented ideas/concepts to either further their career or assist people nationwide/globally. These students were amazing in their ideas and resources to do these ventures. We have a launch lab that assists students with ideas and they compete on a national level these ideas and we had several winners this year.
- Thursday evening the BOG was given updates by Rob Alsop and Joyce McConnell on the state of affairs/university. The BOG was given an opportunity to speak about anything they felt would make WVU a better institution.
- Friday was our regular BOG meeting and the students had their presentation to the BOG.

As you can imagine, it mainly centered on not increasing the tuition. The current student body president and newly elected student body president both gave pros and cons on the implementation of the significant tuition increase. The Presentation to the BOG.... by administration was that the tuition increase had to happen in order for our faculty and staff to be given a salary increase. Some of the monies will be given as scholarships to students and incentives to students if they finish in 4 years.

- We went into executive session where many items were discussed. Most I cannot discuss, but I will tell you about the 40 hour work week. As the discussion began, I made sure the BOG understood that “Staff Council” did not support the 40 hour work week. Narvel would interject that a survey was sent out to all classified staff and that 65% of the hourly employees voted for a 40 hour work week. I told the BOG that several comments were included in the survey that stated “if this is the only way that I will receive an increase, then I would work a 40 hour work week.” I was surprised by the support that administration had on the 40 hour work week by the board. All of the members companies, etc. is based on a 40 hour work week. Administration presented a compelling argument that it is crucial for the institution to move to the 40 hr. to be competitive and put more money into the employee’s pockets. I did request that administration remain flexible in the hours that employees worked, i.e., child care, elder care, etc. The board did agree with the flexibility. Work hours will remain the same with a half hour lunch. It was a very lengthy discussion. I was surprised that Narvel in his email said it was unanimous. That was not the case. I did uphold the Staff Council Vote. Even at that, the Board is convinced that the best way to proceed is going to a 40 hr. work week. I still would like other ideas be considered, i.e., Forty hour work week for all those newly hired and a choice for those of us now employed. Lisa has said this since the conception of the “Big Idea”.....
- Administration did say (and approved by the board) that a 3% pool of monies would be going to classified staff for an increase. However, I do believe we will need to make sure that part of the implementation of the 40 work week is not included in the 3% pool.
- After the regular board meeting the audit committee met and went over all the information that the audit team performs every quarter.

I will tell you that this BOG meeting was mentally exhausting. Between the tuition increase, work week and the feeling of failure. I was drained by the time it was all said and done.

Thank you all for what you do for those we represent.....

Committee Reports

Tuition Assistance Committee

By Amy Wodzinski

Amy reported the Tuition Scholarship for Children of Classified Staff has been reviewed and verified by Brian Hoover, Assistant Director, Financial Aid. The committee provided Janelle with their final decision of the recipients of the award. She will send out the congratulatory and regret letters to the individuals.

The Tuition Assistance for Summer 2015 has been completed.

Amy reported the Blood Drive held on May 4th at the Waterfront Place Hotel was successful. Their goal was 25 units and they received 25 units. She thanks everyone for their continued support.

She stated the Staff Council office has still not received the building-wide listserv for announcements pertaining to Blood Drives, Wellness, etc. as she has been informed she can no longer send those types of emails out, however, she does put the information in ENEWS.

Old Business

Employees who still do not have access to computers during work hours was suggested to be added to the agenda for discussion today by the Welfare Committee after their last meeting. Larry stated it wasn't worded right; he believes everyone now has access to computers.

During the Staff Council elections, he knew of an employee who works Roads & Grounds that tried to vote but couldn't access the online voting system because he didn't have a password. He called IT to put a work order in on a Thursday and they told him it would be resolved on that following Monday but he stated the election ended that Friday. He knows of 21 employees who didn't get to vote.

Joan B. stated an IT work order isn't necessary in that type of situation. Joan C. also implied that all they needed to access their password is their MyID – the same one you use to log in to MyAccess.

Amber Tennant, Interim Director, Employee Relations, also advised that Barbara Bodkins, Operations Coordinator, Employee Relations, could have taken care of that. He was told by several people that Barb had sent them a specific password that they could access from their home computer but there were many who didn't know that because they don't read their email daily.

Jim added that, during the election, they were at the voting stations early in the morning in various locations on campus to assist those who were inexperienced with computers and no one showed up.

Linda C. added the kiosks are available for them to clock in/out and access leave but they can't access email because it doesn't access internet, just intranet. Joan C. said they usually do that on their Lead's computer.

Jim noted that improvement does need made for communications. The supervisor is the critical link that they need to work with in order to do that via additional training and providing them with the mechanisms needed.

Lisa spoke of Amy's attempt to get the word out on our Blood Drives. Amy puts it in ENEWS and she and Janelle post flyers.

The building supervisors apparently aren't permitted to send out that information. Lisa feels this information is University related since Staff Council sponsors them. Amy suggested Janelle should receive the email list to send out the information. Jim is unsure about sending out emails like that and maintaining the currency of the list with people coming and going.

Amy added they send out an email when the ice cream truck comes and what the soup of the day is in the café as a courtesy to those who have signed up to receive them. Jim asked her to forward those types of emails to him to see where it's coming from because he doesn't get those since he chooses not to. Lisa asked to copy her as well.

Linda C. asked Jim if internal candidates are given priority. Jim stated that qualified, internal and non-exempt employees are given preference for non-exempt positions. She stated that she understands a person's job title doesn't always reflect your job duties due to having to be put in a paygrade to match your job title. Linda explained there was an employee who had applied for a position and was told they weren't eligible because they weren't in the correct classification. Human Resources still sent her for an interview, although they had already chosen an external candidate and began the background check. She feels they need to further look into a person's job duties not just their job title.

Jim doesn't understand why they would look at an employee's job title when reviewing qualifications. Jim asked to give him specific information; she has already given it to Bob Brak, Senior Employee Relations Specialist, HR.

New Business

One of the items requested to discuss today is from the Welfare Committee that was held recently. The topic of the online access availability of the wait/move list through Parking was brought up.

Larry relayed it is in effect and was told that it's not based on seniority but rather when you are hired, they put you on a wait list if there is no available parking in your area. The move list is something you must request if you already have a spot but wish to move elsewhere to park.

Larry had tried to request to be put on the move list to park elsewhere but the system had told him there wasn't any available although he sees 30 empty spaces in this specific lot daily.

Lisa advised him to follow up with Kim Hartsell, Assistant Director of Parking, and to then let her know what she told him.

Larry would also like to discuss an item he came across. He said that a section in WV State Code says that an employee's salary and benefits can't be reduced due to reorganization. Jim will research that.

Larry is referring to the instance of Student Health closing and Jim previously saying they are allowed to reduce an employee's hours to 19.5 hours a week or cut paygrade by two levels.

Jim stated they moved those Student Health employees laterally or even to higher paygrade positions. Jim indicated if he knows of someone that is unhappy in a situation like this, to please let him know and he will speak with them. Larry just said it was for future reference because he has people asking him about these types of things frequently.

Amber added that the code is specific to the higher education reorganization that took place prior to 2004; when HEPC (Higher Education Policy Commission) was created.

The President's Meeting is scheduled for May 26, 2015 at 11:00 a.m. in the President's Conference Room. Items on the agenda are as follows:

- When does HEPC plan to discuss 40 hour work week?
- Explanation of the 3% pool of monies
- OASIS update

Lisa added there is a website to check on the status of the OASIS update, www.wvoasis.gov.

Diana motioned for adjournment. Beth Ann seconded. All in favor and meeting adjourned at approximately 10:00 a.m.