

West Virginia University Staff Council Meeting Minutes

April 16, 2014

8:15 a.m.

Jerry West Lounge – Coliseum

Name	Title	Department	Present
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	No (excused)
Baldwin, Larry	Electrical Technician	HSC	Yes
Bise, Linda	Program Assistant II	HSC	No (excused)
Bolyard, Emmitt	Purchasing Assistant I	Facilities Management	Yes
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	No (excused)
Eddy, Pam	Office Administrator	Student Health	Yes
Edwards, Tiffany	Administrative Secretary	HSC	No
Fletcher, Louise	Traffic Enforcement Officer	Transportation/Parking	Yes
Hammack, Diana	Accounting Clerk	Biology	Yes
Martin, Lisa	Project Coordinator Senior	Event Management	No (excused)
Martinelli, Dixie	Office Administrator	Extension Services	Yes
Martinelli, Paul	Program Manager	Extension Services	Yes
McCormick, Beth Ann	Admissions Coordinator	School of Medicine	Yes
Morris, Jim	Director	Employee Relations	Yes
Wodzinski, Amy	Program Coordinator	FIS	Yes

Submitted By: Janelle Squires, Administrative Secretary – Staff Council

Guest Speaker: Samantha Burwell, Senior Policy Analyst – HR

Call to Order

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

First Business

Approval of March Meeting Minutes motioned by Pam Eddy. Amy Wodzinski seconded. All in favor and motion was carried.

Treasurer's Report

By Diana Hammack

Diana reported the phone bill was \$21.20. That leaves an ending balance of \$3490.50.

Beth Ann McCormick motioned for approval of Treasurer's Report. Pam Eddy seconded. All in favor and motion was carried.

Chair's Report

Reported by Nancy Bremar on behalf of Lisa Martin

Lisa reported the Brother P-touch system with cartridges totaled \$141.69 and the name badges were \$183.55. These items were ordered and received. The envelopes were ordered and received but have not been invoiced out. The pad folios were ordered from the WVU Bookstore and totaled \$493.60.

On March 31st, Lisa visited WVU Tech for the first time. She was accompanied by Lisa DiBartolomeo, Faculty Senate Chair; Jennifer Orlikoff, Faculty Senate Chair-elect; Roy Nutter, ACF; and SGA (Student Government Association) then President-Elect, Chris Nyden.

The Campus President, Carolyn Long, met with them and provided an overview of the changes implemented since she became the Administrator at Tech. She reported that Tech has over 200 Faculty, Staff, and Administrators with more than half being classified. No Classified Staff have lost their jobs although some have been reassigned and one chose to retire when the print shop was closed.

There are currently a little over 1200 students who attend WVU Tech. Ms. Long has reopened and now occupies the President's home which had previously been closed due to the former Campus Provost's choice to live elsewhere.

The group then met with their constituent groups and Lisa met with Barbara Boyd, WVU Tech's Staff Council Chair and ACCE Rep. Barbara informed her that there are nine elected members currently serving on their Council and they meet once a month for about an hour. Ms. Long tries to attend each meeting, but will send someone in her place when she isn't available. Barbara had also reported it is sometimes difficult for all nine members to attend meetings due to their various job duties spread across the small campus. They plan to revise their By-laws and are looking at ours for guidance. Lisa informed her they had done some revisions to the By-laws back in September and to look for the updated version very soon.

One of the issues Barbara spoke of was their desire to get their picnic back. They used to hold bake sales in order to fund it since they have no budget. The picnic was typically for Classified Staff, however, they would often invite other groups.

Barbara had stated that morale used to be very low before Ms. Long became the Administrator; they now don't have as much concern about their jobs and morale has improved significantly.

They later met up with the other groups and Ms. Long took them on a walking tour of the campus and was especially pleased with the Student Success Center that had been previously used for storage. They finished with visiting some other historic buildings on campus before returning home.

Lisa wanted to inform everyone that she had recently been notified by a HSC employee who stated their sick leave request had been denied, however, upon sorting through the facts, it was resolved due to the Supervisor still learning the paperless system.

Staff Council will be participating in the annual WVU Staff Welcome Reception & Information Fair for new employees scheduled for Wednesday, May 14, 2014 at 9:00 a.m. – Noon in the Large Blue Ballroom, Mountainlair. Lisa will order a tin of flying WV cookies as a giveaway and is asking members to volunteer to staff the table.

Diana Hammack will serve as a representative on the EmployeeFest Steering Committee. Their first meeting will be today at 10:00 a.m.

Lisa wishes to thank those who have offered their assistance with the day of events, planned for September 10, 2014. She has requested a table for Staff Council which will need staffed throughout the day.

Lisa, along with Linda Campolong, Dixie and Paul, have been asked to serve on a committee that will be selecting an outside firm to conduct a compensation market study for Classified Staff of WVU. Various firms will submit their proposals and a decision will be made based on a RFP. It is not yet known when meetings will be held but she will be sure to keep the group posted.

ACCE (Advisory Council of Classified Employees) Report

By Paul Martinelli

Paul asked the group to review the Reduction in Force of Classified Employees report from several years ago which was done by Board members: Samantha Burwell, Dixie Martinelli, Barbara Newman of West Liberty, and Leah Taylor of Bluefield. He believes Barbara and Leah are no longer on the ACCE.

One of the items on the report is the Authorization for Reduction in Force for Job Elimination which is a major issue currently within the organization. Another topic is Outsourcing, which he believes is something we aren't very concerned with as of right now. The differences between WVU and Marshall is mentioned as well and is still an issue today.

There was an article in the Huntington newspaper he had sent to Staff Council members a few days ago that featured Faculty talking about their salary schedules. It mentioned the study done by Fox Lawson was \$200,000. Mark Toor (Vice Chancellor of HR, HEPC) has only paid \$100,000 and will not pay any more due to their lack of completion. Mark Toor was invited to speak to Faculty at Marshall University as they are showing concern with this issue.

Another article Paul had provided copies of was the one that spoke of the Governor stating he would do anything to get re-elected. He believes that is why Higher Education is not getting funded enough. For example, the tobacco tax increase of \$1 - \$1.55 which would generate millions for Higher Ed, did not get passed because they are running for re-election. They will instead dip into the Rainy Day Fund and the Governor stated he was planning on taking \$125 million to fill pot holes, although not many pot holes have been filled.

Monongalia County is now the third largest county in the State per an article he had sent out to the group last month. He thought it was an interesting read.

He also sent everyone "Population Trends through 2030" that states the population of students in 2030 will be 40,000.

Paul did talk to Diana from Mountaineer ENEWS and understands she couldn't attend the past few meetings so he volunteered to take notes in the event she would not be able to attend. He also learned that we could send articles to them as well. He believes the article about getting re-elected would be a good choice as well as the one regarding sales tax.

Pierpont Community and Technical College is now allowing their two-year associate degree students to transfer credits to WVU, which will be beneficial. That is also where the next ACCE meeting will be held.

Paul would like to plan a visit to Charleston during interims over the summer so they may get a chance to speak to Legislators.

BOG (Board of Governor's) Report

By Dixie Martinelli

As Dixie informed the group previously, the BOG has developed several committees, two of which she serves on. The regular BOG meetings were always held on Fridays; it is now Wednesday, Thursday, and Friday. She commended them on how they want to be more involved with what is going on.

One of the committees she serves on is the Facilities & Revitalization Committee. They met on April 2nd at the Law School where Athletics gave a presentation proposing a \$106 million renovation to include the Coliseum, Football Field, Soccer Field, and the Shell Building. This project would be funded with a \$75 million bond, private donors, and the Athletics Building Fund. Not one dollar will come out of State funding.

They were given another presentation pertaining to land holdings owned by WVU.

They then toured the impressive new addition to the Law School which has given them more needed space. This addition features a simulated courtroom that was donated by Buck Harless. A new client area was also created for law students to meet with clients who cannot afford attorney fees which is very commendable as they give free legal advice to many people.

The Law School received over 600 applications and ultimately chose 130 students and recently hosted a reception for the students and their families.

The BOG was given a very good presentation from Ken Gray, VP of Student Affairs, on Thursday. This department assists all students with any services they may need to be successful. Adventure West Virginia is a wonderful program that takes a high risk student for a week long retreat, working with them to resolve any problems they may be facing. They engage in many outdoor activities such as zip lining and camping with no cell phones or any other devices. The students who have attended this program have high success rates and graduate. President Gee is very enthusiastic about this as well. This program is modeled after the Princeton Adventure at Princeton University. Many other schools are getting on board as well such as Ohio State and Penn State along many more east coast schools.

The Audit Committee, which she serves on as well, met on Thursday. They began the search for the new VP of Audit by going over some preliminaries. The Search Committee will include a Staff Representative as well.

The BOG was invited to a Faculty & Staff Awards of Excellence event on Thursday evening. While having dinner, she met with someone very close to the Governor who indicated that they are sure next year the Governor will sign off on the proposed Tobacco Tax. This tax would generate millions for higher education if passed.

On Friday morning, the BOG held its regular meeting to approve all consent agenda items and reviewed issues within the University. After that meeting, they were given a presentation regarding what to expect when the Accreditation Committee visits on Monday. The BOG met with this committee on Monday from noon to 1:30 to review the BOG's role at WVU. Dixie was surprised with some of the questions they had for BOG members which indicated they had done their homework.

The next BOG meeting is scheduled for June 5th – 6th at Jackson's Mill where they will be celebrating the 100 years of the Smith-Lever Act of 1914.

Larry Baldwin brought up the issue of empty floors in the BRNI (Blanchette Rockefeller Neurosciences Institute) and the Biomedical buildings with the cost of heating/cooling and maintenance for those areas. Dixie asked him to email a list of those buildings and she will forward to the Chair of the BOG. Others in the group also mentioned the fact that there is all this vacant space while many employees do not have adequate office space.

The Strategic Planning Committee met yesterday. Beth Ann McCormick reported there are about 60 people on this committee that formed in 2009 to work on the 2020 Strategic Plan of the University. The HSC started their strategic plan and were then pulled in to make one committee. The committee meets twice a year. They met yesterday due to the visit from the Reaccreditation Committee from the HLC (Higher Learning Commission). The Reaccreditation Committee gave a brief outline of their findings and informed them it would take around nine weeks before a report is available.

According to the brief, they reported there were ten good items they found:

1. Attention to Strategic Plan with five (5) target areas:

- Statewide and Global development
 - Diversity
 - Global Initiative
 - Outreach and Engagement
 - Research
2. Collaborative culture among all Deans throughout the University
 3. Active Alumni Association in all of its constituents
 4. The BOG is made up of a unique composition of individuals and they are doing a good job
 5. Research activity is increasing
 6. Land Broad (grant) is embraced
 7. Significant attention in the global organization
 8. Retention and completion in degree in student affairs
 9. Main campus' commitment to WV Institute
 10. Extension services has strong support through the Land Broad (grant) mission

Beth Ann reported there were eight (8) concerns:

1. A culture of assessment of student learning is not yet fully developed
2. Federal Compliance issue (Beth Ann explained she could not keep up in writing to give the details of this)
3. Nursing pass rates at WV Institute not acceptable due to lack of CBT (Computer Based Testing)
4. The buildings' deferred maintenance need attention
5. Divisional campuses need work and cohesion
6. Technology infrastructure does not meet the pace
7. Highly disorganized graduate programs
8. Support services need attention (budget allocation)

The Reaccreditation Committee also noted that the curriculum and content needs revamped. Beth Ann informed the group there was one person who had complained that Faculty have to do things that Staff could do, but they keep losing staff. She stated that she had spent her Sunday evening grading papers for three hours and found that unacceptable. She used to have a graduate student do all of her work along with a Secretary and now she is forced to split her work with others in the office. She also stated that Faculty are over-burdened and many agreed with her. Some Faculty members stated they don't care for the changes in technology software; notably the new Outlook (Office 365). They also need more highly educated staff as they don't want to be burdened with this.

Beth Ann reported they have filled 87 of the new Faculty positions of the 100. They reported they've secured a Fresh Water Resource person. They now have Radio Astronomy and have hired several people in Eberly and Statler. They have a Grants Facilitator for the FEAP positions. There is now a Shale Gas Utilization person. They are actively hiring in B&E (Business & Economics), School of Law, School of Journalism and CPASS. The hiring process is being referred to as Mountains of Excellence hiring and are currently in round three.

Dr. Christopher Colenda had done a HSC report to go along with the reaccreditation. He reported seven new Clinicians were hired; we have funding for the new Neurosciences Cobra Institute; the CBC has been renewed; a clinical trials unit that was funded by Mylan has been implemented; Oman Medical College is completed and will begin accepting students. Many of our Faculty go to Oman to teach and students come here for a year or two; they have been doing this for 15 years now. We are also going to do the same with Kuwait in which Kuwaiti students will come here to learn and all expenses will be paid. They will start in 2015.

A new Dean of Nursing has been hired in the interim. Accreditation process in Public Health was completed January/February and are currently awaiting their report.

There is a new building, the Vivarium, in the back of the HSC. It is the new animal headquarters where all the mice will be able to run all over in their new "condominiums".

The School of Dentistry will break ground with another building set to be located at the Medical Center Apartments first building.

WVU Healthcare is now 64th in the country and is now in the Top 50 in the country for cancer care.

Committee Reports

Athletic Committee

No report today.

Compensation Committee

By Linda Campolong

The issue of the FMLA running concurrently with Worker's Comp was explained during last month's meeting by Amber Tennant (in place of Jim Morris) in that the University can implement this, or not. Jim Morris stated that is what federal law permits. Ron C. reiterated that the problem with that is after returning to work after an injury, if an issue arises and you need to take your FMLA, then you can't because you have already used it up when you didn't need it, so you have to wait a whole year. Jim explained that as long you have the approved medical leave from Medical Management, then you can be out for as long as a year. Jim stated the policy at WVU is more generous than the federal law requires. The FMLA is federal protection for your job when you are out for up to 12 weeks. If you are injured while on the job, you may choose Worker's Comp or utilize your accrued sick leave.

Ron explained when he got injured while at work, he was off for six months on Worker's Comp and the FMLA was for the first 12 weeks. He was concerned that had something happened to a family member during that time, he could not utilize the FMLA again until another running year from the date of his injury. Jim suggested someone from Medical Management could come to a meeting to further explain these types of situations.

Dixie wanted to mention that President Gee had sent out a list of his goals and his number six was simplifying University systems and structures. She believes he is committed to this and will be helpful when he is brought these types of questions and concerns.

Legislative Committee

Nancy reported she will be sending an email out to members.

Tuition Assistance

By Beth Ann McCormick

Beth Ann reported we are currently awaiting word from Brian Hoover, Assistant Director – FA Personnel Scholars Office, for the Tuition Scholarship for Children of Classified Staff recipients. He has to wait for the grades to post and will then make his recommendations based on financial need; he will then forward to Beth Ann and committee. This should take place sometime in May.

Welfare Committee

Pam Eddy reported they had met but just went over some old business.

Transportation & Parking

Larry had no new items to report.

Guest Speaker

Samantha Burwell, Senior Policy Analyst – Human Resources

Samantha had the drafted copies of our By-laws with some revisions that were discussed during the Retreat back in September (copy on file in Staff Council office). She noted that the changes she has made are in blue text; mainly our Committees, Appointments, and Elections. They are listed as followed:

1. The Article on Elections and below that, an Article of our Election Procedures; she just combined the two together.
2. The Article on Elections contained a lot of language regarding the Election Committee but was also listed under the Articles on Committees and Appointments; she combined those together.
3. She has changed the wording of ACCE representative to ACCE member upon referring back to code and the discussion at the Retreat of what Staff Council is and what we do. Note that those changes in blue are throughout the document.
4. Some wording under Purposes has been changed.
5. Under the Restrictions Article, she changed to \$300 from \$200.
6. Revised the language under Committees and Appointments since our Election Committee is different due to using people outside of Council and some of those items do not apply.
7. On page 6, a lot of this came from our Elections section; she added that to the Election Committee of which it pertained to.
8. Under Elections section it stated the Committee would be three people; under the Committee section it stated it would be five people. She went with five since there are external people to Staff Council who also serve but could be changed to three if needed.
9. The Selection Process & Terms of Service previously stated the Executive Committee selects three people to be on Nominating Committee; the Nominating Committee selects eight people for Election Committee...and so on and so forth. She has simplified it to give a standing time for anyone, not just the Executive Committee, to select the Election Committee during the month of September of even numbered years because the election occurs during odd numbered years. In October, they meet with HR to discuss the election; in November they would present any changes before the election in April.
10. Another change pertains to the issue of a vacancy mid-term on the Election Committee of which the Chair would notify Staff Council two weeks prior to the next upcoming Staff Council meeting of the selection process; people would invite others to choose the person to fill that vacancy.

11. Another suggestion she has is that the Election Committee serve for two years – from Oct. 1 (even numbered years) through September 30 because if the Board of Governors position were to become vacant, we would have to have an election to select a person within 30 days as required by law.
12. During the selection process of choosing the Election Committee, Staff Council would also elect a Chair of the Election Committee at the same time.
13. She went with the standard under the Eligibility section: current, full-time classified employee of WVU. We also have the option of choosing someone other than that such as a retired, former Staff Council member; that is up to Staff Council.
14. She also added under Eligibility that all members of the Election Committee must remain a Classified Staff employee and if any member of the Election Committee decides to apply for a vacant Staff Council position or decide to run themselves, then he/she must resign from the Election Committee.
15. Under the Duties of the Election Committee, she added more specific language due to instances in the past when the Election Committee wasn't certain of their authority or exactly what their role was.
16. Under the Elections Article, she added language that better specifies that Staff Council is not given any jurisdiction pertaining to the election of the Board of Governors position under law but will provide unbiased advice.
17. Under the Eligibility Section, it previously stated you are eligible to participate in the election process if you had received a paycheck in February cycle two. It now states you are eligible in the election process if you are an active employee under the WVU Board of Governors as of February 1st.
18. Under the Position Specific Eligibility Requirements in the Eligibility Section, she has added that under law, certain locations have their own Staff Council separate from the main campus, therefore, employees of WVU Institute of Technology, WVU Robert C. Byrd HSC Charleston Division, and WVU Potomac State College are excluded. She also gave more precise information in regards to Staff Council members, including the Chair, as well as the ACCE member, all being able to succeed themselves. She has specified that the BOG member position is open to any eligible employee as described, from any work location and may succeed themselves for three (3) additional terms not to exceed eight (8) consecutive years.
19. Under the Election Section, she has lumped together all items pertaining to each specific part of the process: Nominations; Ballots and Procedures; Results; Recounts; and Tie-Breakers.
20. Under the Election Procedures Section – Nominations, she suggested to change the language to state that all nomination forms must be received by HR by 4:30 p.m. on the last business day of February. After some discussion by Staff Council members, it was

decided to more specifically add that all nomination forms must be in the possession of the Division of Human Resources Election Coordinator by 4:00 p.m. on the last standard business day of February.

21. She has simplified the language and paragraph pertaining to the eligible Classified Staff employee making nominations for each sector of Staff Council, Chair, ACCE member, and BOG member that is listed under the Election Procedures – Nominations section.
22. She added language stating HR will verify the eligibility of the nominator and the nominees and confirm in writing, or email whether each person accepts the nomination.
23. Under Ballots and General Election Procedures, she has left the item of paper ballots, as they do have those available. However, this can cause some issues such as someone voting for all nominees in a sector, leaving the person reviewing the ballot not knowing who to count the vote for as opposed to using Votenet which will not allow a person to vote for more than one person and will not allow a person to vote more than once.
24. Under Election Procedures section – Tie Breakers, she has changed that to the two winners drawing cards from a deck of cards with the ace being the highest; whoever draws the highest card, wins.
25. The Vacancies section previously only listed items pertaining to the ACCE member; she has added language to apply to the Staff Council member as well and added code pertaining to vacancies.
26. She has added “Executive Committee meetings” under the Article XII – Meetings pertaining to certain types of meetings not being open to the public.
27. Under the Article XVI – Ex Officios, she added that the WVU Board of Governors member will be invited to serve as a non-voting, ex-officio member of Staff Council whereas before this was not a listed item.

Lastly, Samantha wanted to note that under the Amendments Article, it states Council has five (5) working days before the meeting to vote on proposed revisions.

Paul inquired that when he attends the ACCE meetings, how Staff Council knows he is going to these meetings. He explained there are people who miss two or three of these meetings a year not to mention the Potomac State ACCE member position has been vacant for over six months. Samantha indicated according to the By-laws, it would not pertain to Potomac State.

Jim informed the group Samantha has been asked to move on to other priorities and her involvement with the By-law revision has been fulfilled. If anyone has any subsequent changes to make to the draft, to let him know.

Old Business

Pam had questioned if President Gee had gotten back with Lisa regarding the raises as he mentioned at the last President's Meeting he would let her know by Friday that week. Lisa is not present today and no one has heard anything.

Paul wanted to mention that Rob Anderson has resigned from the HEPC office and had sent the email out to Council members. Paul felt he was a very capable man and is sorry to see him go.

New Business

Amy inquired about any changes in the Mail Service due to some rumors. Jim confirmed they have sent out a RFP for a Consultant to come in and study some areas of the system.

Linda C. stated President Gee has now twice mentioned that parking is an issue and could be contracted out as a money making deal. Jim explained that he is not involved in that aspect and could not answer that but reiterated Classified Staff have job protection from any negative effects something like that could impose.

Jim wanted to inform the group that the aforementioned project Samantha was asked to focus on was the development of HR procedures. This has been a slow process over the last few years due to other issues they had to shift their focus on but they will be meeting this afternoon to implement an aggressive timetable and process. This may change how they present procedures to Staff Council. An example of this would be instead of waiting three or more weeks for the next Staff Council meeting, as she is getting items prepared, she may just email members for comments.

Linda C. asked Jim if there were any updates to the discussion of the travel policy. Jim will try to get some updates and get back with the group.

Nancy inquired if Jim was aware of the percentage of Supervisors have completed the Supervisor Training as well as how many employees have completed the mandatory Harassment Training on the online module. She stated there are Extension Supervisors who aren't even aware. Jim will see if he can get an update and relayed they are in the process of obtaining a new electronic software package to manage and track that data.

Jim wanted to also let everyone know at the next Staff Council meeting he will have a revised Performance Appraisal Form for review. One of the questions will be asking the employee if their Supervisor has attended Supervisory Training.

Larry questioned when all employees have completed this training, if one set of standards will apply to everyone or would Staff be disciplined differently from Faculty or Administrative personnel because there seems to be three different policies. He indicated if he were accused of sexual misconduct or harassment, if he would be offered the same representation as someone who makes six figures. Jim stated they do not defend anyone, some employees represent themselves and some hire an attorney. Their primary role is to investigate if any misconduct has occurred and recommend a course of disciplinary action based on the context,

how often it occurred, and the severity. The Administrator makes the final determination regarding discipline.

Dixie added that it seems unfair how they require a background check for Staff but not Faculty. For instance, there is a Faculty member who is a known repeat offender of harassing women and if a background check had taken place that would have been revealed. Jim explained it would only provide criminal convictions. If it is not a violation of law which has occurred in the last seven to ten years, then it won't show up. He suggested possibly more comprehensive reference checks. WVU has a clear and concise policy on sexual harassment and is available on the website.

Larry added that he would advise any student or employee who feels they are being sexually harassed, to go the University Police because he feels HR would protect their own due to lawsuits if a Faculty member or Administrative personnel were involved.

Jim stated there is a Board of Governors amended Policy 44 titled, *Policy Regarding Discrimination, Harassment, Sexual & Domestic Misconduct, and Stalking & Retaliation*. This was posted on the BOG website and open to comments up until April 4th. It will then be presented to the Board for final approval. Nancy added if anyone has any recommendations, it could be discussed during next month's Staff Council meeting and Dixie could then take it to the Board in June.

The President's Meeting is to be held on Monday, April 21st at 11:00 in the PCR. Some items set for the Agenda are as follows:

- Update on raise and matching by WVU and effective date
- Maintenance and heating/cooling costs of unused space and floors in the BRNI and Biomedical buildings with employees who need more office space being told there is none available
- President Gee's opinion on how the reaccreditation went

Beth Ann made motion for adjournment. Louise seconded. Meeting adjourned at approximately 11:45 a.m.