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## *West Virginia University Staff Council Meeting Minutes*

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April 17, 2019

8:15 a.m. – 12:00 p.m.

Mountainlair, Rhododendron Room

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Present</b>
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	Yes
Browne, Thea	Administrative Assistant Senior	Main Library	Yes
Crabtree, Joan	Supervisor Campus Services	Facilities Management	No*
Dunson, Terrence	Campus Service Worker	HSC Facilities Management	Yes
Forquer, Burlene	Manager Food Service	Mountainlair Catering	Yes
Gill, Yolanda	Administrative Associate	Accessibility & Auxiliary Service	Yes
Griffin, Barbara	Developmental Advising Specialist	Academic Degree Programs	Yes
Irons, Rusty	Trades Specialist I	Facilities Management	No
Martin, Lisa	Special Events Coordinator Senior	Event Management	Yes
Matuga, Amy	Administrative Associate	Physiology	Yes
May, Crystal	Office Administrator Senior	Microbiology	Yes
Morris, Jim	Assistant Vice President	HR Employee Relations	Yes
Musick, Dana	Administrative Secretary Senior	CEHS	Yes
Nichols, Melanie	Supervisor Campus Services	Facilities Management	Yes
Robinson, Shirley	Administrative Assistant	Academic Affairs Administration	Yes
Runyon, Peggy	Campus Police Officer Lead	University Police Department	Yes
Torries, Michael	Academic Lab Manager II	Chemistry	Yes

**\*Excused**

**Guest Speakers:** Bob Richardson, *Director, Compensation Administration*

Rebecca Meyer, *Assistant Director, Compensation Administration*

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

### **Call to Order**

The meeting was called to order at 8:15 a.m. by the chair, Michael Torries, and a quorum was established. The sign-in sheet was passed around for members to sign in.

### **First Business**

Melanie had suggested a few minor grammatical edits in the March minutes which Janelle will correct.

Lisa motioned for approval of March minutes with edits. Crystal seconded. All in favor and motion was carried.

### **Treasurer's Report**

By Michael Torries, *on behalf of Joan Crabtree, Secretary/Treasurer*

Michael reported a beginning balance of \$3,012.44 with the following expenses:

- 21.20 (phone)  
-185.91 (travel)  
-188.50 (travel)  
=395.61 total expenses spent up to March 19, 2019.

That leaves an ending balance of \$2,616.83.

Lisa motioned for approval of Treasurer's Report. Crystal seconded. All in favor and motion was carried.

### **Chair's Report**

By Michael Torries, *Chair*

Michael reported he met with Dr. John Campbell, Vice Provost, Academic Affairs, on March 28 to discuss the Council's idea of how staff can assist with student retention rates. Dr. Campbell was very knowledgeable about this subject and explained the various reasons why students don't return after their freshmen year. He has come up with some ideas in which Staff Council can help so Michael invited him to speak to the group during next month's meeting.

Dr. Campbell shared that three students from McDowell County had left and won't be back next Fall and he had been discussing this issue with some faculty members. There were a few faculty members who are from McDowell County who meet regularly as a faculty group and offered to extend an invite to these students next time they meet to talk with them. So, the idea of having county faculty groups is a great start.

Dr. Campbell would also like for employees in academic units to have one or two students who they keep in contact with during the semester – remind them of deadlines, or go and welcome them back on move-in day, etc.

Michael asked the group to try and come up with other ways to engage and retain our students. These seemingly small acts go a long way.

Thea said meetings to discuss student retention will be held on April 25 and April 26.

On April 2, the Executive Committee approved \$500 assistance from the Hearts and Hands/WVU Emergency Relief Fund for an employee with extenuating circumstances – the employee lost their spouse recently, has medical issues and is facing surgery soon. The employee sent a Thank You card to the group expressing their gratitude.

Congratulations to those Staff Council members who have been re-elected to serve on the 2019-2021 Staff Council term. Kevin Patrick, Project Coordinator, University Registrar, also attended the meeting and is newly elected. He will officially begin his term July 1.

Michael also thanked Barbara Bodkins, Administrative Assistant Senior, Employee Relations, for all her work with making the election a success and sent her a Go Beyond ecard on behalf of the group.

Thanks to those who attended the Board of Governors Classified Staff Presentation on April 12 given by Lisa Martin, who did a wonderful job, as always.

### **Advisory Council for Classified Employees (ACCE) Report**

By Shirley Robinson, *Classified Staff Rep.*

Shirley does not have report as they will be meeting on April 25 at WVU Potomac State in Keyser, WV.

### **Board of Governors (BOG) Report**

By Lisa Martin, *Classified Staff Rep.*

Lisa appreciates the support from those who attended the BOG Classified Staff Presentation on April 12. In addition to her, five other classified staff employees also presented and helped make it a success: Tim Richards, Piano Technician, CAC; Barbara Foster, Assistant Director, Environmental Health & Safety; Rebecca Digman, Administrative Assistant, Office of Global Affairs; Barbara Boyd, Program Administrator Senior, WVU-Tech and Classified Staff Council Chair at WVU-Tech; and Michael Cannon, Campus Police Officer Lead and Classified Staff Council Chair at Potomac State.

Tim Richards could not attend but did provide a video which was filmed by a student.

Part of the presentation also included a report on how many WVU employees transferred to Sodexo; how many stayed a WVU employee; and how many resigned or retired.

Also included, was a report on how many employees received raises; the average rate increase; how many were not eligible due to hire date of after July 1 or due to active discipline.

She also wanted to ensure that the Board was aware that while the pay increase is appreciated, we still have a long way to go.

We also presented a K9 vest to our explosives detection police dog, Nina.

On Thursday, the Board members held their respective committee meetings. They discussed a great deal of items that day which ran from noon until 7:30 p.m. including a working dinner.

On Friday, they voted on and approved the tuition increase as well as increased financial aid for scholarships.

There are several Rules that are currently out for a 30-day comment period. They are working toward making Policies into Rules.

The budget was approved and there are employee cuts coming University-wide in the form of a Voluntary Separation Incentive Plan, or VSIP. There will be a \$14.8 million-dollar reduction in salaries, benefits, and supplies. She clarified the VSIP was a non-voting item.

Amber explained they have previously conducted some VSIP's over the past few years in colleges such as the Law School, Eberly, and Davis, to name a few. The current program won't include any specific college. This will serve as a tool offered to deans/VPs to reduce costs due to our budget cut. Each college will receive the exact amount they have to reduce in their budget.

Emails will begin going out to classified, non-classified, and faculty employees who meet the eligibility requirement of 20 years of service or more. The email will include a link to an online form to fill out if the employee is interested in an offer. Once they have compiled all the information, they will meet with deans/VPs to discuss further. The restrictions for colleges/departments is that they will not replace that position, or they can show a cost-savings by making the offer. There is no guarantee an employee will receive an offer.

If offered, the standard exit date will be December 31, 2019. If you exit by that date, you will receive your one-year salary. If the employee chooses to fulfill their appointment or stay until June 30, 2020, depending on your constituency, it reduces the amount of your package by 50%.

Melanie asked about those employees who aren't computer-savvy/no computer access and how they will be informed being they won't see that email with the VSIP offer. Lisa suggested that once those emails go out, HR could somehow identify those employees who did not respond. Amber said they could likely do that with the email tracking to see who did not read/open. Crystal suggested making it required to go into the form and choose yes or no.

Amber will follow-up with Cris DeBord, VP for Talent & Culture, to discuss. Michael will email him as well.

Amber relayed there will be a micro website regarding VSIPs.

Campus Conversations addressing VSIPs will be forthcoming and will be announced on ENEWS.

The next BOG meeting is scheduled for June 21, 2019 at WVU-Tech in Beckley, WV.

## ***Committee Reports***

### **Legislative Committee**

By Peggy Runyon, *Chair*

Peggy did not have a report, but Lisa reminded the group that the Thank You postcards have arrived and are at the Staff Council office. Janelle had brought a few for them to look at. The group will plan on signing them at some point to send out to legislators in Charleston as we did not receive a budget cut by the Legislature this year and to show our gratitude for their service.

### **Blood Partnership**

By Barbara Griffin

Barbara reminded the group that the blood drive is scheduled for April 29 from 10:00 a.m. to 2:30 p.m. at One Waterfront Place, Rooms 6115 & 6117. Visit <https://redcrossblood.org> to schedule your appointment.

### **Welfare Committee**

By Amy Matuga, *Chair*

Amy reported the committee met recently. They would like to see the milestone years of service certificates for classified staff employees continue and are thinking of fundraising ideas to do more employee recognition for staff. As a reminder, an employee's longevity check reflects their years of service and that is what they go by when sending out the certificates.

They've discussed different ideas such as a reception for staff with punch and cookies where they can hand out the certificates. Lisa pointed out the many logistics and costs of such an event so that is something they will need to think about going forward.

Melanie said her Facilities division is having their summit in July and if the certificates are ready by then, they could be distributed to those employees in that division with milestone years of service during that event.

### **Transportation & Parking**

By Yolanda Gill & Terrence Dunson, *Classified Staff Council Reps.*

Yolanda reported they met on March 22 and discussed several items.

It's time for parking permit renewal so that information will be forthcoming to employees.

They welcomed David Beaver who is the Senior Associate VP for Auxiliary Services. David had left some time ago but has returned to the University in this new position.

The construction on the new parking garage is coming along.

Demo of Stansbury Hall is set for sometime this summer.

The PRT will shut down for the summer and buses will be transporting students to classes. Students with cars will have the option of purchasing permits.

This will be the fourth consecutive year they've shut down the PRT and they plan to work on the guideway maintenance, heating system, and potholes.

They will be conducting emergency protocol in the event of an occurrence while students are in a PRT and will be having drills with UPD and EMS.

During Yolanda's report at last month's meeting, she had talked about the employee who got moved to another shift after a PRT car ran into another one while an outside company was working on upgrades. They asked about it as requested and was told the issue went to HR and the shift change was for staff cross training. Terrence added he was told all employees are currently going through a training period. Amber verified that the PRT collision was the contractor's fault. The employee's shift change appears to be unrelated to the incident and due to the unit's training.

There are many parking violations at the Engineering lot on the Evansdale campus. Students are not responding to violations; they'd rather pay the tickets and continue parking there even though tickets are \$200. They found out some leave their car running like there is someone in the car while they go to class.

They are asking that Facilities employees who drive the maintenance vehicles to get their fuel from the pump at the motor pool instead going elsewhere and paying. Gas at the motor pool is wholesale priced. Melanie noted the Cushman's are not to be taken off campus or driven on the main roads so she's uncertain how they should be going to the mileground for gas.

They discussed replacing the underground fuel tanks as they are around 20 years old.

There are plans to upgrade parking garages and replace lights.

There is a new aquatic center in the works at Mylan Park. Mountain Line buses will transport students to and from the facility.

They want to reduce the number of WVU buses from ten to three.

They are discussing issues with the bus pick up across the road from Stansbury Hall at the loop because the pedestrian bridge will be down as well.

MindFit will be moving out of Hodges Hall beginning of May and will be moving to Stewart Hall.

The Army ROTC unit and Student Conduct have moved out of Stansbury Hall.

They are still discussing where displaced employees will park while the construction is taking place.

The license plates on all the state vehicles including divisional campuses have been updated.

Yolanda provided copies of the PRT Performance chart from August 2018 to December 2018 and through March 2019.

Amy said hospital employees park at the back of the HSC and they don't have to pay because the hospital pays it. She's always been told that there's no parking yet there's empty spaces which they use. Hopefully once their new parking area is done, they won't use HSC lots.

Michael requested to ask about the numbers of enforcement personnel.

The next TPAC meeting is scheduled for May 31 and will be touring the PRT parking lot.

### **Tobacco Task Force**

By Michael Torries, *Classified Staff Council Rep.*

Michael reported he attended his sub-committee meeting yesterday. Rocco Fucillo, Senior Advisor & Director, State Government Relations, was there and shared they plan to hire someone who will serve as the Compliance Officer. There is funding available for one person who will be housed in the Parking/Auxiliary Services unit. No one has been hired yet.

The idea as of right now is that the compliance officer will be equipped with a portable device and when they see someone smoking on campus, they will ask for their personal identification, enter it in the device, and issue a warning. The person's identification will be saved in the device to keep track of the number of offenses so that if they are caught again, they will be ticketed. The third offense will result in another ticket and a warning that if caught again, they could face termination. The third ticket can be voided if they attend a smoking cessation class.

There will be a website where you can give information about where you see people smoking on campus.

This is the scenario for a classified staff employee, which is the group we represent although it was mentioned it needs to be fair across the board.

This is not set in stone, they are just trying to come up with something feasible. They do need more ideas.

Employees in the HSC wrote grant proposals and they received a grant to fund a Graduate Assistant who will oversee and organize the student ambassador program, which is a program that will have students patrol the campus to engage smokers in a friendly way and provide information about smoking cessation. They plan to write more grant proposals to fund materials for distribution.

They also received a grant to train health professionals in smoking cessation counseling. They also have a few pharmacists. This is important because this past legislative session, the Legislature gave the authority to pharmacists to write prescriptions for smoking cessation medications and patches.

Another item he learned of is the next performance evaluations will include a document for the employee to sign which states they understand the BOG Rules as it pertains to drugs, alcohol, and tobacco usage on campus.

None of these ideas have been vetted by HR – this is only the beginning of the process.

Frankie Tack, Addiction Studies Minor Coordinator & Clinical Assistant Professor, also attended their meeting and had provided some forms from a lobbying group who are trying to push anti-smoking laws. There is a form to fill out and drop in the mail if you'd like to be contacted to help.

Michael told the Task Force he would ask Staff Council for ideas. Suggestions provided included:

- Having grad students who are going into law enforcement such as cadets with the UPD and report to the compliance officer.
- Research what other schools or cities do with this type of policy.
- The compliance officer and student ambassadors could meet periodically to discuss any new hot spots where smoking is taking place.

### ***Guest Speakers***

### **Compensation Q&A**

By Bob Richardson, *Director, Compensation Administration* & Rebecca Meyer, *Assistant Director, Compensation Administration*

Bob and Rebecca agreed to come in to answer any compensation questions from the group.

1. *When faced with a situation where an employee must pick up other duties from vacant positions, what can be done to compensate the employee?*

Rebecca answered it depends on the nature of the additional work, if it's a higher level. They always ask the employees to work with their supervisor and document the additional responsibilities. It can be short-term such as while they are trying to fill the vacancy; other times it can be long-term. If a long-term situation, they ask to document the changes in duties and update job description. When the employee and supervisor come to an agreement about what the expectation is, submit the updated job description to them for review. If changes must be made, they talk with the supervisor about the changes and adjusted salary, or even position change. If short-term, they can do an interim salary adjustment, if warranted. It's a case by case basis.

2. *During the last pay raise, there was a 60/40 split between faculty and staff; 60% of faculty and 40% of staff were below their 50% compa ratio. How did we move the needle on that?*

Bob explained the 100% compa ratio is the midpoint of your market pay range. They focused on employees below the 90% last year; 90-110% is considered market-competitive.

For faculty:

- Who were less than 90% compa ratio, at 58%, and afterwards, at 48%. For the 90-110% compa ratio, we were at 36% and moved up to 44%.



For non-classified staff:

- Who were less than 90% compa ratio, at 36%, after were at 25%. For the 90-110% compa ratio, before, at 49% and moved up to 54%.

For classified staff:

- Who were less than 90% compa ratio, at 37%, and afterwards at 23%. For the 90-110% compa ratio, before, at 31% and moved up to 40%.

They go by the Oklahoma State Survey when looking at faculty salaries. Staff salaries are reviewed from the market studies conducted every five years; the next one will be about a year from now.

On an annual basis, they look at what is happening with pay ranges in the market and report back to leadership; usually in the Fall or early into the next year.

When the market study takes place next year, they look at a broader market of positions in higher ed and that data comes out in the Fall.

### **Old Business**

Terrence has been organizing a Staff Council team for the annual Walk a 100 Miles in 100 Days. There is a \$3.00 fee for the t-shirt, if interested. He'll be sending out more information to the group as he receives it.

The group must vote on the four Staff Emeritus applications. Lisa motioned for executive session. Joan B. seconded. All in favor and motion was carried.

After careful review and discussion, the Council approved two of the four submitted for Staff Emeritus. Janelle will communicate the approved candidates to the President's Assistant for final approval from President Gee.

Amber said Jim had requested the demographics for the RIF's (requested previously) and she believes he's still waiting on that.

### **New Business**

With the recent Staff Council election results, we will be transitioning in July with a new chair, Peggy Runyon, among several other new members.

Michael asked for each committee chair to write up a summary of what your committee has been working on, so new members are up-to-date. There are four points he'd like the chairs to address:

- The issues you've addressed
- The work accomplished
- The recommended actions for the issues they've addressed
- Recommendations for future initiatives

Amy asked what needs done to allow non-classified staff members to serve on Staff Council. Joan B. said it's in state code and legislation would need changed so that is an item that will be further investigated going forward.

Also, it would be beneficial to have conference calls available for our meetings in the event someone cannot attend in person. That will need further discussion, as that issue has come up before.

### **President's Meeting**

The President's Meeting was scheduled for Wednesday, April 24, 2019 beginning at 11:00 a.m. at the Mountainlair, Shenandoah Room.

The Council did not determine any agenda items that would require the president's time, so they decided to cancel the meeting.

### **Adjournment**

Lisa motioned to adjourn. Crystal seconded. All in favor and meeting adjourned at noon.