

West Virginia University Staff Council Meeting Minutes

March 19, 2014

8:15 a.m.

Jerry West Lounge – Coliseum

Name	Title	Department	Present
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	Yes
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	Yes
Campolong, Linda	Housekeeper	RFL	Yes
Campolong, Ron	Trade Specialist	Facilities Management	No (excused)
Crabtree, Joan	Supervisor Campus Services	Facilities Management	Yes
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	Yes
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	No*
Wodzinski, Amy	Program Coordinator	FIS	Yes

** Jim Morris was absent, however, Amber Tennant, Assistant Director of HR – Employee Relations, sat in for him.*

Submitted by: Janelle Squires, Administrative Secretary – Staff Council

Guest Speaker: Elizabeth Hamilton, Accreditation and Planning Officer – Academic Affairs

Call to Order

Meeting 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.

First Business

Approval of February Minutes motioned by Nancy Bremar. Beth Ann McCormick seconded. All in favor and motion was carried.

Treasurer's Report

By Diana Hammack

Diana reported a total deduction of \$109.51. The phone bill was \$25.11 and an expense of \$84.40 for stamps and envelopes for the brochure mailings to Charleston. That leaves an ending balance of \$3511.70.

Dixie inquired if Staff Council office needed any supplies. Janelle reported none needed at this time. Diana inquired if there were Staff Council envelopes. Lisa stated there were old ones, with the wrong address, so those were disposed of.

Pam asked about the name badges for Staff Council members that were discussed in a previous meeting; Nancy stated during the second round she served on Staff Council, they had name badges and they were never worn. Lisa stated she would have to look into it because it may be considered a gift.

Linda Campolong indicated the Legislative Committee should have name badges for when they attend conferences and such in Charleston. Lisa suggested they could get a Brother P-touch machine and print name tags with that as needed. Lisa will do the research and send some options to members. Nancy motioned approval for the purchase of the machine. Joan Crabtree seconded. All in favor and motion was carried.

Pam motioned for approval of printed Staff Council envelopes. Diana seconded. All in favor and motion was carried.

Chair's Report

By Lisa Martin

Lisa wanted to acquaint everyone, or those who may not know, of the Reaffirm marketing campaign at WVU. We will be getting reaccredited by the Higher Learning Commission coming to the University. The Accreditation Communications Committee, which Lisa serves on, wanted to inform everyone at the University of this process. The HLC will be on campus April 7th – 9th.

Another item she wanted to inform the group on was a site visit to the WVU Tech. She'll update Council on her visit during the next Staff Council meeting.

Lisa wanted to briefly discuss that some people may have read statements she has given to different papers regarding the election of President Gee. It was suggested maybe she should've come to Council and talked about it. Lisa stated many times Classified Staff is either overlooked; or if you are contacted by media, their stories are due and have deadlines. If she had had the time to bring it back to Staff Council, she would have. She would never say

anything untrue; her comments were based on various conversations with other people on campus she has spoken with.

ACCE (Advisory Council of Classified Employees) Report

By Paul Martinelli

Paul expressed to the group how he likes to read everything regarding the University and when he doesn't see any references to Classified Staff, it is disappointing to him. The Gold, Blue and New Campus Campaign which is featured on ENEWS frequently, has been interviewing WVU employees and he could not locate any Classified Staff interviews.

He spoke to Bill Nevin (Faculty, School of Journalism) and commended that they are doing a good job, but he asked why a classified staff employee wasn't included in these interviews. Bill apologized for overlooking that, as it was not intended and stated he would very much like to interview a Classified Staff employee. Paul said he would let him know of someone. He asked Karen Bright if she would like to, as an Extension Service employee. Karen agreed and Paul will let Mr. Nevin know. He also thinks Lisa and Dixie would be good choices as well; he will be a fourth person, if needed as a back-up. Lisa stated it doesn't have to be someone on Staff Council; that if anyone and their constituents would like to be considered, to please let Paul know by noon on Friday.

Legislators this year have stated they are not considering any taxes due to elections. Paul informed the group that a 7% tax on tobacco would generate \$100 million for the state budget every year.

At the last Advisory Council meeting, he met with Tony Barill (House of Delegates) as well as Dave Perry (House of Delegates) and they advised Paul to come down, with a group, during the regular interims and they would find time to talk to them.

The Bill that passed for the teachers' increase initially started out as \$837. This was spearheaded by a person whose parents are both teachers. This person tried for \$1000 increase. We may get \$500 and are planning to ask the President about matching that amount, for \$1000.

Paul reiterated President Gee is now officially the President of WVU. He will retain his interim salary until July 1st; it will then be decided by the BOG what his salary will be. President Clements was earning \$775,000. Paul stated if you look at how many students we have and the size of this organization, that isn't much for a President's salary in comparison, especially considering he earned \$1.4 million as President of The Ohio State University. Paul doesn't think the Board could match that figure as of now.

When President Gee was at The Ohio State, he raised \$1.6 billion. So, he has the potential and knowledge to do very good things here.

The New Orleans Saints Football team will be doing training this summer at the Greenbrier. Paul stated that will give our State much recognition as well as bring in revenue.

Paul requested that Staff Council and WVU Campus host an ACCE meeting. They are undecided as of yet.

Paul stated when he attended the last ACCE meeting, that he spoke with Mark Toor (Vice Chancellor, Higher Education Policy Commission) and he asked Paul to speak with President Gee about reports they have requested from WVU and never received. Paul advised him to send a letter to President Gee. Dixie asked what kind of reports they are requesting. Paul answered that it is questions like the number of students, what are the ages of the students, etc. Mark Toor also stated he's receiving monthly bills from Fox Lawson of \$25,000 - \$50,000, however, he is not paying because they didn't do what they were supposed to do.

Lisa stated she would like Mr. Toor to attend a Staff Council meeting, if he would. Paul said he will let him know and he most likely would. Lisa suggested maybe before the next Legislative session.

The ACCE Report handout Paul provided is on file.

BOG (Board of Governor's) Report

By Dixie Martinelli

On February 19th, the Committee of Facilities & Revitalization met for the first time. They went over the mission of the Committee as well as the process of overseeing Capital projects. Diane Lewis is the Chair of the Committee and did an excellent job.

They reviewed the Evansdale Campus infrastructure and the Law School renovation. Their next meeting is to be held at the Law School and will tour the new renovations as well as get updates.

On February 20th, the Board attended a memorial service for Dr. Vest. Dixie expressed it was a very touching memorial. It was hosted by MIT colleagues of Dr. Vest and they spoke of his fondness of Morgantown and WVU. They played a slideshow of his time growing up here and a guitarist played "Country Roads".

On February 21st, the BOG met and made the recommendation that the Board support the decision to hire President Gee as the permanent President of WVU. The original directive from the Board, was that the interim President would not be able to apply for the permanent position. President Gee had said he was not interested in the position full time.

A few weeks ago, President Gee was in Martinsburg attending a Foundation function. Chairman Dailey (Board of Governor's) had invited him to his home. He had mentioned to President Gee that he has received many phone calls telling him to appoint him as President. He asked President Gee his feelings on that; to which President Gee happily replied that he would like that. He said since he's been back, WVU has revived something in him and would like to continue his career here.

Chairman Dailey contacted all the Board members to get their opinions. He felt the Search Committee needed the opportunity to voice their opinion.

What they have noted, is that in 2010, during his presidency at Ohio State, President Gee was selected by all the nation's Colleges and Universities as one of the Top 10 University Presidents of all time.

The Search Committee met and had a discussion on what the fundamentals were as they developed a search. They had a total of 31 applicants and recommendations. After a couple hours, they decided to support and retain President Gee.

The process saved an initial startup fee of \$300,000. Then the recruitment expenses would have made it close to \$400,000 - \$500,000 for the search.

President Gee did say he would accept the same amount as President Clements was making, although the final details are still in the works. He was being recruited by two major Universities; the annual salary at each of these institutions would have been over \$2 million.

After a regular Board meeting, they held the Audit Committee meeting in which they reviewed the latest audit information presented by Bill Quigley's group. This was Bill's last meeting as he retired as of February 28th. The group does major research to any audit given to them. She commended them on all the in-depth work they do.

Committee Reports

Athletic Committee

By Joan Baldwin

Joan was present at the beginning of the meeting but left unexpectedly. She provided this information for Nancy Breinar to share:

Toni Christian is having someone work on a contact list of Classified Staff retirees and will get an update from her soon. They already have one for Faculty.

Compensation Committee

By Linda Campolong

Linda reported the Committee met with Sheila Securro, Executive Director – HR; Jim Morris, Director – Employee Relations; and Marsha Payton, Assistant Director – Medical Management on March 17th. They discussed the FMLA benefit and while you may apply for it, it will be an automatic benefit and runs concurrently with Worker's Comp leave. The FMLA will cover 12 weeks; so if you are out on Worker's Comp for any longer than 12 weeks, your FMLA is now exhausted and cannot be reissued until the day after you left for one year. This is a federal law but Medical Management oversees it.

Regarding SB 330, they were told that the consultant firm, Fox Lawson, has been paid \$100,000 and that is it, no more will be given. Mercer, another consultant firm, had been asked to confirm Fox Lawson's study findings on Classified Staff, but turned it down. They also discussed the various Series, as it pertains to the SB 330.

Bumping Rights is another item that was discussed. It is covered under Series 18b-7-1. The other 18b-7-3, and basically states it is not active until you are told you no longer hold a position within the institution.

They brought this subject up due to the five employees at the Physical Plant who were told their jobs were being eliminated. Jim Morris verified one was taking the Voluntary Separation Incentive; two were reassigned to different positions; and they are still working with the other two. Linda stated they were grateful to hear of the progress.

Another item that was reviewed is the instances when an employee is traveling to a work related function, the driver is paid more than the passengers. An example of this is when two Physical Plant employees were traveling to a conference and left on a Sunday afternoon (during snow storm) and came back Tuesday evening. The passengers were paid for 19 hours and the driver was paid for 27 hours.

Amber Tennant (in place of Jim Morris) referred to the Fair Labor Standards Act – which sets out how they pay non-exempt employees and is a Federal Law – states that when you are traveling for work during normal work hours, even a weekend, you are paid for travel time. If you travel outside of your normal work hours, they are not required to pay you. However, if you are traveling outside of your normal work hours, and are the driver, they consider that work since you are manning the vehicle and cannot do anything other than drive. The passengers are considered to be passive; able to sleep, talk on phone, read, etc. and are not considered to be working.

The group collectively thought this was unfair because, as a passenger, you are confined to that vehicle you are riding in, for work purposes. Joan C. asked what would happen if there were to be a car accident while you are a passenger in that car. Amber stated if you are traveling in a vehicle, then you would be covered under your own insurance. Joan C. inquired if you are a passenger in a state vehicle, traveling for work purposes; Amber was not sure about a state vehicle. Amber said it most likely would be covered under Worker's Comp; Nancy determined that would mean you are working. Joan C. inquired if the trip is longer than six hours or something, and she and another person split the driving up. Amber confirmed they would have to note that and each would be paid for driving.

Dixie indicated that if it is a guideline, then WVU could supersede it. All employees are there for a work function, and all should be paid. Amber stated they could go to Sheila with this issue as she would be more helpful.

Lisa asked Linda and Committee to please follow-up on this issue.

Guest Speaker

Elizabeth Hamilton, Accreditation & Planning Officer – Academic Affairs

Ms. Hamilton attended the meeting today to discuss the Higher Learning Commission's visit to campus, who will reaccredit WVU by verifying the University's adherence to specific academic standards. It is also required by the U.S. Department of Education in order for students to receive federal financial aid and ensures the value of a WVU degree.

The HLC (Higher Learning Commission) is one of six regional accreditors in the nation and accredits colleges and universities (community colleges, land grant institutions, publics & privates, etc.) in 19 states, which includes West Virginia.

The HLC team of peer evaluators will visit all three WVU campuses April 7th – 9th and will issue its decision to accredit WVU within six months. The team consists of about twelve people, mostly faculty and administrators from all over the region. They have about a month to submit their report to HLC, it will then go to various internal committees; so they are hoping to have a decision by late summer early fall.

Lisa inquired if this team will visit WVU Potomac and WVU Tech to which Ms. Hamilton confirmed, as well as Health Sciences and College of Law. Both divisional campuses will be evaluated by two representatives.

Paul inquired what kind of training, if any, the peer evaluators have received. Ms. Hamilton verified the HLC trains them and are assigned to teams in various areas of expertise. The Chair of the Reaffirm Committee is from Grand Valley State in Michigan.

Larry expressed how Staff Council represents other classified staff and should take a poll regarding our coworkers' thoughts and concerns; not necessarily our own. He stated morale is low, especially in the Maintenance department with employees not knowing if they'll have a job next week. Lisa agreed and reiterated she puts notices of the Staff Council meetings on ENEWS and are open to whomever to come in a voice concerns. Larry stated not many of his coworkers even know what ENEWS is. Lisa indicated to the group to let coworkers know when we have meetings and invite them to join in. Louise stated their supervisors don't give them the time to attend. Lisa advised if they know ahead of time and can plan their schedules as needed and if that is still an issue, then that is something President Gee should be made aware of. Linda C. inquired if they would have to submit a leave request to attend; Lisa confirmed that it is considered work release and they would not be required to use annual but would have to get approval from their supervisor.

Dixie agreed we need to get our coworkers' input and morale is extremely low right now with people afraid that their jobs might be ending. One of the problems is lack of communication. We are unaware of the University's decisions regarding outsourcing and reassigning until someone loses their job. If they plan on outsourcing certain aspects, then the employees need to know. She stated HR needs to communicate more clearly regarding their plans for the future of the University. Amber inquired what types of plans she is referring to; Dixie explained anything regarding employees, especially Classified Staff.

Linda C. commented they hired a consultant to review the mailroom. Amber explained that was clearly communicated to that group before they hired anyone. Dixie stated that Classified Staff was unaware and Staff Council cannot defend HR for when these situations arise and folks start asking questions. She had received calls and emails and had to explain she did not know.

Larry had brought up that in a previous President's Meeting with President Clements, that he had inquired about communication problems when Staff Council isn't informed of a department closing or reassignments, etc. to which President Clements had stated Staff Council doesn't need to know of those things and HR couldn't do all that. Larry referred to our Bylaws which state we are here to represent and be a voice for all Classified Staff.

Paul stated these are ongoing problems within the University and may never be resolved. We are told what are salary increase will be; there is no inclusion when it comes to those matters. If

an issue arises among Classified Staff, they are told to go to Staff Council and that is when we learn of these matters. He reiterated that salary is a prime example; he cannot recall a time when the President's Office or Human Resources had requested members of Staff Council to participate in discussions about proposed salary increases. We were never asked for input and therefore cannot help someone when no one is aware or after it's already said and done.

Amber understood the concern and stated regarding the mailroom, she feels they wouldn't be comfortable with coming to Staff Council before meeting with that group but she can understand them informing Staff Council afterwards.

Linda C. suggested when HR informs an employee that their job is ending, to bring them back the next day and get their input; then give them a few more days to speak to them again regarding what they want because for a lot of people, something like that takes time to absorb.

Larry stated he received a call from Roads & Ground on downtown campus, telling him that they were told the 3 a.m. – 1 p.m. shifts starting Monday they will be working 7 a.m. – 3 p.m. and will be outsourcing the other hours. Another issue that was brought to his attention was a Classified Staff Supervisor had a meeting and was offered buy-out packages for retirement. Amber stated they are not asking anyone to retire. She believes they are trying to combine some positions in Facilities Management so that is why they may be offering some packages to certain employees over there. He feels they are eliminating more and more Classified Staff positions every day.

Lisa stated she heard from an HSC employee why they speculate certain positions are eliminated over the others. It pertains to if the person has a pension or if they have a 401k. The pension is paid through the University and the 401k is what you pay in. Amber stated that wouldn't have any impact on the positions being eliminated. The only thing it could affect is the amount of the Separation Incentive due to differences in taxation.

Committee Reports (continued)

Legislative Committee

By Nancy Bremar

Nancy reported that she has nothing as of yet. She has been searching for the upcoming interims. Lisa informed her she may have them in her calendar at her desk.

Dixie expressed she is very disappointed with this past Legislative session and the lack of progress due to the Election this year. A Senator had spoken to her regarding his disbelief in the lack of leadership and progress because everyone is so afraid of not getting re-elected.

Tuition Assistance Committee

By Beth Ann McCormick

Beth Ann reported March 1st was the deadline for the Scholarship Tuition for Children of Classified Staff. Janelle had prepared the spreadsheet roster of applicants which was sent to

Brian Hoover, Assistance Director - FA Personnel Scholars Office. He contacts the Foundation to obtain the amount to be allocated to give. When he makes his recommendations, we will then receive them. We can either follow his recommendations or make recommendations of our own; but inform him of who receives it and how much. He informed us he will likely have it completed the first week in April.

Transportation & Parking

By Larry Baldwin

Larry referred to the email and PDF attachment he had sent to Staff Council members. It contained information pertaining to WVU obtaining its own motor pool or it will be outsourced somewhere in central WV. Larry explained when your department would need to send the vehicles over to be serviced or need a tow and rental, you will now have to work with that central WV office; you cannot go to a local rental car company. They will have to pay a surcharge for each vehicle. Dixie doesn't think that is the case. Larry explained that is what he was told; any car, trailer, dozer will be in this centrally located depot if they do not form their own here. So, they are eager to try to develop one here because if they don't, they will lose money out of the budget to pay for outsourcing instead of using our local mechanics, rentals, etc. Larry is requesting everyone to ask questions to get input/output regarding this.

Amber inquired if that is a State initiative. Larry explained he is unsure but sent it to Jim because he is not quite understanding it either.

Lisa advised the group to review Larry's email and try to get any info or questions to him or Louise (Kay) by tomorrow before their meeting on Friday.

Welfare Committee

By Pam Eddy

Pam didn't have much to relay; they just recapped some old items.

Lisa wanted to inform the group that she had been copied on an email through the Faculty Senate Welfare Committee. They are proposing to receive full tuition based on years of service for both Faculty and Classified Staff. For example, if you've been here five years or over, you could receive full tuition assistance for not only yourself but your spouse and children.

Lisa asked Nancy to give an update on her newly appointed position to the LGBTQ (Lesbian, Gay, Bisexual, Transgender, and Queer) Committee. Nancy reported that WVU has established a commission called the LGBTQ Commission which is a two year appointment for Faculty and Staff; with students holding a one year appointment. It is managed by David Fryson's (Chief Diversity Officer) office. She was nominated and accepted a two year position. Their goal is to ensure that WVU is inclusive to everyone's needs, especially the LGBTQ community. Firstly, they plan on having a Lavender Graduation which is any student who is LGBTQ, may attend and be honored by peers and possibly have some type of graduation identification chord at Graduation that identifies them as such. They plan on bringing in speakers and such. She stated there currently is a law suit pertaining to a Professor here who

would like his husband to also have healthcare through the University. She stated if anyone has any questions they would like to know, to bring them to her.

Lisa stated that the only acceptable Graduation cords are the ones based on academics; Nancy stated while that may be the current policy, that is something they want to change. Another instance is every time a new building on campus goes up, they need to have a gender neutral bathroom. They want policy that if the Federal Government recognizes you and your partner as legally married, then it shouldn't matter if the State recognizes it or not.

Lisa inquired how often the Committee meets; Nancy confirmed as of now it is every three weeks.

Old Business

Lisa referred to the paper leave system at HSC they discussed at the last President's Meeting. She and Jim had a meeting with Paul Walden, Associate Director – Physical Plant, HSC and Leonard Lewis, Director – Facilities, HSC who had promised them a response before the meeting with President Gee on March 5th.

She did receive a response that they would continue using the paper leave system. After the President's Meeting, she received an email from Larry that they will begin to conduct training to implement the MyAccess leave system effective April 1st.

Joan C. added she also received a call regarding how they train, etc. Lisa commended Joan has been very beneficial in regards to the work she does and the input she brings to Staff Council.

Larry stated his training was yesterday; although he had originally been trained back in 2010 and oversaw his staff's payroll then as a Lead. One month after it had been implemented, they stopped it because they basically thought it was too difficult for some employees and went back to the paper system. He explained the day after the President's Meeting, he gets orders to inform everyone of the training and new implementation in the leave system. The training is an 8 minute tutorial on the computer conducted by Jamie Sams, Administrative Associate – Physical Plant, HSC along with Mr. Lewis.

Nancy directed an inquiry to Amber in regards to the mandatory training for Harassment and Hostile Work Environment Prevention such as how they are tracking who has completed this mandatory training and what is happening to those who haven't.

Amber apologized that she does not have that information, as Training & Development is tracking that. She will put on her follow-up list to check on.

Joan C. suggested it would be beneficial to have that under your MyAccess under Educational Training. Lisa agreed; a red flag icon would show you have a training session to complete.

New Business

No one reported any new business.

President's Meeting Agenda

Lisa reported a President's Meeting is scheduled for Monday, April 21st. Lisa inquired if anyone would like to make the motion to work on the President's Meeting Agenda after the next Staff Council Meeting on the 16th. Beth Ann motioned. Louise (Kay) seconded it. All in favor and motion was carried.

Larry wanted to add to our President's Meeting Agenda, that under our Bylaws under Article IV Purposes, it states:

1. To serve as a representative body for Classified Staff employees of the University.
2. To participate in such policy matters of the University as may directly affect the classified staff employees.
3. To provide a two-way medium for the exchange of information between employees and employers relative to problems of mutual concern.
4. To consider methods and means by which employment conditions may be improved and operating efficiency of the University increased.
5. To act in an advisory capacity to the President of the University.

Larry stated we need to be reminded what we have asked of HR; what exactly we are supposed to be doing for Classified Staff when we are not being informed.

Nancy suggested Janelle bring in a record of attendance of the Staff Council Meetings. The Bylaws state a certain criteria for attending meetings. Lisa suggested that the list would need to be anonymous. It is a stipulation in the Bylaws and that includes President's Meetings as well.

Pam wanted to make a suggestion for the President's Meeting Agenda, that if there is anything that hasn't been accomplished in the last two years to bring to President Gee.

Linda C. referred to the Bylaws which list that if there are four unexcused absences which will be determined by a quorum of Staff Council members. University leave does not count and after the council has been advised of the four, two more additional unexcused absences will be grounds for removal.

Dixie expressed concern about all the change within the University recently and what it means for Classified Staff. Dixie agreed to revisit the goals we have set and to better communication with HR.

Nancy suggested we need to relay our concerns as well as our coworkers' concerns regarding outsourcing to President Gee.

Beth Ann is concerned, that if we are a Land Grant Institution, if there would be guidelines or laws set regarding having a set amount of employees.

Pam also wanted to give an update on Student Health. There were 18 employees displaced. Seven were Non-Classified; eleven were Classified Staff. They offered five employees the Separation Incentive packages. Four people have been placed; one person quit and another person didn't take their reassignment. She has taken a position within a grant funded department. She also inquired to Amber what makes an employee exempt or non-exempt. Amber explained it's based on the Fair Labor Standards. They set definitions that unless you fall into a category that is exempt, they count everybody as non-exempt. If you meet certain criteria, then you would be exempt; how much time worked on policy making, etc.

Paul is disappointed we do not have someone covering the meeting lately from News Services. He will look into it.

Diana Hammack motioned to end the meeting. Beth Ann McCormick seconded. All in favor and meeting adjourned at 11:45 a.m.