
West Virginia University Staff Council Meeting Minutes

February 21, 2018

8:15 a.m. – 12:00 p.m.

Mountainlair, Rhododendron Room

Name	Title	Department	Present
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	Yes
Baldwin, Larry	Trades Specialist Lead II	Physical Plant HSC	No*
Bolin, Julia	Nutrition Outreach Instructor	Extension Service	Yes
Bremar, Nancy	Nutrition Outreach Instructor	Extension Services	Yes
Browne, Thea	Administrative Assistant Senior	Main Library	Yes
Crabtree, Joan	Supervisor Campus Services	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
McKinney, Julie	Supervisor Food Service II	Student Life/Mountainlair	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
Stevens, James	PRT Systems Operator	Personal Rapid Transit	No*
Summers, Autumn	Library Associate	Main Library	Yes
Torries, Michael	Academic Lab Manager II	Chemistry	Yes

**Excused*

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

Call to Order

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

First Business

Julie commented that there might not have been enough emphasis on the group's discussion with Maria Mancini, Director of Leadership and Organizational Development, regarding the 'high expectations' results of the culture survey. Mike concurred there seemed to be more lengthy conversation that wasn't included in the minutes.

Lisa advised to let Janelle know of any edits/suggestions before approval of the minutes during the meeting.

Approval of December and January minutes motioned by Joan B. Burlene seconded. All in favor and motion was carried.

Treasurer's Report

By Joan Crabtree, *Secretary/Treasurer*

Joan reported a beginning balance in January 2018 is \$ 2767.04 with the following expenses:

- \$21.20 (phone)
- \$7.65 (Copier bill)
- \$72.98 (Postage- USPS)
- \$35.53 (Postage- USPS)
- \$121.93 (Travel)
- \$171.64 (Travel)
- \$118.77 (travel)
- \$118.77 (travel)
- \$118.77 (travel)
- = \$882.05 total expenses

That leaves an ending balance of \$1,842.96.

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

(Outgoing) Chair's Report

By Lisa Martin, *BOG Rep. and former Staff Council chair*

Lisa reported she recently attended an afternoon session of the Request for Proposals (RFP) meeting regarding contracting out WVU Dining Services. It was well-attended and many questions were asked, especially from student workers.

The stipulations of this transition:

- Benefits-eligible employees with three or more years of service will remain a WVU, state employee
- Benefits-eligible employees with less than three years of service will be retained and/or offered opportunities with the new contracted employer

Burlene and Julie, who are both WVU Dining Services classified staff, shared three companies have bids:

- Aramark
- Sodexo
- Chartwells

It is estimated that 220 full-time, benefits-eligible classified staff and 800 student workers will be affected. It was questioned, “why the ‘three’ year stipulation?”

The RFP results will be presented to the BOG by the end of April for approval.

Lisa said with everything going on with WV teachers, PEIA discussions were being frozen by the governor.

(New) Chair’s Report

By Nancy Bremar, *Chair*

The group congratulated Nancy on her new seat. She is thankful for the opportunity and has large shoes to fill.

She believes the members of Staff Council are not thanked enough for their efforts, so she genuinely thanks them.

Many classified staff aren’t aware of what we do or the influence we have being invited to the table for major discussions with WVU leadership; affecting the direction of University policies.

ACCE (Advisory Council of Classified Employees) Report

By Shirley Robinson, *ACCE Rep.*

Shirley reported the WV School of Osteopathic Medicine is considering a proposal to make all employees non-classified. This is to go out for a 30 day comment period.

The next ACCE meeting is scheduled for March 9th at Marshall University Graduate College in Charleston.

The April 9th meeting will be held at West Virginia University in the Mountainlair, Mountaineer Room.

BOG (Board of Governors) Report

By Lisa Martin, *BOG Rep.*

Lisa stated Dixie Martinelli and her contributions will certainly be missed and she, too, has large shoes to fill.

They met on February 15th and 16th. She has taken Dixie's seats in the three committees which she served on.

The next meeting will be held April 19th and 20th. The annual classified staff presentation to the Board will be held on the 20th at the Erickson Alumni Center around 10:30 a.m. or 11:00 a.m. The exact time will be confirmed and communicated to the group. There will be a lunch afterward. Please let Janelle know if you plan to attend the meeting and/or lunch.

She reminded the group that Friday meetings are open to the public with the exception of executive sessions.

Committee Report(s)

Welfare Committee

By Michael Torries, *former chair*

As previously discussed, the committee is working on employee recognition: an annual dinner; years of service sticker/placard for your car, etc. This will involve WVU branding.

Mike introduced a chart that list all 2,221 benefits-eligible employees with a breakdown by years of service.

Old Business

Mike will send out the Draft Policy of Staff Emeritus for the group to review and prepare for discussion during next month's meeting.

New Business

The group must vote on a new vice chair due to Lisa's newly elected position as the BOG Classified Staff Representative. By default, Nancy (former vice chair) is the new chair.

Nancy announced the call for nominations. Mike, Burlene and Joan B. were nominated. Mike accepted; Burlene declined; and Joan B. accepted. Nominations were closed. The votes were tallied by Jim and Amber. Mike is the new vice chair and chair of the Legislative Committee (by default).

Subsequently, the group must also vote on a new Member-at-Large. Joan B. and Peggy were nominated. Nominations were closed. Joan B. is the new Member-at-Large.

Nancy suggested Staff Council have a closed group page on Facebook to share and communicate with one another outside of work. The group agreed and Janelle will set that up.

The new WVU website features a Faculty & Staff page but when you get to that page, it only has faculty, not staff. Nancy has been in communication with the Webmaster and he is willing to give us a STAFF Page. Nancy asked that council members send her by Friday any links they would like to see included on this page. The group discussed and decided to form a Communications Ad-hoc Committee which will provide information on ways to communicate the happenings at WVU to staff. The members who volunteered to serve on the committee: Amy, Peggy, Thea, Yolanda, Dana, and Shirley.

Nancy reminded the group that President Gee is set to give his State of the University address on February 27th at Erickson Alumni Center beginning at 3:00 p.m. It is advised to carpool or take PRT and buses, if possible.

Jim updated the group on the progress of WVU's Code of Conduct which outlines behavioral expectations in the workplace. The implementation of the Code of Conduct will be incremental.

Lisa questioned if it is back to being called the Code of Conduct. Amber confirmed it is. As with a faculty member's observation, "if it looks like a chocolate cake, then call it a chocolate cake".

Amber reported a new initiative with 'performance appraisal in reverse' and 'management feedback'. A feedback system for supervisors when conducting performance evaluations which will feature a survey for employees of managers with more than five direct reports. This will be used as a tool.

Jim added that since we just instituted a new automated performance management and paperless recording of evaluations this year, the next step of 'management feedback' is in the future.

Amber stated before we roll out a whole new program next fall, HR/Talent & Culture is planning a roll-out of a pilot program, starting with a few specific departments such as Facilities Management and/or Libraries.

Some members raised questions and concerns regarding Shared Services with most being from HSC employees: Who is paying for this? Are there budget allocations for it? Will there be employee transfers or RIF's?

Student Life consolidated four EBO's (Expert Business Offices) in the early stages of transition.

Lisa suggested this might be good item to add the President's meeting agenda.

Chief Roberts with University Police would like to speak to the group at an upcoming meeting; either March or April.

The President's Meeting is scheduled for Monday, February 26th beginning at 11:00 a.m. in the Mountainlair, Rhododendron Room. Items on the agenda were determined as follows:

- Update on Shared Services
- Cris DeBord, VP for Talent & Culture, to give update on WVU Culture Survey
- Open forum to allow members to share their thoughts with Dr. Gee on the happenings at WVU

Adjournment

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