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*West Virginia University Staff Council Meeting Minutes*

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March 20, 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	Yes
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	No*
Irons, Rusty	Trades Specialist I	Facilities Management	Yes
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:** Cris DeBord, *VP for Talent & Culture*

Maria Mancini, *Director, Leadership & Organization Development*

Eric Murphy, *Assistant Director, Center for Service and Learning*

Andrew Facemire, *iServe Administrator, Center for Service and Learning*

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

### **Call to Order**

The meeting was called to order at 8:20 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**

Approval of February minutes motioned by Crystal. Amy seconded. All in favor and motion was carried.

### **Treasurer's Report**

By Joan Crabtree, *Secretary/Treasurer*

Joan reported a beginning balance of \$3,033.64 with a \$21.20 expense for the phone.

That leaves an ending balance of \$3,012.44.

Approval of Treasurer's Report motioned by Joan B. Lisa seconded. All in favor and motion was carried.

### **Chair's Report**

By Michael Torries, *Chair*

Michael reported the Campus Carry bill is dead for another year. It will likely be brought back again during the next legislative session. For now, we can hopefully work on other things.

There was recently an incident on the downtown campus. Those who did not receive a WVU Alert text should sign up and those who are already signed up may need to renew their subscription as it is good for four years.

Nominations for the 2019 Staff Council Election are in. He was a bit disappointed in a few of the sectors that are usually deficient in candidates such as the Administrative/Managerial and Paraprofessional/Technician sectors. With that, congratulations to Burlene who will solely represent the Administrative/Managerial sector. Michael, along with Joan Baldwin and Charlene Villers will represent the Paraprofessional/Technician sector.

During the January President's Meeting, we discussed how Staff Council can help with retention of students which Dr. Gee had suggested faculty and staff engage them. Michael met with Sharon Martin, VP for University Relations, who advised him to speak with John Campbell, Vice Provost, Academic Affairs. He will meet with Sharon and John on March 28 to discuss how to increase the retention rate. Joan B. will be included as she had initiated that agenda item and will call in.

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

By Shirley Robinson, *ACCE Rep.*

Shirley did not have a report as they did not have a quorum and the meeting was canceled.

The next meeting is scheduled for April 25 at WVU Potomac State College in Keyser, WV.

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

By Lisa Martin, *BOG Rep.*

Lisa reported they had a very brief meeting yesterday, March 19, to give Rob Alsop, VP for Strategic Initiatives, the okay to proceed with plans for the Montgomery, WV campus. They are trying to sell some of the property or lease it. They are making efforts to ensure the YMCA remains.

She will be presenting the annual BOG Classified Staff report to the Board on Friday, April 12. She advised to arrive no sooner than 10:30 a.m.

During 2015/2016 Staff Council term, they had voted to provide a K9 vest for the explosive devices pup so that will be presented to UPD at the end of her report.

## ***Committee Reports***

### **Legislative Committee**

By Peggy Runyon, *Chair*

Peggy reiterated the Campus Carry bill has died in legislation this year but will come up again next session.

No cuts were made to our budget for the upcoming fiscal year.

Lisa suggested we send a Thank You to our local legislators and others in Charleston who voted against Campus Carry, to show our appreciation. She will look into some post cards.

Jim added that PEIA was attempting to tack on a surcharge for each employee that has PEIA which would've cost the University several million dollars but, fortunately, that did not go far. This would have further supplemented the Rainy Day fund. More information about this under HB 3139.

Jim also shared that a bill which did pass pertains to any employee that uses a University mobile phone or receives a subsidy for a phone, the University will be required to publish the employee's name and phone number for public view. That bill is SB 330.

### **Compensation Committee**

By Joan Baldwin, *Chair*

Joan reported she has been working on setting up a time for Bob Richardson, Director, Compensation Administration, to come in and speak to the group. She asked the group to send her their questions to forward on to him so that he can be prepared to answer those.

### **Tuition Assistance Committee**

By Crystal May, *on behalf of Barbara Griffin, Chair*

Crystal reported the committee had reviewed and approved an appeal for the Spring 2019 semester from a Sodexo employee who was previously a WVU Dining Services employee for several years. He had been receiving Tuition Assistance during his WVU employment and per the FAQ that was provided during the Sodexo transition, it states that "Transitioning employees currently enrolled in classes will continue under the current practices for employee tuition waivers until their degree completion (as long as they meet the program requirements and remain continually enrolled). All other newly hired Sodexo employees at WVU and any transitioning employees who are not currently enrolled in classes will fall under Sodexo's education benefit plan."

### **Blood Partnership**

The Red Cross Blood Drive sponsored by Staff Council will be held on Monday, April 29 from 10:00 a.m. to 2:30 p.m. at One Waterfront Place, Rooms 6115 & 6117.

Janelle will send the blood drive sign-up sheet as we will need a person to staff the table in the morning and one in the afternoon.

### **Athletic Council**

By Joan Baldwin, *Classified Staff Rep.*

Joan provided a copy of the annual report which is available to everyone as well as the Climbing Higher report that provides information about any changes taking place in Athletics.

The Natatorium will be completely renovated and used in other ways.

More asbestos has been found in the Coliseum, in a different area than previously, so they are working on that.

Updates are being made to the football stadium; looking into improved security. There's been some discussion on metal detectors, however, not sure how that would be funded. Athletics reported a \$2 million loss last year.

There is currently a lawsuit, Alston vs. NCAA, in California. It pertains to whether you are an amateur or professional in sports and that each player be paid a stipend. The NCAA wants to see it go to the Supreme Court.

Out of all the Big 12 schools, we are the only one with a gymnastics practice facility, located off Scott Avenue.

Background checks are conducted for all athletes, faculty, staff and coaches working for WVU.

They were aware Dana Holgorsen was leaving; they presented him with an offer, but he declined.

The report she provided outlined graduation percentages and grades. They are still utilizing tutors for the athletes. Coach Brown has expressed he wants a good football team, but he wants them to excel in their education.

Copies of the report she provided are located at the Coliseum. Joan will ask someone in the Athletics office to send copies of it to Janelle to distribute to the group.

### **Transportation & Parking**

By Yolanda Gill, *Classified Staff Rep.*

Yolanda said they will be meeting on Friday.

Peggy shared a PRT employee spoke to her about the company that is doing some of the upgrades. There was an accident that involved a PRT car that ran into another one while this company was working. A WVU employee working in the control room at the time got reprimanded for this incident and was moved from night shift to day shift, although it was not this person's fault. Peggy requested to ask them how they interpreted this incident.

### **Tobacco Free Task Force**

By Michael Torries & Joan Crabtree, *Classified Staff Reps.*

Joan C. relayed her subcommittee, Signage, has not met recently.

Michael has not attended the last two meetings with his subcommittee, Cessation & Prevention. They were going to meet yesterday but it got canceled.

The Task Force is transitioning into a steering committee per Rocco Fucillo, Senior Advisor & Director, State Government Relations. Appointments are currently in the works.

During the last few meetings, they discussed enforcement; perhaps offering a variety of cessation programs.

They plan to collaborate with the other regional campuses. It was learned that a tobacco free campus is news to Potomac State.

Lisa shared they had a festival on March 5 with Frankie Tack, Addiction Studies Minor Coordinator and Clinical Assistant Professor, about tobacco and vaping. Dr. Susan Morgan, DDS, also attended. She reported only about 50 people attended the event.

### ***Guest Speakers***

### **WVU 2018 Culture Survey Results**

Cris DeBord, *VP for Talent & Culture*

Maria Mancini, Director, Leadership & Organization Development

Maria and Cris agreed to speak to the group and share the results of 2018 Culture Survey. This is the third year this survey has been conducted. The first year they did a random sample of around 2,000 employees. The following year, the survey was sent out to all benefits-eligible faculty and staff employed by the University as of August 20, 2018 across all campuses of WVU.

The first year consisted of aggregate numbers. The last two years, they cut the data 28 ways – every dean of an academic college; every VP of a division; and every campus president received their departmental report. This was also the first year the deans and vice presidents have year-over-year results for comparison.

For the third year in a row, there was around a 50% response rate. All responses were anonymous and confidential.

Maria explained they create a threshold of five individuals; if she has ten employees, she would need to have at least five who respond to get individual results. Anything under five may compromise the anonymity of the results.

The PowerPoint presentation showed the differences in numbers since the first survey and the year-over-year changes.

The highest-scoring behaviors were:

2016:

- Sense of Pride
- Student Focused
- Our people are fun to be around

2017:

- Sense of Pride
- Student Focused
- High Expectations for Performance

2018:

- Sense of Pride
- Student Focused

- High Expectations for Performance

The lowest-scoring behaviors were:

2016:

- Empowerment
- Coaching and Feedback
- Appreciation and Recognition

2017:

- High Performance is Recognized and Rewarded
- Coaching and Feedback
- Appreciation and Recognition

2018:

- Openness to Change
- Coaching and Feedback
- Appreciation and Recognition

They explained how they may have “moved the needle” in some of these categories.

High Performance is Recognized and Rewarded:

- Implementation of market adjustment and critical retention pay increases in Spring 2018
- Performance-based pay increase in Fall 2018
- A near 100% participation rate during the 2018 Performance Evaluations

Appreciation and Recognition:

- “A Celebration of Mountaineer Values” event to recognize the recipients of WVU's 150<sup>th</sup> anniversary values coins
- Implemented the Dependent Education Scholarship program for faculty and staff

Empowerment:

- More than a dozen Campus Conversations were conducted on a variety of topics in 2018
- Held multiple focus groups on many topics throughout last year
- Involved both faculty and staff in the design of the 2019 WVU Values Coins (register your coin at <https://go.wvu.edu/coin-registry>)

Coaching and Feedback:

- Implementation of the WVU Employee Code of Conduct
- Created the Upward Feedback tool for supervisors
- Held the Ritz-Carlton Leadership Culture Retreat that partnered with leaders across the University
- Implemented the enhanced New Employee Onboarding process, now referred to as New Mountaineer Experience (NME)

- Supervisor's Essentials and Solutions training conducted across campus
- Development of Supervisor/New Employee Guides for a Successful First Year (for more information, visit <https://talentandculture.wvu.edu/manage-and-lead>)

Cris added they've begun making decisions such as changes in leadership over the course of last year with more to come this year. People are understanding more and more how they treat others and how they lead their organization has a ripple effect. These surveys act much like a leadership report card.

Based on feedback, the one-year cycle survey doesn't work for higher ed due to how the academic year runs so it makes more sense to conduct the survey in a two-year cycle going forward.

Maria shared they had heard numerous times how employees can evaluate their supervisors. Amber and her team went out, talked to focus groups, and developed the Upward Feedback survey that was rolled out this past February which had a 44% participation rate. Going forward, the results of this first year will act as an aggregate number. Next year, supervisors with five or more employees will get their own results.

They based the statements from the Upward Feedback survey on our Values.

These statements were ranked the highest:

- My supervisor is considerate of my work/life balance
- My supervisor behaves in a respectful manner
- My supervisor appreciates my work

These statements ranked the lowest:

- My supervisor communicates clear expectations
- My supervisor provides useful feedback
- My supervisor leads without favoritism (a word they heard quite frequently)

They'll work on keeping the high-ranking items at a momentum and focus on opportunities to improve items that scored low.

The department with the highest scores was Athletics. Shane Lyons, Director & Associate VP, Athletics, leads his staff in a way that focuses on student enrollment, retainment and success.

Rusty shared everyone in Facilities Management really appreciates their new leadership, Jamie Kosik, Associate VP, Facilities & Services. He held a hot dog luncheon for all the employees and just sat down, talked and listened. It's been very uplifting.

This presentation is also available at <https://bureaucracybusters.wvu.edu/campus-conversations>.



## **Center for Service and Learning**

Eric Murphy, *Assistant Director, Center for Service and Learning*

Andrew Facemire, *iServe Administrator, Center for Service and Learning*

Andrew, Eric and Kristi Wood-Turner, Ed.D., Director, Center for Service and Learning, had come to talk to the group during the February meeting, however, due to the weather, many Staff Council members could not attend, so they were invited back. Dr. Wood-Turner could not attend but sent her best to everyone.

Andrew knows that staff is very involved in volunteering and community service. Service is one of our Values. The Center for Service and Learning is a resource center for everyone to find ways to improve our campus, community and our state.

Eric explained their goal is to provide people with different opportunities to further understand what service can bring to the table. Service is reciprocal in that there are things the community gains and that you gain.

They offer a series of programs that relate to Perspective Zen. They held a workshop recently named Power, Oppression & Privilege. The culturally diverse student group talked about what race, oppression and privilege was and how it affected their lives. Through discussing difference, they found commonality and through commonality, they found opportunity.

They are developing a Perspective Zen training guide with some activities included. They can provide this training and guide to you, or they can come and do it for you.

Andrew is compiling reports for different units/departments of the amount of service done by their employees. They plan to present it as a comparison to allow people to see what they've done and what other units have done and hopefully prompt them to want to do more.

WVU is one of 49 higher ed institutions that are both R1 and Carnegie certified as civically engaged. We are very proud of that. They are currently working on our recertification – it used to be every ten years and is now every five years. In broader terms, it is a report of all our engagement.

Each year, they give out a series of Community Engagement Awards during their Week of Engagement, April 6-13, to students and faculty. Last year, they included a staff award as they wanted to ensure staff are being recognized for their work. They received a lot more nominations this year for staff and hope to announce the winner in the next few weeks.

Andrew would like all staff to be sure to report their hours on iServe. This record is also beneficial for work resumes.

All WVU faculty, staff and students have a login to iServe at <https://iserve.wvu.edu>. It provides a variety of opportunities.

Andrew will be leaving in the next few weeks for another job opportunity in Arizona. He thanked Staff Council for their program, Tuition Assistance, for allowing him to obtain his degree while working for WVU.

## **Old Business**

Per discussion during the last meeting, Jim said since the beginning of the reduction in force period two years ago, a total of 24 classified staff employees have been RIF'd. They are still capturing the demographics and should have that answer by the next meeting.

## **New Business**

Lisa motioned for executive session for discussion of the Staff Emeritus applications.

There were some members who did not receive or could not access the files when Janelle sent them out previously.

Joan B. motioned for Janelle to resend the confidential Staff Emeritus files via WVU Filelocker to Staff Council members to review and be prepared to vote during next month's meeting.

Thea seconded. All in favor and motion was carried.

As previously reported in Committee Reports, the blood drive will be held April 29 at OWP.

Terrence asked if any members were interested in teaming up with him for WVU's 25<sup>th</sup> Annual Walk a Hundred Miles in 100 Days which runs from April 15 through July 23. He will send out more information about the registration process. Peggy will send out a 'letter of challenge' to Faculty Senate's team.

Joan B. was approached by stations WCHS, WSAZ, WOWK and the Alzheimer's Association regarding a bike ride this fall to benefit the Alzheimer's Association. She will be riding from Cabell County, WV to Kanawha County, WV. Every 65 seconds someone is diagnosed with Alzheimer's.

Michael shared that it was suggested that we don't share our itemized expenses in the Treasurer's Report for public view; only listing the beginning and ending balances. If someone wants to know that specific information, they may request a Freedom of Information Act (FOIA).

Some members felt that if you view other organizations' minutes, very rarely do you see a list of numbers of what they spent and on what.

Some members felt it should be left as is; we have nothing to hide and should be transparent.

After some discussion, the consensus was to leave as is.

Burlene asked about WVU employees who work for Sodexo and the performance review process and pay increases. Amber said if you're still a WVU employee who works for Sodexo, funding for your salary and potential raises would be based on WVU funding. Sodexo will fund their regular, non-WVU employees' pay increases differently. Joseph Calicchio, Director, WVU Dining Services, acts as the liaison between the two. As the performance reviews are completed, they roll them out to second-level leaders, then to the pyramid leader of that organization, Sodexo, in this case, and David Beaver, Senior Associate VP, Auxiliary Services, finalizes them.

### **President's Meeting**

The President's Meeting will be held on Monday, April 1 beginning at 10:30 a.m. at the Mountainlair, Rhododendron Room. The group determined items on the agenda as follows:

1. What will be the process for replacing Provost McConnell?
2. Based on the budget that was recently signed by the governor, since WVU did not take a loss and has a line item there, how much of that will go towards pay increases?
3. What are your thoughts on the 2018 WVU Culture Survey results?

### **Adjournment**

Joan B. motion to adjourn. Lisa seconded. All in favor and meeting adjourned at approximately noon.