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*West Virginia University Staff Council Meeting Minutes*

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May 16, 2018

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
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
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	Yes
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
Torries, Michael	Academic Lab Manager II	Chemistry	Yes

*\*Excused*

**Guest Speakers:**

Lindsay Parenti, *WVU Research Corp., Associate Certified Animal Behavior Consultant, Hearts of Gold Program Instructor*

Tom Patrick, *Ombudsman & Lecturer*

William Rhee, *Professor, College of Law*

Lisa Sharpe, *Project Director, Shared Services Operations*

**Submitted By:**

Janelle Squires, *Administrative Secretary, Staff Council*

## **Call to Order**

The meeting was called to order at 8:15 a.m. by the chair, Nancy Bremar, and a quorum was established. The sign-in sheet was passed around for members to sign in.

## **First Business**

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

## **Treasurer's Report**

By Nancy Bremar on behalf of Joan Crabtree, *Secretary/Treasurer*

Per our recent budget/expense report, our funds had been depleted. Nancy reviewed an itemized report of it and found \$729.81, which will be spent on travel for those members who are off-campus.

She spoke with Rob Alsop, VP for Strategic Initiatives, and he graciously agreed to cover any overages but advised to be frugal. She and Mike will be meeting with him soon to determine a budget that will better suit our needs.

## **Chair's Report**

By Nancy Bremar, *Chair*

Nancy asked everyone (except Jim and Amber) to write down the five core Values of WVU on a half sheet of paper that Janelle distributed. Michael knew all five – Service, Curiosity, Respect, Accountability, and Appreciation – and won the grand prize of a deluxe tin of Flying WV cookies.

These Values are what we're supposed to live by and incorporate into our work performance every day.

Another thing to keep in mind is that being elected to Staff Council is an honor and a privilege.

Welcome, Terrence (Terry) Dunson, a Campus Service Worker for HSC Facilities Management. He replaces Larry Baldwin's seat in the Physical Plant/Maintenance/Service sector.

Welcome our guest, Christina, a classified staff employee, who is sitting in on today's meeting.

Thanks to Michael for covering an event on her behalf as she is trying to be frugal with the trips to Morgantown.

She met with Cris DeBord, VP for Talent & Culture, Jim Morris, Assistant VP for Employee Relations, and Steve Bonanno, Dean for Extension Services, regarding clocking issues that a sector group of employees are having. Cris was very receptive and the issue will be resolved.

She continues to work with University Relations as well as Brent Bunner, Senior Marketing Communications Strategist, who has been so helpful. He is assisting Janelle with some changes to our website.

Nancy was interviewed by April Kaull, Director of University Relations Communications, and that video was featured on Monday morning's ENEWS. She gave a brief overview of Staff Council, our members, website, and monthly meeting info. They will be editing the video a bit and it will be added to our website.

She attended the duration of the WVU Benefits & Wellness Fair that was held May 2<sup>nd</sup> in the Mountainlair Ballrooms. She extends her thanks to Janelle, Crystal, Amy, Barbara, Burlene, Thea, Shirley, Yolanda, and Melanie for their hour shifts staffing the table with her. Amy took a double shift and Burlene donated a deluxe tin of Flying WV cookies as our prize drawing. That was won by Karen Wilfong, Program Assistant III, Jacksons Mill. She thanks Janelle and an employee in Knapp Hall who ensured the cookies were delivered to her.

She had recently met Dr. Art Jackowitz, Professor Emeritus, who is working with the WVU Retirees Association. He'd like to speak to the group in the near future.

She's also been corresponding with Maria Mancini, Director, Talent & Culture, Leadership and Organization Development, regarding cleaning up our information cards that are distributed during New Employee Onboarding (NEO) that is held every Monday. She also extended an invitation for Staff Council to hold a meeting in the room that they hold NEO's in for the group to see. She and Janelle will discuss further.

She sent a Go Beyond ecard to those 37 classified staff employees who received a WVU 150<sup>th</sup> Anniversary coin. One person sent a card back; she was excited to receive her very first ecard.

The changes to our current leave system to a Paid Time Off system are on the horizon. She'd like this group to be a part of the conversation from the start to help develop ideas for the sick leave conversion. She met an employee, soon to be retired, at the Benefits & Wellness Fair who has an accumulation of sick leave but is not grandfathered into the supplemental health insurance premiums conversion upon retirement. She understands not wanting to lose that sick leave but doesn't want to see employees taking two or three days off a week to get use out of them.

With the RIFs and reorganization happening, she asks each member to be a part of the solution; point them in the right, positive direction. If everyone just did their job, we wouldn't have issues.

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

By Shirley Robinson, *ACCE Rep.*

Shirley shared a copy of the minutes from the April 9<sup>th</sup> meeting that was held here in the Mountainlair. She also included a copy of ACCE's definition and purpose; as well as a copy of the bills currently in legislation. She hopes we can all work together for the greater good and offered to take back any questions anyone may have.

The next meeting is scheduled for May 21<sup>st</sup> at the WV Regional Technology Park building in Charleston, WV. They plan to discuss their committees.

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

By Lisa Martin, *BOG Rep.*

Lisa reported they met on Thursday, April 19<sup>th</sup> to cover committee reports and then visited the Academic Innovation Center at The Crossing. They were presented with many new innovations by the student groups in which they voted on. The two or three groups that won received monetary award to further their studies. It was nice to talk with the students and see what they're doing.

On Friday, April 20<sup>th</sup> they had their regular meeting which also included our Classified Staff presentation. She thanks Mike and Nancy for their part and thanks everyone who attended and stayed for lunch. Based on feedback, the presentation was well-received and it helped with putting faces with classified staff.

WVU Tech also gave a report to the Board. Potomac State College did not participate although they were extended that offer.

They also voted on continuation of the Rules, as there will be more and additional voting will take place in June. There will be a special meeting this Friday morning. She will share more on that next month.

Last Friday they conducted a conference call, which she could not be included in as she was busy with commencement activities, but it related to the announcement that came out on Monday – WVU and Mylan partnership for 4-H STEM programs.

She received communication about a RIF and will follow-up later today, but there were some RIFs in a department that we weren't notified of prior to an email she received.

Julie asked if Friday's meeting will include discussion about Dining Services RFP. Lisa said that is likely and will be during executive session. Per law, Valerie Lopez, Special Assistant to the BOG, must submit the agenda to HEPC (Higher Education Policy Commission) and post on the website five days before the meeting, so anyone can get online to review their agenda.

She shared that she received an email from someone in administration regarding an employee who had gotten a letter pertaining to Staff Council's Tuition Scholarship for Children of Classified Staff for their child. The letter was not on official department letterhead and they felt it was unprofessional. Lisa contacted the appropriate persons to have Staff Council letterhead created and once completed, she will forward to Janelle.

## ***Committee Reports***

### **Legislative Committee**

By Michael Torries, *Chair*

On behalf of Nancy, Michael attended the Faculty and Staff Awards dinner at Blaney House on April 25<sup>th</sup>. Many were WVU Foundation endowed awards with most going to faculty but there were a few academic advisors who received the Nicholas Evans Excellence in Advising Award. Provost McConnell extended her gratitude for everyone's hard work.

He read where the Supreme Courts has ruled for legal sports betting. Nancy added that will be a huge influx of money for our state.

Nancy was part of the PEIA meeting held yesterday, via telephone. They're working on a presentation to share with Rob Alsop, VP for Strategic Initiatives, who will decide if they'll share with the PEIA Task Force. WVU is dedicated to working on a solution for a better product from PEIA.

### **Compensation Committee**

By Joan Baldwin, *Chair*

Joan reported they will be meeting today at 3:00 p.m.

### **Welfare Committee**

By Amy Matuga, *Chair*

Amy reported the committee has worked on a certificate for years of service for classified staff and has brought a few samples to share. With our budget constraints, Nancy has graciously agreed to cover the cost of the certificate paper and an unnamed Council member has agreed to take care of the printing. Nancy greatly appreciates that offering.

They also looked at window clings and those would be around \$1,400 for 1000 of them, with additional costs for reprinting of the years of service continuously, so that really is not an option right now. They discussed possibly holding fundraisers in the future for items like this. Nancy will consult Rob Alsop on whether or not we can hold fundraisers.

The Rosenbaum Family House is always in need of the small, travel size bottles of shampoo/conditioner, body wash, soaps and lotions. She thought that with summer coming up, people go on vacation and stay at hotels, so maybe we can do a collection of those items to donate to the Rosenbaum.

Shirley added we could ask local hotels if they can donate the items. Nancy isn't sure if Morgantown has a hotel association. Parkersburg has one and they donate those items to the domestic violence shelter. Janelle will call the Chamber of Commerce to inquire.

## **Tuition Assistance**

By Barbara Griffin, *Chair*

Barbara reported she, Janelle, and our Financial Aid contact, have been corresponding regarding the Summer 2018 Tuition Assistance.

She's been concerned with the multiple dates in which students register for classes in the summer session. There are some applicants who haven't registered so she's thinking of reviewing our requirements for summer session; the students could possibly register early so there are no delays with the awards being added. She hopes the committee can meet to discuss.

## **Athletic Council**

By Joan Baldwin, *Classified Staff Rep.*

Joan reported they will meet tomorrow, May 17<sup>th</sup>.

## **Communications ad-hoc Committee**

By Peggy Runyon, *Chair*

Peggy reported they haven't had a formal meeting but sat in the Welfare Committee meeting as many members serve on that one as well. They're happy with the production of the business cards and informational flyers, as well as Nancy's video with University Relations. The survey for classified staff just needs reviewed and they can go from there. If anyone has any ideas, please let them know.

With regards to the classified staff survey, Nancy explained the idea is to survey classified staff about Staff Council and how much they know about the group and what we do. That will give us a better understanding of how we can go forward. The group will be given a copy of it to approve and we'll work with HR to ensure that is sent out.

When Nancy attended the Benefits and Wellness Fair, she introduced herself to several people and one man basically told her that was nice, he'll do his job and she'll do hers but don't make him come to a meeting. She later sent him a Go Beyond ecard and he really appreciated that. Just a reminder: when an employee receives an ecard, their supervisor is also notified.

## **Transportation & Parking**

By Yolanda Gill, *Classified Staff Rep.*

Yolanda reported she attended the TPAC (Transportation & Parking Advisory Committee) meeting on April 20<sup>th</sup> at Hatfield's. They discussed the summer PRT modernization and upgrades as well as the Automatic Control Training, or ACT, for employees.

A bit of WVU history: the Mountainlair parking lot was built in 1966.

Nancy asked to let her know when she is notified of their next meeting. Terry will also join her on the T&P committee.

## ***Guest Speakers***

### **Hearts of Gold Service and Therapy Dogs**

By Lindsay Parenti, *WVU Research Corp., Associate Certified Animal Behavior Consultant, Hearts of Gold Program Instructor*

Lindsay agreed to come in today to talk about the therapy dogs that visit all over campus. There are a total of nine dogs. Today, she brought three of their dogs: Heidi, a Great Pyrenees/Standard Poodle mix who is four months old and; Sandy, a Labrador who is over three years old and Heidi's aunt; and Toni, (short for Rigatoni) who is a Newfoundland/Border Collie mix and a year old. She and her siblings are all named after pastas – Rigatoni, Carbonara, Gnocchi, and Penne Pete. They get most of the dogs from breeders and tend to seek out 'doodle' mixes due to the minor grooming and shedding. Service dogs are placed for free except for the \$50 application fee and cost of training, which is offered through WVU. They rely on fundraising and grants to keep the program afloat.

The other handlers today are Savannah and Miranda. Savannah has been training dogs for six years and has graduated with a degree in biology but she loves working with dogs. Miranda is entering her senior year this fall and has been in the program for three years. She's been training dogs for twelve years and is from Findlay, OH where one of the top three vet schools is located. She was previously a pre-vet major but decided to come here just for the service dog training program. She took the classes during sophomore year and has been a TA for six semesters. She's currently working on developing WVU's first Hearts of Gold Certified Handler program.

Before allowing the group to pet the dogs, they must first remove their vests. The red vests indicate service dogs and the blue vests indicate therapy dogs. It generally takes around two years to train and then place service dogs.

Hearts of Gold's main focus is training people to learn to train the dogs. Service dogs are trained for mobility assistance and psychiatric service:

- For mobility assistance, they perform tasks such as picking up objects for you; turning lights on/off; or opening the refrigerator and bringing a bottle of water to you.
- For psychiatric services, they perform tasks such as waking up their person during a nightmare. They also know a command called 'cover me' where they stand next to their handler but face the opposite direction. This is particularly helpful to service veterans who suffer from PTSD. They give veterans priority over others.

They estimate about 30% of the dogs that come in become full-service dogs. If they don't make it, they go on to be therapy or visitation dogs. If they don't make it as a therapy dog, they serve as emotional support, which don't have public access rights like service dogs, but there are some allowances with transportation and housing. Under HUD law, someone with an emotional

support dog is allowed to have them in places. If they don't make it as an emotional support dog, they are adopted out as a pet.

Hearts of Gold is part of a non-profit organization, The Human Animal Bond so they are not owned by WVU. The University supports them by allowing to have classes here.

The Hearts of Gold Service Dog Training Program started in 2007 at WVU. There are four courses offered to help students learn to teach service and therapy dogs. They have been very popular with a 60 max enrollment for a beginner course, which always fills up right away along with a waiting list. There are no pre-requisites to take the courses. The classes are offered through the Davis College of Agriculture, Natural Resources and Design's Animal and Veterinary Sciences.

They also have an Animal Assisted Interventions course which focuses on training therapy and visitation dogs.

The other course is Animal Learning which offers more advanced training, behavioral analysis, development treatment plans, and legalities. One of their goals is educating people about the laws for these dogs. People are taking advantage of the service dog law – a lot of people buy capes online to put on their family pet in order to take them everywhere and no one can ask them for proof or identification to verify it.

They offer opportunities for Teaching Assistants. All lab courses are run by TA's. They also offer capstone courses which are utilized by students with a wide range of majors.

She oversees all the dogs and student trainers. Additionally, they developed the Veteran to Veteran Service Dog Training Program at the Federal Correctional Institute in Morgantown. The inmate veterans house, care for, and train dogs for veteran placements.

### **WVU Ombuds Office**

By Tom Patrick, *Ombudsman & Lecturer & William Rhee, Professor, College of Law*

Tom agreed to come into today to brief the group on what exactly he does with regards to conflict resolution as the Ombudsman for WVU. Will directs the Faculty and Staff Mediation Program.

He distributed a handout to the group about conflict resolution. He's been a mediator for civil matters and the Bar. He's also been the mediator in the workplace for 25 years and is now retired from classroom teaching and currently serves as the faculty ombudsman.

As stated, he is the Faculty Ombuds but will likely develop into a full-service Ombuds office at WVU, as do many other Universities to help people resolve conflict informally and confidentially. The grievance process is built on law and it can be difficult resolving conflict between people with working relationships.

Negotiation is a good way to resolve conflict but our inherent defaults are avoidance or confrontation.

When in a courtroom, there are two important things – our facts and our rights. For example, two kids are fighting over blocks, arguing who played with them first. They present facts to



mom, the adjudicator. She tells Billy she understands the facts and he has the right to play with them uninterrupted by Suzie; or she tells Billy he's lying and the facts aren't there. She can order respect and have Suzie apologize, which she does because she's told to. Or, Mom may not act as the adjudicator which then will escalate into a fight between the kids and she could just point out what a difficulty they have going and maybe we can talk about it. Billy and Suzie can maybe figure out a way for both of them to enjoy the blocks together.

You're late for work frequently and your supervisor files a disciplinary letter. This is a type of adjudication – they have this paper and the employee is faced with termination. When these types of events occur, they should then contact Will and request workplace facilitation and mediation but our culture doesn't allow us to have a third party involved as it's considered taboo or airing your dirty laundry.

He quoted the line "something there is that doesn't love a wall" from Robert Frost's *Mending Wall*. His goal as a neutral mediator is to help them have a conversation that is difficult to have. That differs from him telling them who is right. A person doesn't have to get their own way but they do have to get respect, which then shifts the situation into something positive and the issue is resolved. Most of the time, it's a lack of communication.

When you threaten people, it doesn't make them want to have resolution. It leads to emotions running high with anger building up and, sadly, we are seeing more and more people retaliating with guns and violence.

If someone is having an issue with a coworker, he may have them come to his office to have a private, confidential conversation about it or he may facilitate a work group with outside facilitators, as he does that frequently. There's value in having an outsider come in as they just offer objectivity.

Burlene questioned if, most of the time, it's due to people finding it difficult to talk. He said many times it is.

Michael feels part of changing that culture is getting people to want a third person to intervene; people may feel retribution for asking for outside help. Tom agrees and suggests to ask the other person in a non-threatening way how they'd feel asking a mediator to talk with them. Some people may feel it's none of their business to which he must find a way over that hurdle and let them know he's all about helping them. We don't live by dictatorship so that can be difficult.

When you think about skills that are important in the workplace and being in our fourth industrial revolution – we had steam, then electric, then computers, and now robotics. Those skills are collaboration, problem solving, and effective negotiation.

Will said there is an intermediate step in which they can train volunteers in units to act as a conflict coach for their constituencies. Amy asked if they could train the group as a whole. Will said they could train the Council members then they could go on to train others.

Tom also conducts a skills building workshop, which is mostly informational. He occasionally works with staff and students but the focus is not really there as with faculty, but it could be. Crystal commented she's glad he also extends his help to staff as well. He explained if we would like to see that as a more institutionalized idea, he advises making a proposal to administration and the Provost's office.

Shirley and Yolanda both had gone to a mediation workshop given by Tom a few years ago. Shirley feels it was helpful and informative.

Nancy will contact Cris DeBord, VP for Talent & Culture, to set up a meeting to discuss this proposal. She would also like Will to hold a workshop for the group as a day retreat.

### **Shared Services Project Update**

By Lisa Sharpe, *Project Director, Shared Services Operations*

Lisa spoke to the group initially back in January about the Shared Services Project and wanted to give an update today.

They've not gotten much further since the last time she talked to the group. They are looking over policies which are being sent on to directors; then to executive sponsors; and finally to General Counsel.

Another part of it is the process review. They've looked at over 300 process maps from all different units and are identifying any redundancies.

The timeline is policy and process; then staffing; then training and implementation. They hope to be through with policy and process during summer. She has a meeting this afternoon to discuss the staffing process. There will be levels of customer service as well as supervisory levels so they are developing the model for that. All this will likely take place in December.

There will be a customer satisfaction survey that will be communicated by the end of the month which will basically be a random sample of people answering questions about the current service in Finance, or Payroll, or maybe Talent & Culture.

They'd like to hold a Campus Conversation to talk with everyone once they have a model designed, likely by July.

Amy asked if they have designated a place for the center. They don't but Facilities & Services are currently working on that. It will be a large space, though.

She will be happy to give an update possibly in July.

### **Old Business**

The group has reviewed the Code of Conduct final draft. Lisa asked if there has been further discussion about 'consequences'. Amber said with General Counsel's guidance, they've decided that this initial year when they roll out the Code of Conduct, it will be used for vision and aspirations for everyone. Until training is conducted, they don't want any consequences tied to it. There may be a future revision which can be tied into Performance Evaluations. The Code of Conduct will be presented to the BOG for final approval before its implementation.

Burlene motioned to accept the Code of Conduct final draft as is. Amy seconded. All in favor and motion was carried.

During last month's meeting, Michael brought up the idea of non-classified staff serving on Staff Council which was to be discussed further today. A few members said 'no' to the idea. Reason being, we are in state code and per state code, to serve on Staff Council you must be classified staff. It would take a legislative change in the code, across the state. Michael feels classified staff will be the minority in the near future.

Melanie said that Dining Services has around 220 employees. If you have less than three years of service, you will go with the new company. She asked how many of the 220 employees we will be losing. Jim believes its 70-80. The employees with three or more years of service have the choice to stay a WVU employee or transfer to the new vendor.

Julie shared Rob Alsop met with managers in Dining Services recently to address any concerns or questions. He also offered to meet with the other employees. The managers were assured that prior to the BOG's approval of the vendor, they would be notified in advance but she is concerned if time will allow that. Amber advised once the agenda is communicated five days before the meeting that will likely be when Rob meets with them.

Shirley asked how we can change the way they handle RIFs. She knows of an employee who'd been here for 18 years, recently RIF'd and they were treated like a criminal. They're told they can't come back into the office and were escorted out by an officer. Amber explained sometimes an employee is asked to work from home to avoid being in that work environment, as that can be difficult for them and the rest of the department. They are not escorted out by UPD. The only instance in which that could happen is when there is a termination for cause; an employee might be a threat to themselves or others. She reiterated the RIF process, as she explained during last month's meeting:

- they are initially notified that there is intent to take that action during the first meeting;
- the employee has five days to bring back any information they feel may change the course of actions;
- if the final decision is to RIF, the employee has a 60 day notice period, as an employee still working, to seek another job;
- after 60 days, their severance period begins, which depends on their years of service – if you've been here for more than 20 years, it is 44 weeks of severance;
- they have 45 days to consider the severance offer;
- they may seek a job within WVU during that time and are still being paid by WVU, they are just not an active employee;
- If they get another job within WVU or one of its affiliates, their severance pay stops and they become an active employee

Michael suggested talking with this employee; ask how they perceived this process and why they felt like a criminal.

Jim said they approach these situations professionally and with compassion but are always open to suggestions for improvement. With it being such a sensitive subject, the person can take it as a negative experience.

Julie added a long-time employee in Student Life had also told her of an employee with seniority who had been escorted by UPD. That perception is out there.

Jim reiterated the only way that would happen is if they had a valid concern for the safety of the employee or others.

Peggy, a UPD officer, doesn't know much about these situations but there's two sides to every story. The only persons in the know are the ones handling it. On those few occasions when they've been asked to serve as a protective barrier that is not something they question.

Amy asked if the personnel who inform an employee they are being RIF'd receive any type of training. She recalls when she was RIF'd, they did not show any compassion and her coworkers wouldn't even look at or speak to her, which was all very uncomfortable.

Amber explained the personnel in her unit have held these roles for many years and/or hold degrees in Human Resources, which part of the degree program includes training and continuous training thereafter. They do not share confidential information.

### **New Business**

Crystal received a call from an employee at HSC and asked her why she didn't attend a recognition ceremony in Charleston. She had forgotten that some time ago, she got an email from the Governor's office but at the time she wasn't sure what it was. Apparently, they invite state employees with 30+ years of service to an annual Governor's Public Service Recognition Ceremony. This year's was held on May 9<sup>th</sup> in the Cultural Center and only eight employees at WVU attended. She feels this wasn't communicated clearly otherwise she would've attended. Also, there wasn't anyone from WVU administration to hand the employees their award so the Provost at Marshall University did.

The employees who went had called HR beforehand to ask if they need to take annual leave and were told, yes, they do.

Nancy suggested we should contact the Governor's Chief of Staff. Also, if they are honoring employees with 30 years of service, the University should allow them a day to attend it.

Jim suggested contacting Erin Newmeyer, Director of Communications and Marketing for Strategic Initiatives.

Jim distributed a hand-out about the two factor authentication from ITS. Everyone is now required to utilize this tool as an added level of security.

Lisa commented about the how the roll out of recent market adjustments wasn't done so well; many people commented they didn't know if they were getting it or not. Jim agreed there were glitches in the process but there was a memo that managers were to give employees who were getting a market adjustment. Jim assured they will work to do better going forward.

Melanie asked what happens to funds for market adjustments for employees who are no longer here. Jim is uncertain but likely just goes back into the central budget.

Rusty said there was a Facilities Management employee who received a \$3.00/hour increase and another employee, same level paygrade, same position, who received a \$0.30 raise which barely brought him up to minimal. New employees who've been here for just a few months

received a larger market adjustment than an employee whose salary isn't even the minimal. People are coming to him with frustration and anger over the disparities.

Jim said he believes performance was a factor as well as critical retention. He'll discuss it further with Maria Mancini, Director, Leadership and Organization Development.

Performance Evaluations will begin next week with the employee pre-review going out via email.

The President's Meeting is scheduled for Monday, May 21, 2018 beginning at 11:00 a.m. in the Mountainlair, Rhododendron Room. Items on the agenda were determined as follows:

- Update on Staff Council's communication efforts
- Update on the Outcome based HEPC Funding Model
- How does Dr. Gee feel about the possibility of "Sports Betting" being a part of the WVU culture, now that the Supreme Court has ruled it can take place in all 50 states

### **Adjournment**

Michael motioned for adjournment. Lisa seconded. All in favor and meeting adjourned at noon.