

# West Virginia University Staff Council Meeting Minutes

October 19, 2016

8:15 a.m. – 12:00 p.m.

Wise Library, Room 104

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Present</b>
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	Yes
Baldwin, Larry	Trades Specialist Lead II	Physical Plant HSC	Yes
Bolin, Julia	Nutrition Outreach Instructor	Extension Service	Yes
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	No*
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	Yes
Griffin, Barbara	Developmental Advising Specialist	Academic Degree Programs	Yes
Higgins, Mary	Administrative Assistant	Special Education	No*
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	Yes
Steadman, Sherry	Library Associate	Main Library	Yes
Torries, Michael	Academic Lab Manager II	Chemistry	Yes

*\*Excused*

**Guest Speakers:** Lisa Dibartolomeo, Ph.D. – *World Languages, Literatures and Linguistics*

Garrett Burgess, Senator – *Student Government Association*

**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 in.

## **First Business**

Approval of September minutes motioned by Paul. Joan B. seconded. All in favor and motion was carried.

## **Treasurer's Report**

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

Lisa reported only one expense, \$21.20, for the August phone bill. She was not provided with a beginning/ending balance; most likely due to budget and our travel expense issue which we will discuss later today.

Nancy motioned for approval of the Treasurer's Report. Joan B. seconded. All in favor and motion was carried.

## **Chair's Report**

By Lisa Martin

Lisa reported she has some follow-up items from last month's meeting regarding Extension's Annual Conference:

- Exercise Wednesday – Extension faculty were developing strategies on what curriculum Extension will teach in the future and where faculty will be placed within the state.
- The survey that was perceived as an afterthought by Extension staff was not intended. The inclusion of staff in the survey for input was part of the discussion from the very beginning.
- In lieu of being part of said discussion, Extension staff were offered to present to Extension in which people could sign up for the session. The info session about Staff Council was attended by only three people.

She had received an invitation to include a Staff Council member on the Most Loyal Committee. Becky Friend had accepted the appointment and they have since completed that process.

Regarding the Classified Staff Emeritus, she had followed up on the proposed free or reduced membership at the Rec Center and was informed that faculty does not receive this type of privilege. There is a Silver Sneakers program which she is awaiting more information about. Linda added there is a program through your insurance company in which you receive a discount at different gyms.

She had inquired to WVU Foundation about the billion dollar goal that was reached for the flood relief and how those monies are distributed. Greg McCracken, Senior Director, the University

Fund, had provided a breakdown of how they identify students and families who are in need of assistance:

- Financial Aid had identified the students in that area per their database and the Foundation has reached out to them.
- Home repairs, new HVAC systems, replacement of furniture and even building new homes, in some cases.
- They are working to assist the Richwood and Rainelle public libraries.

Some Staff Council members travel here to attend our meetings up to twice a month, sometimes more. She was unaware that the travel expenses were being turned in to Extension. She has since been informed that Extension will not be covering them any longer due to budget constraints.

Narvel Weese, VP for Administration & Finance, was advised on how to go about covering this because it will rapidly eat away at our budget. He has agreed to cover any additional expenses after our budget has been depleted.

We have also been rolling over our remaining funds at the end of the fiscal year to supplement the endowment fund for the Tuition Scholarship for Children of Classified Staff program for the past few years. That will not be an option any longer, however, contributions to the WVU Foundation specific to that program is always welcomed.

We do still have our Hearts & Hands program that is offered to faculty, staff and students who have been affected by financial issues, fire, natural disasters, etc. Campus Ministries covers up to \$500 and Staff Council reimburses them.

Reminder that Dixie will be presenting the Classified Staff report to the BOG on November 4<sup>th</sup> at 10:50 a.m. at the Erickson Alumni Center. She and Dixie will be visiting Potomac State on Friday to meet with some staff and discuss what Debi Cruse, Chair of Potomac State College Classified Employees Council, will need for her part of the report. They will also be accompanied by the SGA (Student Government Association) President and Chair of Faculty Senate.

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

By Paul Martinelli

Ron and Linda had attended the ACCE meeting in September at West Liberty on behalf of Paul. Some highlights of that meeting:

- Long-term funding shortages for higher education discussed with Bob Long, retired ACCE emeritus – work with legislature to obtain portions of the fracking severance tax dedicated to higher education
- State appropriation cuts need to stop
- Salary structure for new schedule – have structure in place to show continued growth in higher ed
- Layoff and Furlough Program – verify all higher ed institutions are conducting the same way in compliance with State Code and the HEPC (Higher Education Policy Commission)

- Some schools have a policy program, many do not. Minimal feedback from the HEPC to the ACCE. ACCE has tried contacting them and not receiving a response
- HEPC not finished work on state-wide policy per SB 330

Ron questioned if WVU had guidance from HEPC regarding layoffs and furloughs. Jim explained they weren't given any direction from them. Recently, he attended a CHRO (Chief Human Resources Officer) meeting and a draft policy was distributed. It was talked about briefly.

Trish Clay, HR Vice Chancellor of HEPC, and Bruce Cottrill, Director of Class & Comp of HEPC, phoned in during the meeting. They discussed the possibility of the elimination of the HEPC.

The market study is looking at reducing our current 25 classifications down to 12 or 13 and change the numerical paygrades to alphabetical paygrades. They are concerned with the Mercer study.

Jim added the study will affect us somewhat; they will likely recommend what we've already put in place. In 2012 we eliminated the 15 steps; added minimum/midpoint/maximum paygrade ranges; and increased pay ranges in the paygrades, which were upped again in 2015. The job evaluation process is the main item that is causing problems. There are two parts of compensation – the pay ranges for each paygrade and how the internal hierarchy of jobs are aligned. The point factor system for the job evaluation process that is in place now isn't the best. Mercer recommended to do away with this system and come up with a different one but that will take a lot of work and they are uncertain how to develop it.

Paul attended the recent ACCE meeting that was held on October 17 at Shepherd University in Shepherdstown, WV. The president of Shepherd University, Dr. Mary Hendrix, gave a report. Paul introduced himself as the WVU rep. She shared that her background was cancer research and she will be collaborating with our president, like most presidents should do, to work on cancer research at the Health Sciences Center.

Once again, he brought up conference calls for the meetings. Several representatives are "tired of traveling great distances using state resources that we really shouldn't be, to attend meetings that are not informative".

The chair of ACCE has been trying to set up a meeting with the chancellor for the past three or four months and it was learned the soonest will be in December. Payment on the invoices for the market study will be withheld until the results are provided.

There will be a one-day compensation workshop for CHRO's in Flatwoods, WV coming up on November 17. The next ACCE meeting is scheduled for November 16, 2016 at Glenville State College in Glenville, WV so he will try to attend both.

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

By Dixie Martinelli

Dixie reiterated that she is thankful the costume drive was a success. When she dropped off the 20 costumes that the Ag. Sciences faculty and staff donated at the Rec Center, the box was already full and is so pleased to know that each child received a costume.

The BOG will meet on November 4 at the Erickson Alumni Center. She and Lisa have been working on the presentation to give to the Board. Linda will also be a presenter as well as an electrician, a plumber, and a Roads and Grounds employee.

Yesterday, she attended a Financial Committee meeting. This committee provides the Board with real numbers. By October 1, those real numbers are available: tuition paying students and those who haven't withdrawn, etc. They get a better sense on how we are doing. They discussed the cuts from the state and payback from the apartments. All departments had to payback dollars for the shortfall.

She believes one item that WVU, along with Marshall and some other smaller schools, will be taking to the legislature is no more cuts for higher ed. Although, that is unlikely.

### **Guest Speakers**

Lisa Dibartolomeo, Ph.D. – *World Languages, Literature and Linguistics*  
Garrett Burgess – *Senator, Student Government Association*

Lisa and Garrett updated the group on the Halloween Costume Drive for the children in Clendenin, WV. Garrett, who is from Clendenin, shared that they had two car loads of costumes to take down.

The school has been consolidated with some other schools due to the flood so there are many children in one building currently. The principal had informed him that each child received a costume to wear and they are able to do a parade this year – something they've not done in recent years due to some children not having a costume.

Lisa thanked the group for their collective efforts with publicizing for the drive. It is unreal how much is still left to do down there. There are still 75 families without a home who are living in tents. FEMA is looking at options to reallocate them before winter.

Garrett suggested that with winter coming, kids will need cold weather clothing – coats, hats, gloves, scarves, boots, etc. They plan to hold a second drive collecting these specific items, along with the Russian Club (which Garrett is president of), Faculty Senate and now Staff Council, who would like to be part of it. Collection boxes will be located in the Mountainlair and the Rec Center in Evansdale.

Sherry has been asked by several people if there were any plans to donate Christmas decorations. With their living conditions right now, that likely will not happen.

Mike suggested the Needlecraft Barn located downtown. Ladies there are always knitting blankets for the hospitals. Lisa said Gayle Neldon, Communication Sciences and Disorders, knits and had planned to call the Needlecraft Barn and was also going to inform her church. Nancy added Extension has CEOS (Community Educational Outreach Service) clubs that include women who knit/crochet.

The Staff Council Welfare Committee had planned to conduct a drive to collect non-perishable foods and personal care items for local charities but upon hearing this news, the group decided to donate the goods to these families in Clendenin.

## ***Committee Reports***

### **Tuition Assistance Committee**

By Barbara Griffin

The deadline to submit an application for Tuition Assistance Spring 2017 semester is November 21.

### **Athletic Council**

By Joan Baldwin

Joan reported they will tentatively be meeting on November 18. She has no agenda items as of yet. Email her any questions for her to ask at the meeting.

### **Welfare Committee**

By Michael Torries

Barbara reported the next blood drive will be held on December 13 beginning at 10:00 a.m. until 3:30 p.m. at the Waterfront Place Hotel. She was gifted with a certificate of appreciation from the American Red Cross and partner, Suburban Propane. We exceeded our goal for the summer.

Mike reported they met recently and discussed the fall foods/personal care items drive and went over the Classified Staff Emeritus revised draft.

Per some email communication from Faculty Senate Welfare Committee – they have been working on parking issues across campus. There have been some issues with professors teaching at different locations during the week but only having authorized parking for one area. Clement Solomon, Director of Parking Management, has been assisting with this issue and has provided them with temporary parking permits via email. Options for parking between campuses is located on the Transportation & Parking website.

The Student Rec Center parking lot is now a paid parking lot. Reason being, it is now a central lot near numerous University buildings. The Coliseum remains a free parking lot.

Paul added that on May 20, they met with Solomon and one of Paul's suggestions was to have a system where the parking attendant has the means to verify that a vehicle has a paid permit. He has suggested this twice in the past four years. Lisa brought up examples such as your child taking it to class or a spouse using it for whatever reason might be hindering that. Paul understands that is likely why he's not received an answer.

Tuition assistance for faculty and staff dependents, which they've been informed there is not sufficient funding for. They will continue to work toward it and come up with ways to raise funds.

## **Old Business**

The second revised draft for Classified Staff Emeritus was distributed among the group. Some changes to Privileges:

- The Rec Center reduced membership will need removed upon hearing that is not an option
- They are investigating a new GroupWise email account; staff will have to have a formal relationship with WVU in order to retain email
- Joan B. is still waiting for Narvel's response to the free/reduced tuition for one course per semester or year (or at Osher Lifelong Learning Institute)
- Use of Staff Council office and secretarial services will be removed

Application process:

- May be a nomination or application – nominator will have to follow the same application process as an applicant

Procedure for Designation:

- Language added – “Chairperson of Classified Staff Council will contact Human Resources and ask for confirmation of requirements for the applicant. The requirements will be verified by HR and results kept confidential. Only a statement of satisfying/not satisfying the requirements will be reported to Staff Council by HR.”
- The President of WVU “*or his or her designee*” will be added
- “The authority to interpret this policy rests with the President of WVU and is generally delegated to the Assistant Vice President of Talent and Culture” will be removed

Mike will contact Linda Strawser, Director of Payroll, to inquire how faculty emeritus are designated in the system.

Amber suggested a certificate of recognition that the president signs. It would serve as a type of tangible identification of emeritus status.

## **New Business**

The group needs to elect a second Member-at-Large. Jim took nominations from the floor. Nancy nominated Burlene. Burlene accepted. Nancy moved all nominations be closed. Joan B. seconded. All in favor and motion was carried.

Linda informed the group a PEIA meeting is coming up on November 9 but is unsure of the location.

Dixie shared that they moved into the new Ag. Sciences building and has encountered many students smoking outside. She didn't see any signage so she called and they now have a few signs posted although it is still being ignored by students. If it were a faculty or staff member, they'd be reprimanded, maybe even fired. The tobacco free policy is not enforced to students.

Larry added contractors and their crew always smoke on the HSC campus. They litter cigarette butts and trash that our maintenance crew have to clean up.

Jim wanted to remind the group to make sure they've completed the survey by Senn Delaney, if received.

The Staff Council election will be coming up soon, beginning in February. Barbara Bodkins, Operation Coordinator, Human Resources, will need to contact the Election Committee soon.

A new social media person has recently been hired to assist with recruitment. Jim would like for her to come in and speak to the group. Lisa would also like to invite Bob Richardson, Class & Comp, as well. She will inform Jim on when a good time will be for both to come to a meeting.

The President's meeting is scheduled for Monday, October 31 in the Greenbrier Room, Mountainlair beginning at 11:00 a.m. Lisa asked the group to email her agenda items no later than by noon on Wednesday.

Joan B. motioned for adjournment. Burlene seconded. All in favor and meeting adjourned at noon.