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*West Virginia University Staff Council Meeting Minutes*

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April 19, 2017

8:15 a.m. – 12:00 p.m.

Evansdale Library, Room 234

<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	No*
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	Yes
Driscole, Robert	Forest Manager	Forestry	Yes
Forquer, Burlene	Manager Food Service	Mountainlair Catering	Yes
Friend, Rebecca	Executive Assistant	Office of Global Affairs	No*
Fry, William	Trades Specialist Lead II	Facilities Management	No
Griffin, Barbara	Developmental Advising Specialist	Academic Degree Programs	No*
Higgins, Mary	Administrative Assistant	Special Education	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	Yes
Morris, Jim	Assistant Vice President	HR Employee Relations	Yes
Steadman, Sherry	Library Associate	Main Library	No*
Torries, Michael	Academic Lab Manager II	Chemistry	Yes

*\*Excused*

**Guest Speaker:** Matt Wells, *Senior Associate Athletic Director – External Administrative Services*

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

### **Call to Order**

The meeting was called to order by the chair, Lisa Martin, and a quorum was established. The sign-in sheet was passed around for members to sign in.

### **First Business**

Approval of March minutes motioned by Nancy. Bob seconded. All in favor and motion was carried.

### **Treasurer's Report**

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

Lisa reported expenses as follows:

\$19.26 (Julia Boling travel)  
\$21.20 (telephone)  
\$4.52 (copier)  
\$29.96 (Bookstore – Thank You cards for Legislators)  
\$28.63 (fuel)  
\$107.30 (Enterprise rental car with a \$53.65 credit)  
\$70.99 (office supplies – ink cartridge)  
= \$228.21 total

That leaves an ending balance of \$1,231.38.

Judi motioned to approve the Treasurer's Report. Nancy seconded. All in favor and motion was carried.

### **Chair's Report**

By Lisa Martin, *Chair*

Thanks to the group for calling or emailing legislators regarding the HR bill. She received a few call backs from her voicemails and some standard reply emails.

An executive meeting will be called within the next two weeks to discuss the HR bill. Members will need to obtain their supervisor's approval to attend.

Welcome, several of the incoming new members who attended today's meeting. Congratulations to all who have been elected/re-elected. There will be a lot of ground to cover in the next couple of months, one being the HR legislation.

Thanks to Nancy for leading the last few meetings in her absence.

Thanks to Lisa B. for suggesting to provide information about Staff Council to new hires during Onboarding each Monday and designing the info sheet; and to Janelle for purchasing the paper and printing the cards to provide to HR.

Congratulations to Barbara as she was one of the recipients of the 2017 Nicholas Evans Excellence in Advising Award, representing Classified Staff.

With regards to the proposed Classified Staff Emeritus status, they met with Jim and Kevin Cimino, Senior Associate General Counsel. They are working on restructuring BOG policies as a whole and bringing them up to date per the HR legislation. They provided a summary to be presented to the University Planning Committee for them to review. They are hoping to have that policy set along with the others by the September 8<sup>th</sup> implementation date.

### **Guest Speaker**

Matt Wells, *Senior Associate Athletic Director – External Administrative Services*

Matt agreed to come in today to give a brief update on Athletics. University employees have recently received letters in the mail if they are current ticket holders pertaining to the new policy.

The Athletics department is a self-supportive unit – they do not receive state subsidies. He is responsible for generating revenue for the department and along with the budget cuts, has been asked to tighten the belt. One area that generates high revenue is football tickets. Along with the ticket sales, there is a required MAC donation to sit in certain areas of the stadium as it is a tiered structure:

- End zone – no donation is required
- 10 yard line – \$150 donation per seat
- 25 yard line – \$250 donation per seat
- 40 yard line – \$425 donation per seat
- 50 yard line – \$500 donation per seat

Around 900 faculty and staff members are ticket holders; 440 were making their MAC (Mountaineer Athletic Club) donation and about 400 were not. They reviewed the faculty/staff ticket group and the general public ticket group. One option was to not make any changes; another option was to reseat the stadium and not allow anyone to retain their seats and adhere to the donor system by starting at the highest level and working their way down. They decided on a middle-of-the-road approach so that those ticket holders may retain their same seats with a required donation.

They looked at those employees who were buying season tickets and not making the donation and the amount of years they've been purchasing. They used the 25 year mark as there was a precedence for that; as with the reseating at the Coliseum – you were allowed to keep two tickets in the lower level for men's basketball if you had been purchasing for 25+ years at a reduced donation rate. They looked at how many faculty/staff it impacts and how many have been here for 25 years consecutively purchasing tickets versus how many that haven't. Of the 445 employees who have been buying tickets but not making the donation, 216 met the benchmark of 25+ years. The remaining 229 did not meet the 25 year benchmark. Those who met the 25 years have two tickets that are grandfathered in and you make the donation based on additional tickets. The faculty/staff rate is 80% of the public rate – a 20% discount on tickets. The MAC donation rate is discounted at 50%. They phased it in such as for the first year,

instead of giving the required 50%, you are required to give 25%; the second year, you will bump up to the 50%.

They looked at all the Big 12 schools as well as other leagues and not everybody discounts tickets or donation rates for employees. They understand there will be many who aren't happy with this decision but they had to come to a solution.

Judi added this is a very common practice in many schools and asked if MAC donations can be taken out their paycheck. Matt confirmed yes. Also, regarding the faculty/staff campaign that the WVU Foundation is coordinating, if that can be accepted as your MAC donation. He is unsure about that so cannot give a definitive answer.

Dixie asked how many Big 12 schools have state subsidized athletic departments. He doesn't have an exact figure. The majority are like us.

Lisa asked about ticket sales last year. Matt shared they sold nearly 28,000 and they can sell about 38,000 max.

Paul commended Matt and his staff for their excellent service when he had questions and inquired about retirees. Matt explained those who retire from WVU are treated in the same manner with the same benefits extended.

Lisa asked about tickets for Athletics staff or for former players. Matt explained former players are only allowed the opportunity on a single game basis to request either a pre-game filled pass or a single game ticket. Staff who work in the Athletic department receive a comp ticket for themselves, spouse and any dependent children per game. Lisa asked why the exception and how that aligns with our OneWVU initiative. He explained that is a perk for working directly for Athletics and of the 229 who were impacted, 20 of those are Athletics staff members because they purchased additional tickets along with their comp tickets as part of their employment agreement.

Dixie doesn't understand how those who've been here for 25 years are cut off if they missed one year of purchasing and Athletics department new hires are getting two comp tickets along with free parking.

Ron thanks the Athletic department for saving him \$1,000 a year; due to the increase in costs, they can't afford to attend football games anymore and the other staff who sit in that area can't afford it either.

Matt indicated there will be some attrition. Faculty and staff renewal rates are about the same right now as they were last year; typically, 20% don't renew and 80% do. They will look at it again once the April 28<sup>th</sup> deadline has passed. Lisa asked if they would share those figures with the group once they are reviewed. Matt said they would be glad to. Joan B. will follow-up with the group after the Athletic Council meeting next month.

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

By Paul Martinelli, *ACCE Representative*

Paul has questioned how someone runs for Staff Council, or ACCE, or BOG elections and doesn't ask a Staff Council member about when or where they meet, etc. He's been doing this for 28 years and can't recall a time when he was ever contacted.

There are some important meetings coming up with the ACCE – the leadership meeting in June and the Retreat in July. The funds are in place for the ACCE representative, he is unsure if he will be useful in attending the June meeting or if there will be a problem with him attending. Lisa understands his concerns and suggested to reach out to Shirley Robinson, the ACCE Classified Staff representative-elect, as this is new ground for her and perhaps they can attend together as his guest. She will then begin her term July 1<sup>st</sup>. Paul is more than happy to do that.

Lisa added she hasn't heard from the ACCE chair as of yet regarding them meeting here at WVU in May. The invitation was extended to them back in early December. With Commencement and other events, Lisa is unsure if she will have to time to plan an entire day. She will send a formal email to Paul by the end of the week to share with them. Thanks to Paul for his many years of service on the ACCE.

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

By Dixie Martinelli

Dixie does not have a report for this month because they are meeting tomorrow through Friday, which will be a very busy few days. Faculty and students will be giving their reports to the board on Friday. She commented she is always impressed with the students' report.

She will have a report to give at next month's meeting.

## ***Committee Reports***

### **Tuition Assistance**

By Joan Baldwin

Joan reported there are still a few applicants who hadn't yet submitted a FAFSA (Free Application for Student Aid) pertaining to the Tuition Scholarship for Children of Classified Staff. This form must be on file with the Financial Aid office before they will be considered. Janelle confirmed she emailed the applicants and copied the parent informing them of this. A few said they were waiting on their taxes although they may use tax information from the previous year. She is awaiting on the committee to give their decision on who will be awarded.

## **Welfare Committee**

By Michael Torries, *Chair*

Mike reported they met on March 20<sup>th</sup> and went over the email Erin Newmeyer, Senior Marketing Strategist, had sent pertaining to communication and the quotes for the television screens which was covered at last month's meeting. She also questioned who would be the contact person for information that we want distributed.

They discussed the following items:

- An end of year recognition party – Sherry and Burlene were going to look into alternative funding sources
- Performance Evaluations for all staff when the new HR personnel policies become active
- Staff Council minutes being sent out to the group sooner than the five days as stated in our By-laws

## **Compensation Committee**

No report today although Lisa relayed they had a meeting recently with the Compensation Survey team. It is still incomplete.

Lisa Hunt is no longer at the University; she accepted a position with the WVU Research Corporation. She was a good voice to have at those meetings.

## **Legislative Committee**

By Nancy Bremar, *Chair*

Nancy doesn't have a report to give other than to reiterate what Lisa said – she thanks everyone for their calls and emails to our legislators.

## **Athletic Council**

By Joan Baldwin

Joan was unaware of their new policy regarding ticket sales. Email her any questions to take to the meeting on May 19<sup>th</sup>.

Paul mentioned the 20 year debt bond and the possibility of that happening again to WVU. It is based on your enrollment and ours is surely more than any other in the state. The debt was a major source of funding for the Marshall University football stadium. He asked Joan to add that to her list.

Lisa reminded the group of the Election Committee for the Staff Council elections who had some work to do this year on our behalf. She had thanked them, along with HR. They were ready when you needed them and held conference calls. She informed them the new Staff

Council term begins July 1<sup>st</sup> during which we will be electing positions on Council and another one for the new Election Committee in which she hopes they will accept nominations again.

Nancy thanks Barbara Bodkins, Operation Coordinator, for all her hard work with making the election a success.

### **Old Business**

Joan will provide the group with additional info from Matt when they meet on May 19<sup>th</sup>.

Burlene brought up how they discussed food service being contracted out. There have been three companies who were interested as well as a hospitality company who came in to evaluate them. No decision has been made but there are many concerned employees.

Larry's coworker had given him a copy of her last Performance Evaluation. She received one 'Exceeds' and felt she should've received more. The supervisor sat down with several of them who also felt they should've received more 'Exceeds'. He re-evaluated them and gave 5-6 people an 'Exceeds' for their job. His coworker received her copy back from HR and it was not hand written like her original but rather a computer generated copy and it wasn't the same; her additional 'Exceeds' weren't checked. She asked her supervisor and he does not know what happened. Amber confirmed HR doesn't alter anyone's evaluation but will look at it.

Lisa reiterated those who have issues need to contact their supervisor initially and then Employee Relations if it isn't resolved. We all need to take responsibility for ourselves but appreciates Larry's assistance to his constituents.

Larry questioned who would be responsible for taking care of the big pothole at the intersection by the hospital across from the Marriott taking into consideration our city user fee for roads. Lisa explained WVU only gives the money to the city. Others commented that is likely not a city street but a state road.

Dixie suggested we ask for a report from the city with regards to our city user fees and what it has been used for. She was downtown with her grandchildren and saw several big cracks and holes in the sidewalk and was worried their small feet would get caught in them. Lisa will send an email to them on behalf of Staff Council asking for User Fee line items in their budget.

Larry has had several people complain to him about employees smoking on University property. He confronted the employees – NIOSH, Chestnut Ridge, Ruby and Public Private Partnership employees – all said that's where they were directed to by their supervisors. He reported it to his supervisor who then had the director confront them as well and was told the same thing. Larry understands it is a policy not a law but maintenance employees are the ones picking up the cigarette butts and other trash left. Lisa noticed several butts in the fresh mulch around the Lair; several others have seen them around, too. Larry has had to put out several fires smoldering in the mulch. Jim will look into it.

Larry mentioned all the construction workers who are in the buildings all the time. They all wear hardhats with an orange or green shirt while he wears his uniform and badge as identification. The University gives training about shooters on campus and how to be vigilant. Their boss swipes his card to enter the building, the garage door is open and everyone is free to come in the building. Anyone can just put on the same attire and look like one of the contractors. Lisa

understands his concern for non-WVU employees who are working in University buildings to have some sort of identification card.

Larry said their asbestos crew have been sent to Receiving to help them because of no work. Contractors were there on Saturday doing asbestos abatement and all the walls were covered in dust where they took down the asbestos ceiling in a 250 ft. hallway. On Monday morning, people were coming in to their offices and asbestos was a half inch deep under the doors. Custodial staff reported it to EHS (Environmental Health & Safety) but haven't heard back. Jim advised him to contact John Principe, Director of EHS.

Judi understood it as the contractors and other contract employees are not required to follow the same standards, safety protocol and background checks as University employees.

Mike suggested a security re-evaluation of the HSC campus as it sounds like there are many employees who do not feel safe with the factors of outside workers and contaminates. He will email Larry several EHS employees who will be glad to follow up on the asbestos issue.

Larry also brought up that they have three dumpsters for scrap metal and two for regular trash. Larry took pictures of three file cabinets that were thrown out in the regular trash bin. He will send them to Lisa. Dixie has asked others to also send her their pictures of any waste happening. When the old Ag Sciences building was being cleared out, she asked why office furniture was being thrown out the window and was told not everything is recyclable. If they sell the building with the contents to a contractor, it no longer belongs to WVU. Lisa suggested this may be an item to send to Bureaucracy Busters.

Jim reported the numbers from the Staff Council election: 610 employees on the main campus voted, or 27%; with an additional 35 total votes from divisional campuses for the ACCE/BOG seats.

### **New Business**

The Welfare Committee discussed employee recognition such as an end of the year holiday and/or retirement party and how to fund it. Nancy has spoken with employees at WVU-Parkersburg about their Staff Council and they have fund raisers such as basket bingo which raised \$11,000 – half went to scholarships and classified staff and the other half went to classified staff activities such as employee recognition.

Lisa is familiar with all the work that goes into coordinating these types of events and also believes all employees deserve recognition. She advised to start small. The new WVU Go Beyond employee recognition program is a great start. We have been fortunate with not getting our Staff Council budget cut but with travel and other expenses that come out of it, we must continue to be responsible.

Bob added the Forestry College holds internal employee recognition. The dean is very supportive of the association. Bob is the chair of it and they are currently collecting names for recognition which is communicated to everyone in the college.

Dixie recalls many years ago when they still held the retirement celebration. Their families, faculty, staff, coworkers, dean and directors were all invited to attend. It was held at Mylan Puskar Stadium and the scoreboard would flash their names and years of service. She thought

that was one of the best things they could do for those loyal employees. Staff Council was originally responsible for coordinating it, then HR said they would take it over and it dwindled away. She suggested asking the departments to give something out of their budgets. Lisa advised we bring some ideas to the table and by June, we will know more about the budget.

It was requested that the item of the minutes being distributed to the group sooner than the five (5) days before our meeting be discussed. Lisa explained it is in our By-laws and they need approved before they are put public. She believes that is a sufficient amount of time to read them.

Larry has people asking him what was discussed during meetings and thinks posting it a month later for the public to read is a long time. Lisa and others advised to take notes during the meeting to take back or they can attend the meeting in real time which you must get your supervisor's approval for work release as you are on the clock.

Jim relayed that the Policy Development Workshops have been well attended. They were held on April 11<sup>th</sup>, April 18<sup>th</sup> and one more on April 25<sup>th</sup>. A cross section of randomly selected employees were invited to attend along with current and incoming Staff Council members. This, along with the Campus Conversations and subsequent 30 day comment period will provide an opportunity for voices to be heard. Bob commented he thought the workshops were great, however, he thought the Compensation & Classification workshop could've been better with sticking to the bullet points/topic as the other groups did. Many others agreed; it seemed they were leading them to think a certain way and agree with them.

The next Campus Conversation will be held on May 17<sup>th</sup> at the EAC (Erickson Alumni Center) from 10:00 a.m. – 11:00 a.m. This coincides with the monthly Staff Council meeting so HR secured a room at the EAC for our meeting. We will break at 10:00 a.m. to attend the session and reconvene afterwards. The Campus Conversation scheduled for May 24<sup>th</sup> from 10:00 a.m. – 11:00 a.m. at the 'Lair will be live streamed and taped; the May 17<sup>th</sup> one will not due to technical difficulties.

Jim and Cris DeBord, VP for Talent & Culture, will visit WVU Tech on April 26<sup>th</sup> to hold two Campus Conversations with employees there. He, along with Cris and Maria Mancini, Organization Development Coordinator, will then be visiting Potomac State College on May 1<sup>st</sup> to have a small Campus Conversation with their employees.

The President's Meeting is scheduled for Thursday, April 27, 2016 beginning at 11:00 a.m. in the Blackwater Room, Mountainlair. Items on the agenda were determined by the group as follows:

- Is there an update on the budget analysis?
- We cannot stress communication enough. What is the plan to communicate the steps along the way in a timely way for HR changes?
- We respectfully request continued Staff Council representation on any and all changes affecting classified staff. Who is on the Oversight Committee that represents staff?

Nancy motioned to adjourn. Joan seconded. All in favor and meeting adjourned at approximately 11:30 a.m.