
West Virginia University Staff Council Meeting Minutes

January 18, 2017

8:15 a.m. – 12:00 p.m.

Mountainlair, Bluestone Room

| Name | Title | Department | Present |
|-------------------|-----------------------------------|-------------------------------|----------------|
| Baldwin, Joan | Nutrition Outreach Instructor | Extension Services | No* |
| Baldwin, Larry | Trades Specialist Lead II | Physical Plant HSC | Yes |
| Bolin, Julia | Nutrition Outreach Instructor | Extension Service | No* |
| Boyles, Lisa | Human Resources Assistant I | Human Resources | No* |
| Bremar, Nancy | Nutrition Outreach Instructor | Extension Services | Yes |
| Campolong, Linda | Housekeeper | RFL | Yes |
| Campolong, Ron | Trades Specialist I | Facilities Management | Yes |
| Crabtree, Joan | Supervisor Campus Services | Facilities Management | Yes |
| Driscole, Robert | Forest Manager | Forestry | Yes |
| Forquer, Burlene | Manager Food Service | Mountainlair Catering | Yes |
| Friend, Rebecca | Administrative Secretary Senior | School of Public Health HSC | No* |
| Fry, William | Trades Specialist Lead II | Facilities Management | No* |
| Griffin, Barbara | Developmental Advising Specialist | Academic Degree Programs | Yes |
| Higgins, Mary | Administrative Assistant | Special Education | Yes |
| Hunt, Lisa | Administrative Assistant | Dean's 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 |
| McCracken, Judi | Library Associate | Main Library | No* |
| Morris, Jim | Assistant Vice President | HR Employee Relations | No* |
| Steadman, Sherry | Library Associate | Main Library | Yes |
| Torries, Michael | Academic Lab Manager II | Chemistry | Yes |

**Excused*

Guest Speakers:

Clement Solomon, *Director – Parking Management*
 Kim Hartsell, *Assistant Director – Parking Management*
 Keith Lawrence, *Director – Facilities Management*
 Baron Smith, *Director – Facilities Management*
 Maria Witt, *HR Manager – Facilities Management*

Submitted by: Janelle Squires, *Administrative Secretary – Staff Council*

Call to Order

The meeting was called to order by the chair, Lisa Martin, 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 December minutes motioned by Nancy. Burlene seconded. All in favor and motion was carried.

Treasurer's Report

By Lisa Martin (on behalf of Lisa Boyles, *Secretary/Treasurer*)

Lisa reported the following expenditures:

- 21.20 (phone)
- 29.00 (gas)
- 28.01 (gas)
- 34.41 (car rental)
- 91.71 (car rental)
- 32.71 (car rental)
- 7.99 (office supplies)
- 3.68 (copies)
- 172.80 (reimbursement)

That leaves an ending balance of \$3,152.62.

Bob motioned approval of Treasurer's Report. Dixie seconded. All in favor and motion was carried.

Chair's Report

By Lisa Martin, *Chair*

Last month, two classified staff employees had lost their home, along with their belongings, in an apartment building fire. Through the Hearts & Hands program, which is administered by the WVU Foundation and Campus Ministries co-coordinates it with Staff Council, we were able to donate \$500 to each employee to assist with finding new homes. This program is offered to all faculty, staff and students of WVU. More information can be found at www.staffcouncil.wvu.edu/programs.

Linda questioned if this is the same Hearts & Hands program that was created several years ago. She remembers something such as the Foundation would match the amount. Lisa will look into it.

A focus group for the upcoming compensation survey met last week with several area employers attending who gave great ideas and information. More information regarding that later as we go over committee reports.

Regarding the half-day holiday that WVU employees did not receive, Lisa had sent some comments to the president and also the governor. It is currently under review of how and if that will be reconsidered before June 30th.

A new office recently opened up in the Purinton House and they've created a committee to discuss how to welcome international students to our campus. If interested, you can contact Dr. Lisa DiBartolomeo, who is overseeing this committee. They are seeking classified staff's input.

ACCE (Advisory Council of Classified Employees) Report

By Paul Martinelli, *ACCE Representative*

Paul reiterated that he could not stay for the duration of last month's meeting at West Virginia State University in Institute, WV as his car had been damaged in the parking lot and had to leave early. He is unsure what was discussed after his departure and has not received the minutes. He was asked about our Classified Staff Emeritus policy that the Welfare Committee has been working on.

Per the ACCE minutes from one year ago, it was noted that both Marshall University and WVU had pulled out of the OASIS payroll system. Amber gave further explanation that OASIS (Our Advanced Solution with Integrated Systems) is a large enterprise in our state that administers payroll. We have a more compound system that many other institutions in the state do not have. While we run our own payroll, OASIS still cuts the checks.

It was also noted that WVU was not collecting data in the same manner as the rest of the system. He is unsure of what that suggests.

He has not received confirmation of whether or not the ACCE will meet here at WVU in May.

The next ACCE meeting will be held on January 25, 2017 at the Pierpont Community & Technical College in Fairmont, WV. He has not been notified of the agenda items for the upcoming meeting. Lisa may plan on attending as well.

BOG (Board of Governors) Report

By Dixie Martinelli, *BOG Representative*

Dixie reported they are meeting today at 4:00 p.m. for a special meeting as there are some issues to go over. They will convene with their regular meetings next month.

Committee Reports

Welfare Committee

By Michael Torries, *Chair*

Mike reported they did not meet in December. They have the finalized draft of the Classified Staff Emeritus policy. More on that under Old Business.

Mike is attending a lecture today by a gentleman from Portland, OR who is an expert in higher education health insurance trends. This was coordinated by Toni Christian, Director of Benefits Administration. Lisa was to attend but had to decline due to our meeting today so she extended the invite to Mike, as chair of the Welfare Committee. He will report back to the group next month.

Amber shared that Toni will be sending out a flyer from Care.com pertaining to snow days and needing to find child care for when schools are closed. A few Council members have utilized their services and it has been a positive experience.

They plan to meet before the next President's Meeting on January 23rd to discuss what items they will focus on this year. Any ideas, please let them know.

Legislative Committee

By Nancy Bremar, *Chair*

Nancy and committee recommends everyone to watch the State of the State Address on February 8th. She had heard Governor Justice speak once during his campaign and spoke of making West Virginia the education destination of the United States because we have the beauty and tourism. Instead of closing colleges, we need to open the doors. The committee plans to visit Charleston on February 16th.

They decided to change the design of the 2017 Legislative Brochure, which she brought a copy of for the group to review. Narvel Weese, VP for Administration & Finance, has agreed to cover the costs. Instead of the tri-fold brochure, it is a two sided card. Many of the same items remain. It only includes staff, not faculty, this year because she hadn't heard back from them.

As Council members did previously a few years ago, Lisa would like everyone to send the card with a personal note to legislators.

Paul added that out of all the campuses he's visited in our state, we are the only ones who do this.

Tuition Assistance

By Barbara Griffin, *Chair*

Barbara reported the Spring 2017 Tuition Assistance is complete with one late applicant who appealed which they reviewed and decided to allow based on the information given.

She will try to send out a mass email to inform everyone to apply in a timely manner.

A blood drive is scheduled for February 24th and she is set to meet with Evan Thorn, Account Manager at the American Red Cross, tomorrow. She will provide the copy of the flyer once she receives it. Janelle will send out the sign-up sheet for staffing the blood drives through June to everyone.

Compensation Committee

By Lisa Hunt

Lisa H. reported that she attended the focus group meeting for the upcoming compensation survey. Human Resources representatives from four different area businesses attended with a fifth rep on the phone to provide feedback.

They discussed what they wanted to address as classified staff, the policies that will be addressed in the survey and to ensure that everything is cohesive so that outside HR units can perform a 90-110% job match for the most accurate data in each constituency.

Dixie suggested we need to do more community engagement as she is very pleased with how well this has gone.

They will be meeting tomorrow to approve the finalized draft. She is hoping to have an update at our next monthly meeting.

Guest Speakers

Parking Update

Clement Solomon, *Director – Parking Management*
Kim Hartsell, *Assistance Director – Parking Management*

Clement and Kim agreed to speak to the group regarding some issues that have been brought up from recent meetings.

The Parking office has been providing Staff Council members with the electronic temporary permit that is emailed to Janelle which she distributes to everyone to print out and place on their dash. Everyone agrees these are wonderful.

Lisa and Paul explained that when an employee (mostly Extension faculty) is using an Enterprise rental, they are issued special paper permits for parking on campus but recently people are being told they have run out of these permits. Paul also has several Extension employees from all over the state visiting Knapp Hall and he has a limited number of paper permits.

Clement explained they've come up with three solutions to dealing with parking on campus:

- Permitted lots – electronic temporary parking passes
- Short-term lots – they will issue a code that you use at the pay station

- Garages – they have validations to distribute per request and bill your department accordingly

They are leaning towards eliminating the hand-written permits. He will be meeting with Enterprise later this week to discuss possible solutions. If someone needs to park, they can obtain the bar coded permit. If someone has a car for a month's time or more, they can call the Parking office or the employee can go online and add the vehicle with the plate number and use their current permit.

Lisa questioned that if Enterprise doesn't have a parking permit for the University employee like they would normally, and they would go to Paul to get one, if the Extension office be charged for that permit. Clement explained they can set it up in their system and the bar coded permits are free for visitors. One of the advantages of the bar coded permit is that you can email it to the visitor the day before they arrive, however, Paul will usually have five or more visitors at once without notice. Clement and Kim advised him to just give them a call.

Mike knows of a staff member who works both downtown and Evansdale during the week and was told he just couldn't park in the same lot consecutively. Clement and Kim advised to have him call or email them. Dixie suggested they should have a special permit.

Kim explained the initial move/wait list for faculty and staff included 300 people, which they've accommodated and subsequently, the lots are now full. They don't fill the lots that are for travelers but have to keep in mind to retain enough spaces for those who pay for their permit. Their first priority is faculty and staff; students have short-term lots to park in and are not sold permits. They will sell them temporary permits at the end of the semester for a few temporary lots so if they need opens spots come fall semester, they will be available.

They are no longer accepting faculty and staff requests for the move/wait list right now. Kim currently has 25 people on it and most want prime lots. They currently do not have a wait list, only the move list that Kim is taking care of with the 25 people. They're trying to come up with a better solution and open it up again.

Clement added any openings in lots (mostly Evansdale campus) are communicated through ENEWS and other media. They're evaluating an online system but also understand there are those who do not have access to a computer.

Larry questioned the issue with the seniority-based move/wait list. For example, if maintenance personnel aren't able to get on the computer for several days and miss the ENEWS communication regarding available spaces, a new employee could see it before them and get the space. Clement explained when they had a couple hundred on the wait list, it was three years ago and they've since accommodated them. The list was very difficult to manage with different points of criteria.

Every Monday, a staff member attends the new employee orientation sessions to give out permits with a list of what is available. They will also give a one-week permit to a new employee which allows them to park anywhere on campus.

Lisa thought the offering of allowing students to park for \$20 over holiday break was a great idea. Kim said she had around 18 students who purchased those. Lisa hopes the word gets out and more will take advantage of that.

Campus Service Worker staffing

Keith Lawrence, *Director – Facilities Management*

Baron Smith, *Director – Facilities Management*

Maria Witt, *HR Manager – Facilities Management*

Keith, Baron and Maria agreed to address some concerns that have come up during previous meetings. Lisa explained while she doesn't know the specifics, as she understands it, some maintenance staff have been let go or transitioned at the same time two new assistant directors were added.

Keith explained as he was told, there was a rumor about a vacancy rate of 60 operational personnel at the HSC and has tried to address it. The two new assistant directors were in Roads & Grounds. Last week, Rich Haught, a manager, had retired so one of those replaced him and the other replaced a previous retirement that took place a year ago. They weren't 'new' positions.

Lisa questioned the five positions/people that were recently eliminated. Keith explained that took place in Facilities & Services and were administrative secretarial positions. They've eliminated those five positions and offered the VSIP (Voluntary Separation Incentive Plan) to those women. It was decided that they weren't essential to everyday operations as they don't need secretaries; no one does faxes anymore and he can type up his own letter/email. He is trying to avoid gaps in services and management. Lisa asked if two assistant directors are needed. He confirmed yes, it's a group of 60 people. Dixie inquired if they come in early to shovel snow and be on call to come into work in the middle of the night. He confirmed yes, absolutely. Both Baron and Byron Smith, another Director in Facilities Management, worked 60 hours straight in the snow. Dixie added she knows there were staff there, too. Baron said a few eventually showed up.

Amber further explained the five secretarial employees were offered the VSIP as that is always an option. If they aren't interested in that, they are moved into the Career Transitions program to find another vacancy that they qualify for. From what Lisa has learned, at least one of these women was retirement age. Keith believes all five were. Lisa doesn't understand why they just weren't allowed to work until their retirement. Amber indicated they can, just not in those positions.

Lisa H. wonders how they are bringing in administrative personnel with the budget issues we face yet staff members who don't make nearly what assistant directors/directors/managers make are having their positions eliminated. Keith said there are numerous open positions in all groups. Out of the budget, a certain amount of monies pay salaries and they can't exceed it.

Dixie asked if any of the current Roads & Grounds staff were able to apply for and be interviewed for these two new assistant director positions. Keith confirmed yes. Maria added they were posted on the job openings. From what resources Dixie has spoken with, she doesn't believe that is true. Keith confirmed he knew of one internal applicant. They ultimately hired external applicants.

Mike has talked with some Facilities Management employees and their morale is really down due to being overworked. They would like to see FM push back on budget cuts for administration. They need two electricians working midnights as they were moved to dayshift

and there is one custodian for three buildings instead of one building. The list goes on. Keith indicated budget cuts aren't optional. Dixie asked why they would hire two assistant directors and not more staff to help in these areas. Keith reiterated they had to fill those positions and they have to determine where those needs are if employees are working 60 hours straight.

Larry said that he had talked to Jim Morris regarding five or six Roads & Grounds employees last summer during a Staff Council meeting. They had been given poor evaluations because they wouldn't come out in the field when they wanted them due to being too busy. They had already accumulated comp time and couldn't use anymore. One of them went to Mr. Beck in HR at the HSC, they gave him his evaluation and gave him the 2% raise along with back pay. He doesn't understand why directors would want to work 60 hours and only receive their straight salary because they're exempt from overtime and not just fill those positions.

Keith added the entire Roads & Grounds crew are expected to work overtime when there are emergencies. They've also purchased equipment to aid in snow removal.

Linda understands the two new assistant directors replace Rich Haught and she's assuming Bob Sines, who retired a year ago. Their titles were not assistant directors so new people were hired at a higher paygrade and had they'd been hired in at both the former vacant positions paygrade, that would've allowed them to hire more staff to help the already overworked staff. Keith said aside from snow accumulation, Roads & Grounds employees aren't working any overtime. Lisa added she met one of the new assistant directors and he confirmed he didn't replace anyone, it was a new position. Keith stated they replaced a management employee with a management employee.

Keith asked if anyone knows of anyone that would like to work in Roads & Grounds, they are looking to hire people. Dixie questioned what the starting pay is for these employees. Maria confirmed a landscape worker starts at \$10.00 an hour and a campus service worker is a paygrade 7; or a little over \$9.00 an hour. Dixie said Chick Fil A pays \$11.20/hour. This is just another example of how we need to do better. Being hired at such a low rate, she wonders how they are being treated by management because she has heard some stories. If they are brought in making less than a livable wage, they need treated well at the very least. He asked if what she's heard is factual and if anyone knows of anything like that, to bring it to his attention – even anonymously. If any management is mistreating staff, he has a problem with that.

Dixie questioned if he's asked his supervisors why they give their employees such low ratings on evaluations. Maria explained there were only around 20 employees that 'needed improvement' out of a thousand employees in Facilities & Services during evaluations last year.

Lisa asked what their plan is to recruiting more employees. Maria indicated they're not having issues with attracting candidates. Baron added that over last summer, they were averaging 40 vacancies. Maria and her staff have improved the hiring process. Currently, they are averaging 6-8 vacancies in their unit. Roads & Grounds have 3 vacancies.

Baron reported there are 250 full-time custodial staff (not including HSC) and is funded for that exact amount. To determine how to staff a building, they go by the APPA (Association of Physical Plant Administrators) national standards. It provides the specifics on how long it will take to clean a space based on the size, the materials and what type of equipment is used. Based on these standards, he has approval to fill each position he's requested. They clean based on health and safety standards, not appearance.

In 2011-2012, they began looking at budget reductions and since have reduced 35 positions. They've eliminated tasks and reduced frequencies. They took some of the savings and reinvested to purchase equipment and technology to make cleaning much easier and efficient:

- In offices, they eliminated trash removal/recycling bins and they vacuum once a week and dust every two weeks
- in dorms, they've reduced cleaning showers once every three weeks versus once a week due to the Kaivac machine
- stand on vacuums and scrubbers
- boost machines that dry strip the floors so they're not slick and need buffed only once a week
- mops with tanks so the employee doesn't have to carry the mop and bucket up the stairs
- backpack vacuums
- iMops, an interactive Management Operations System for building maintenance
- ATP meters that test how clean a space is
- Consultation with the builders of these new structures to ensure the materials they use are easier to maintain – no wax floors and stainless steel bathroom stalls, etc.
- more cost efficient cleaning materials
- Organizational changes such as supervisors moving staff to different buildings based upon need
- Increased training – administration gave them a building to solely train each new employee

He believes this criteria is improving the hiring and retention. They do subcontract some areas out, such as the Coliseum and football stadium, as a last resort due to not enough staff in those areas.

Burlene understands how work can be affected by those few employees who may not put forth the effort that others do, which leads to those employees being overworked and stressed to get all the jobs done. Keith agrees and that is something he is addressing.

Paul added he does his best to show his appreciation to maintenance staff in his building. At Christmas time, they gift them monetarily, just as a way to thank them for all they do. Each time he has called them, Keith always takes the time to speak with him to resolve the issue. For instance, Paul has had to call to report a lightbulb out by the backdoor at Knapp Hall; he would think that the maintenance staff would take note and report it, but he's concerned with safety and reports it himself.

Larry added that regarding the 60 vacancies (downtown, not including HSC) that Keith addressed earlier, that is what he was told last summer but that is an example of lack of communication. Keith said that number is always changing. He asked that if anyone has any questions, to just email or call him. He doesn't want rumors, it just causes low morale.

Dixie shared that they moved into the new Ag Sciences building last August and she has not seen much cleaning there. The bathrooms are generally clean along with the trash being taken out. She and many others vacuum and dust their offices because they are very proud of their new building. Regarding cleaning for health and not appearances, she sees dust and dirt in the stairwells that are never cleaned. When parents are here with potential students visiting, that is concerning to her. Baron informed her that she can visit the website to check how often it

should be cleaned but if she has concerns, to give them a call. The lead worker takes great pride in the building and people that work in that facility. She asked how many custodial staff there are in the Ag Sciences building. He confirmed there are five custodial staff for the NASB and one in South Ag. Allen and Percival Halls have 6 or 7. She received a memo from the dean of the Ag school who asked them to not overburden the custodial staff because there are only five for the new Ag Sciences building, south Ag building, the greenhouse and Allen Hall. Baron and Keith asked to send that info to them and they will follow up with the dean to get that corrected.

Barbara shared that she has been in Allen Hall since last February and hasn't seen anybody vacuum. She is going to purchase one to bring in so she can do it herself. Mary added the bathrooms are never cleaned either. Keith advised them to contact them when they see this.

Lisa brought up an issue that was discussed at a previous meeting and one that pertains to the cleaning for health and not appearance. The dorm showers being cleaned every three weeks. Keith added the showers in the individual suites are cleaned every three weeks, not the communal bathrooms, which are cleaned every week. Joan C. confirmed communal showers are cleaned once a week. Keith added that is industry standard. Nancy doesn't agree that is acceptable. Like President Gee reiterates, we have to be better.

Larry said the ledge in the new atrium at the HSC is littered with trash and is dusty, which is visible when you are up there in the walkway on the second floor. They bought a lift so you can get up there and clean but nobody uses it. There is a safety issue in their control room as well. They had employees monitoring the fire alarm system for 24 hour surveillance but since have eliminated two shifts – someone is there from 7 a.m. to 3:00 p.m. only; 3:00 p.m. to midnight and midnight to 7:00 a.m. they rely on email communication. If email is down, then DPS (Department of Public Safety) doesn't get the fire call, they have to investigate and get another pull station to have their dispatcher call it in.

Larry continued that for safety reasons, they also do a hot sheet report for any grinding and cutting with torches. You then have to post it until the job is done and send it to Environmental Safety & Health. They allow the contractors to do their own. They outnumber the maintenance staff 3-1 in that building. He got a fire alarm yesterday and upon investigating it, a toaster had caught on fire and set off the alarm but the burning smell was still in the air and burning everyone's eyes. It led to the fifth floor equipment room where the contractors were set up with a table and chairs, a full kitchenette and two cloth sofas. The contractors come in at 5:00-6:00 a.m. unsupervised by any University personnel.

He commends administration for following up on concerns. For instance, he informed the group recently that a registered pedophile was working at one of the PPP (Public Private Partnership) food services and he was informed that the employee was dismissed.

Lisa thanked Baron, Keith and Maria for being here today. She asked that if anyone has any new concerns, to email them to her and/or Janelle. She asked if they could provide an overview of the processes of cleaning these buildings to ensure whether or not we are adequately staffed. Baron said they just completed a staffing study at the end of 2015 but once this semester is up, they are going to go through every space again and recalculate. Lisa agrees that is great start and it's important to keep the lines of communication open between us all. Keith added that safety and appearance is everybody's job, we all have to be a team. Lisa would like to invite them back sometime in the fall to provide an update of their assessment.

Old Business

The Welfare Committee will be requesting the Classified Staff Emeritus draft policy approval from President Gee and will be on the agenda for our meeting with him on the 23rd. An item that Lisa brought to their attention, is the Microsoft Office license agreement extension that is offered to faculty emeritus. You are allowed up to five licensed copies of Microsoft Office but if you resign or retire, it will be deactivated.

Lisa H. brought up that during last month's meeting, Dave Beaver and Andre Quintana with Procurement, Contracting & Payment Services, spoke to the group about Mountaineer Marketplace and they requested to let them know if we come across competitive price comparisons with Staples and Office Depot. Per a conversation with another employee, they did reach out to them regarding a price on a certain item that was featured in the Staples catalog but \$5 cheaper at Office Depot. They replied that they will only conduct pricing negotiations on a quarterly basis. They did contact Staples and they honored the price for this item but made it unavailable so you have to purchase the more expensive one. Lisa explained you don't have to; do a non-catalog. Lisa H. is aware of that option but feels misinformed.

Burlene added the first couple orders her unit made with Staples, she noticed the catalog Staples was cheaper than the Staples listed in the Mountaineer Marketplace. Amber explained they don't negotiate the price on each item; only a limited amount of the more popular items. She also advised Lisa H. to let PCPS know how Staples responded to their inquiry.

Dixie added her unit recently purchased three small stamps that includes their mailing number. They went through Staples and it was over \$50. They went offsite, and it was around \$8.

Ron encountered the opposite; when he needed a product, he checked on a previous supplier and it was over \$200 but was only \$89 through the Marketplace. He is still waiting to receive it, though.

Linda brought up why employees must work the very last day before their retirement date. Amber explained your leave accruals are based on the 15th and 30th of each month so you want to ensure you receive those. There are also some other factors but it varies for each scenario. She advises to consult your retirement specialist.

Linda has also been receiving several questions from employees who are retiring and how their longevity pay is calculated depending upon when your last day of employment is. She has explained you can retire on June 2nd and receive the entire year of longevity pay but it is very confusing to many. Again, Amber explained it varies person to person. Linda will follow up with Toni Christian, Director of Benefits Administration and Jim Whetsel, Senior Benefits Specialist. Lisa suggested she discuss the possibility of them coming to a meeting, possibly this Spring.

New Business

Regarding the half-day holiday that WVU employees did not receive, Linda recalls them giving it to us before and the past governor(s) stating if you receive a paycheck from the state, you are a state employee. If it's a state holiday, we should get it. Amber explained they had received directive feedback from HEPC (Higher Education Policy Commission) and that was the advice they followed. During a recent CHRO (Chief Human Resources Officer) meeting, some new

information had been discussed and they want to revisit that item. It is currently being reviewed by the legal department. She hopes to have an answer by the end of the week. Nancy added some of the other schools took their own approach such as Marshall University; and Shepherd University, who asked their Staff Council to pick the day.

With regards to the new timeclocks, Lisa was asked by several supervisors about what to do if there aren't any timeclocks available and the system is down. The only solution she could tell them at the time, is they would have to go into the employee's MyTime and manually adjust their time once the system is back up. She was told it wasn't cost effective to have timeclocks in all the buildings when she inquired about placing them in more strategic places. Amber spoke with Linda Strawser, Director of Payroll and Tax Services, and she was told the previous timeclocks are no longer being made and they were having more issues with them so that is why they had to replace all of them. Also, they determine where to place them by assessing the usage in each building – if employees use their computer or use the timeclock. She advised to contact Payroll and they will meet with your unit if employees are having problems. There are directions posted above each timeclock as well. Others have noted it doesn't display the actual time.

Peggy Runyon, Campus Police Officer Lead, sat in on our meeting today. She asked to relay information to others about a training session she will be giving on the active shooter on campus which is around 45 minutes long and would like to visit each building on campus. Please email her at Peggy.Runyon@mail.wvu.edu with available dates/times.

Lisa reminded the group that Staff Council elections are coming up and to talk to people in constituency groups. Linda asked for a list of the sectors in each area to reference. Lisa will get that from Barbara Bodkins, Operations Coordinator.

The President's Meeting is scheduled for Monday, January 23, 2017 beginning at 11:00 a.m. in the Greenbrier Room, Mountainlair. Items suggested to be on the agenda are as follows:

- Draft of Classified Staff Emeritus – seeking approval from the President in order to proceed with next steps needed to add this to existing BOG Policy 38 – Emeritus Status
- Where are we on the implementation of the 40-hour work week and the 26 pays?
- SWOT meetings – inclusion of staff/Staff Council
- Where are we on the rollout of the Employee Rewards system?
- Results of 'campus climate' survey – have they been completed/released?

Nancy motioned to adjourn. Mary seconded. All in favor and meeting adjourned at 12:15 p.m.