

MINUTES

August 17, 2011

WVU Coliseum, Jerry West Room
Morgantown, WV

Members in attendance:

Robin Altobello
Lawrence Baldwin
Ron Campolong
Lana Cooke
Terry Dunson
Beth Fluharty
Joan Gibson
Dana Humberson
Lisa Martin
Dixie Martinelli
Paul Martinelli
James Morris
Jo Morrow
Amy Wodzinski

Nancy Bremar
Linda Campolong
Charlene DeLong
Louise Fletcher
Beth Ann McCormick
Brett White

Unexcused:

No members had unexcused absences.

News and Information Services attendee:

Jake Stump

Guests:

Paul Martin, Business Research Analyst

Excused:

Joan Baldwin

Call to Order

Chairperson Jo Morrow called the meeting to order at 8:25 a.m. and a quorum was established.

Treasurer's Report

Staff Council secretary, Lana Cooke gave the treasurer's report:

Last month's expenditures amounted to \$111.13. The new fiscal year budget is \$3,260, leaving a remaining balance of \$2,933.49. There was a balance of \$881.94 at the end of FY11. Jo asked that the hospitality charges for new member orientation be switched to the chair's special account that was set up by Jay Cole.

Human Resources (HR) and Questions from Council – Jim Morris

Chair Morrow said that she has been inundated with phone calls about MyTime again. People are frustrated when the MyTime System won't let employees clock in. Jim stated that they are constantly working on making it better. He said that if there was a specific problem they could address it on a case by case basis.

Dixie said she believes that the reason for implementing this system should be clarified to the university community. She said that some staff feels this is a mistrust issue, and thought that another communication about why it is necessary could prove to be beneficial.

Jim stated that MyTime was a mechanism for the university to report hours worked accurately and to comply with state and federal law. The old system had major problems. Administrative Technology Solutions (ATS) decided that this oracle based system was the best option. This is merely a mechanism and it is not to replace supervisor decisions. It accurately captures hours for non-exempt employees. It may seem stricter, but all this is doing is using technology, a system to do what we should have been doing anyway. The law did not change. The university needed to upgrade its out-of-date system. Jim also made reference to the fact that the Department of Labor could come in and look at our records at anytime. If we could give him specific examples of concerns, he can pass those on to the ATS department.

Jo stated that Staff Council did not have input into choosing which mechanism to use. Jim suggested that we submit ideas or concerns to Linda Strawser, Director of Payroll and Tax Services, or Kate Hazen, Director of ATS.

Dixie asked if it was mandatory that staff have to clock out for lunch. Jim said the system is not designed to have an automatic lunch deduction. If it did, there would be more room for error.

Jim explained that supervisors can delegate the right to approve an employee's time card.

Terry noted there were employees in the physical plant that didn't have easy access to a computer but wanted to know what their raises were going to be for FY 2011-12. Jim suggested that the employees call their EBO (Expert Business Office) to find out the raise amounts if they did not have access to a computer.

Paul had a concern about questions from the ACCE (Advisory Council of Classified Employees) to each of the 24 schools at the same time. He felt that since WVU researches a question before answering, and it takes two or three days, their answer does not get back as quickly as the other 23 schools. Paul said he believes ACCE takes the answer they receive first, and by the time Paul receives an answer from HR, it is too late to give input. Jim said that when he receives a question from ACCE, he may forward it on to Classification and Compensation, or another department, depending on the question, just to be sure that the proper research is done before

answering. Jim wondered what they did with the information they receive from the various colleges.

Ron mentioned the question Linda asked at the July 25th President's meeting about students giving the facilities management group items they want to dispose of when they move out of dorms. Ron felt that parents or students sometimes get irritated if they find out it is against the rules for an employee to accept an item such as a computer, desk, chair, etc. as a gift from a student. Jim said that the manner in which we talk to parents could make a big difference in the way that it is perceived. We could say that we would love to accept the gift, however we have certain ethics laws, etc. and the items that are left behind are sold and the money is given to charity.

Dixie made the suggestion that posters be created and posted explaining that WVU will sell items left behind and the money will be donated to charity. Jim thought that was a great idea and will suggest it to Vice President Phillips.

Jim reminded us about the Employee Remembrance Ceremony that will be held on September 14th at the Erickson Alumni Center from noon to 1:00 p.m. This ceremony originated in Staff Council, specifically from Ron Campolong. Jim stated that this was a very worthwhile and meaningful event. If employees want to attend this ceremony, it is considered release from work time, so employees do not have to clock out. Jim said the Provost and also the President will attend if their schedules permit. There will also be a musical performance by Creative Art Center students.

Jim stated that most events like this are work release, not requiring vacation time. However, work release determination is fact specific, so employees should check prior to attending other events in the future.

Larry asked about Facilities Management monthly safety meetings. He would like for 10 or 15 minutes to be reserved at the end of the meeting in order to make a list of questions and concerns for him to bring to Staff Council. Jim stated that there is nothing stopping him from doing that. Jim also suggested a suggestion box might work. Employees could put their comments, questions, and concerns in the box and Larry could bring them to the following Staff Council meeting. Larry will ask his Director. Jim said that if he didn't get a favorable response to let him know.

Healthy Work Environment Presentation

Staff Council member and West Virginia Healthy Workplace Bill State Coordinator, Lana Cooke, gave a 45 minute presentation about Workplace Bullying: The Phenomenon, the Impact, and the Solution.

There was a brief discussion after the presentation. Staff Council started the Workplace Bullying Initiative four years ago, and will request that in the future we have the chance to give input about how this initiative progresses. Staff Council was created by the West Virginia Legislature to provide classified employees of WVU a means to convey their concerns on employee-employer relations. **West Virginia State Code: 18B-2A-4.** Powers and duties of governing boards generally. It says under (j) Involve faculty, students and classified employees in institutional-level planning and decision-making when those groups are affected.

We are making a sincere request to President Clements at the August 29th meeting that he instructs his senior staff to follow this state code, not only for the Healthy Workplace Initiative, but for any and all planning and decision-making that affects classified staff.

Chair's Report

Two issues came to Jo's attention recently. One was the parking permits. Jo has received numerous phone calls and e-mails regarding parking spaces. In area 10, there are typically 5 – 10 spaces blocked off for guests. If someone has paid for a parking permit, and then there are no spaces available for them it causes frustration. Also, there have been complaints about the sticker falling out of the window. It lies on the dashboard, but the ticketer does not look to see if there is a sticker in the car, prior to issuing a citation. Students sometimes park in paid lots without a permit, often keeping paying customers from having an available space.

Dixie voiced her concern about no apparent checks and balances when it comes to parking. We would like to know who is auditing them. Joan Gibson has been on a university-wide parking committee for several years as the classified staff representative. Jim asked her how the decision process worked. Joan said they didn't vote, but that decisions were made by a general consensus. Increases in parking rates, etc. are justified by reports of failing infrastructure, software purchases, and a deteriorating PRT system. When you dispute or challenge a parking citation, you first have to pay, and then the Parking Office will make the decision to refund the citation payment or not. This system almost guarantees that you do not get your money back.

Jo requested that everyone send questions and concerns to Joan Gibson prior to the date of the Parking Committee's next meeting which is scheduled for Friday, August 26th.

Jo let the group know that Dr. Shenita Brokenburr, HEPC Vice-Chancellor of Human Resources, has visited Staff Councils on several other campuses in the state. She has invited Dr. Brokenburr to WVU to visit us at our Sept. 21st meeting. Dr. Brokenburr's visit has not been confirmed.

The Staff Council's secretary position description is now at HR for review. The hours have been changed from 30 hours per week to 20 hours per week. It is unclear to Staff Council as to

who made the decision to reduce the hours. Narvel Weese asked Jo how many hours she thought were needed, and Jo indicated that Staff Council felt the hours should remain at 30 per week.

There was discussion about what we want the support position to do for us. We believe that to be effective as representative for nearly 3,000 employees we need a minimum of 30 hours per week from our support person. There are duties that have not been carried out in the past that we need for the person in this position to perform. This person should be the administrator of our web-site. We also want this person to perform all tasks associated with committee events, etc. We also want to create more ways to communicate with our constituents. The university is very large, and with nearly 3,000 classified staff it is difficult to communicate with everyone to let them know that we are here to serve them. The person in this position would be an asset in devising ways to be in constant communication with our constituents. With the use of technology we have an opportunity to keep in close touch with all classified staff at WVU. However everyone serving on council has a full time job, so the administrative support for our council is vital to our success. It was pointed out that the Faculty Senate has one full time pay grade 12 and also a 10 month employee to support their efforts.

Jo will arrange a meeting with Margie Phillips. Jo encouraged Executive Committee members to attend the meeting if at all possible, or other council members if possible.

Paul indicated that Marshall University has a Classified Staff Council Program Assistant for staff support. This person is not listed as one of the 25 Staff Council members.

Jo welcomed new Staff Council member, Robin Altobello. Since Robin was on leave last month on the day of our meeting, this was her first council meeting.

ACCE Report by Paul Martinelli

Paul had some statistics that he thought we would find interesting. He said that on Marshall University's web-site, he saw they had 25 classified staff positions on their Staff Council and only two vacancies. He will check to see if their support person is also a Staff Council member. He will also check Shepherd University to see who takes care of their Staff Council support.

The next ACCE meeting will be held on August 29th at the West Virginian Northern Community College in Wheeling. Paul has a scheduling conflict on that day and has asked Lana Cooke to represent WVU at this meeting.

Paul is serving on the ACCE benefits and also the legislative committee this term.

Paul let the group know that the acting governor supports removing the current food tax. Paul's concern is how the legislature will generate funds to replace the food tax money. Paul believes that it amounts to over 2 million dollars per year.

Paul also shared some other interesting statistics. West Virginia's labor force is at a 20 year low. By the year 2030 25% of the population will be over 65 years of age. Also, the current average West Virginian salary is \$37,700. This is an increase of over \$800 from last year. Boone County has the highest average wage which is \$52,600. Monongalia County has an average salary of \$42,000.

Paul recommended that everyone check out the ACCE web-site. There are useful documents on the site such as reports to LOCEA (Legislative Oversight Commission on Education Accountability), Senate Bills, etc.

The ACCE chair for the new term that began July 1 is once again Mike Dunn, Marshall University, who does a very good job. Mike also serves as the Board of Governor's representative. Amy Pitzer from Concord University is once again the Vice Chair and she is also a Board of Governor's representative.

There are 24 Higher Ed campuses in the state. ACCE tries to visit every campus every other year, or at least every three years.

Board of Governor's (BOG) report

Dixie has been working on her presentation to the Board of Governors on September 8th from 2-3 at the Lugar Room at the Law Center. Dixie is working on some charts and graphs about classified staff at WVU. Dixie asked Lana if she would give a five minute talk about a couple of Staff Council projects. Classified Staff Council member Johnna Bean from the Charleston Med Center Campus will also give a presentation about SB330 and what staff and students mean to each other.

Committee Reports

Jo has the committee assignments completed, but didn't have the list with her. She will e-mail it to the council members.

Joan Gibson gave the Tuition Waiver Committee report. Six children of classified staff received an award of \$750. There was \$4,500 available, so they divided it evenly among the 6 eligible applicants.

Joan distributed an Application for Staff Council Tuition Assistance Program form. She asked that council members review the form and give her suggestions for changes in order to make the form clearer. Several applicants have had difficulty in filling out the form, leaving certain sections blank or inserting incorrect information, making the processing more difficult.

New Business

Jo let the group know that Linda Campolong had to be taken to the hospital over the weekend. She is home and feeling much better now.

Dixie wanted to make sure the BOG Presentation is announced again and it is noted that attending is work release time for employees.

Old Business

Lana read the pending items on the to-do list from the July Minutes.

Updating the SC Web-Site: A Healthy Workplace Initiative button has been placed on the SC web-site. Jo will contact Kathy Friend, Web Services, Institutional Advancement, to have the July minutes placed on the web-site as well as updating the council member information.

Dixie Martinelli made the motion to approve the June minutes. Motion carried and the minutes were approved.

Jo asked members to send Staff Council goals and ideas for Freedom from Bullies Week to her prior to the next meeting.

Robin asked if the President's agenda could be mailed to the council members prior to the meeting. Jo said that could be done. It will also serve as a reminder. Jo stated that she liked for members to send agenda items to her for the SC meeting agenda throughout the month. Robin stated the new SC support person could do things like send out agendas and reminders.

Amy Wodzinski reminded the group about the Staff Council Blood Drive being held Monday, August 29th, from 10:00 to 4:00. It is being held the Waterfront Hotel. Presently OWP is not able to accommodate the drive. The last drive we had at OWP drew a crowd of 32. But when it is held at the hotel the participation drops to almost half.

The following President's agenda was suggested for the Monday, August 29th meeting:

- Parking Issues: Are there checks and balances? Who audits the Parking Office?
- Update on the vacant extension position.

- Classified employees' involvement in institutional-level planning and decision-making for issues that affect them.

Follow up Items: CF – Carry Forward to next meeting; CLS – Item closed

7/20/11 - Summary of items for follow-up:

1. Jim: Under Human Resources (HR and Questions from Council)
Jim will follow up with an answer to Beth McCormick's question about why HR quit sending letters letting candidates know that they did not get the job.

8/17/11 Meeting: Jim said that because of Staff Council's suggestion they are now planning to make sure that everyone who interviews for a job hears back from HR when a selection has been made. HR is struggling without an adequate applicant tracking system. HR hopes to have an electronic tracking system in the not too distant future. CLS

2. All: Under Chair's Report. Jo asked council members to submit ideas to her about how to celebrate Freedom from Bullies Week, October 16th – October 22nd.

8/17/11 - Jo requested that we continue to send our ideas to her. CF

3. Jim: Under Sheila Securro's report, Sheila stated that she and Jim will talk about Joan Gibson's question and get back to us. Joan's question was about her supervisor deducting an hour from her two hour working lunch.

8/17/11 - Jim said that he and Sheila Securro, Executive Director Compensation Administration, have been in discussions about that and he will get back to us with an answer. The question was from Joan Gibson. Her supervisor deducted an hour from her time card when she attended the new member orientation to talk about the Tuition Waiver committee. She was away from work for two hours including travel time. CF

4. All: Under Dixie's BOG report, Dixie requested that we send ideas to her for the September report to the BOG.

8/17/11 – Dixie gave us an overview of her presentation. She asked Lana to give a five minute summary of a couple of staff issues. CLS

5. Jo: Jo suggested that we have a special meeting to go over what Dixie had put together so far (for the BOG presentation in September)

8/17/11 – This item wasn't discussed. CLS

6. All: Beth McCormick suggested that we approve the June Minutes at the President's meeting and this wasn't done, so we will need to remember to do this at the August Meeting.

8/17/11: The June Minutes were approved. CLS

7. All: The following Old Business items were not discussed at the meeting due to time constraints: The Staff Council Secretary position status, and Updating the Staff Council Web-Site.

8/17/11 - There is concern about the reduction in hours of the Staff Council Secretary position from 30 hours to 20 hours. Jo arranged for a meeting with Vice President for Human Resources Margie Phillips on Thursday, August 25th to discuss the PIQ (Position Information Questionnaire). CF

8/17/11 – The Healthy Workplace Environment Initiative button was placed on the web-site. The member information has not been updated. Further discussion is needed regarding the ad hoc committee and who should be assigned as the point person for web-site updates. CF

8. All: Mike Dunn's suggestions: Write Staff Council goals for the coming year. Connect with our legislators.

8/17/11 – Jo asked members to send goal suggestions to her. CF

New Action Items

1. Lana: Jo asked that the hospitality charges for new member orientation be switched to the chair's special account that was set up by Jay Cole.
2. Jim: Dixie said that she believes that the reason for implementing this system should be clarified to the university community. She said that some staff feels this is a mistrust issue, and thought that another communication about why it is necessary might be beneficial.
3. Jim: Dixie made the suggestion that posters be created and posted explaining that WVU will sell items left behind and the money will be donated to charity. Jim thought that would be a great idea and will suggest it to Vice President Phillips.
4. Jo: Jo has the committee assignments completed, but didn't have the list with her. She will e-mail it to the council members.
5. All: Joan distributed an Application for Staff Council Tuition Assistance Program form. She asked that council members review the form and give her suggestions for changes in order to make the form clearer. Several applicants have had difficulty in filling out the

form, leaving certain sections blank or incorrect information, making the processing more difficult.

6. Jo: Dixie wanted to make sure that the BOG Presentation is announced again that supervisors need to know that it is work release time if employees want to attend.
7. Jo will contact Kathy Friend to have the July minutes placed on the web-site as well as updating the council member information.

Paul Martinelli made the motion to adjourn at 11:51a.m. Motion carried and the meeting was adjourned.

Respectfully submitted
Lana J. Cooke, Secretary