

# WVU Staff Council Meeting Minutes

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November 20, 2013

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	Yes
Fletcher, Louise	Traffic Enforcement Officer	Transportation/Parking	Yes
Hammack, Diana	Accounting Clerk	Biology	No (excused)
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	Yes
Wodzinski, Amy	Program Coordinator	FIS	Yes

## **Submitted By:**

Janelle Squires, Administrative Secretary – Staff Council

## **Guest Speakers:**

Sheila Securro, Executive Director – Human Resources

## **Call to Order**

Meeting called to order by the Chair, Lisa Martin at 8:15 a.m. and a quorum was established. Meeting sign-in sheet was passed around for members to sign.

## **First Business**

Approval of October Minutes motioned by Paul Martinelli. Motion seconded by Amy Wodzinski. All in favor and motion was carried.

## **Treasurer's Report**

By Lisa Martin (Diana Hammack excused)

Beginning balance was \$4385.14 with a charge from Survey Monkey that Lisa has canceled and the company has credited the charge so the ending balance is \$4385.14. The phone bill will be included in next month's report because they were having problems posting the charges.

Pam Eddy motioned for approval of Treasurer's Report. Motion seconded by Joan Baldwin. All in favor and motion was carried.

## **Chair's Report**

By Lisa Martin

Lisa Martin began by thanking those who have submitted letters to Charleston regarding SB330 and also stated she respects everyone's views and opinions as well.

She and Bob Griffith, from Faculty; Jennifer Orlikoff, Chair-Elect of Faculty Senate; and student Franklin Roberts visited Charleston on Monday and had six back to back visits starting at 1:00 with Senator Prezioso, Senator Beach, Delegate Pethtel, Speaker Miley, President Kessler and Senator Edgell. There were mixed reviews and basically they are waiting on the Fox Lawson Compensation Study report that is to be completed on December 1<sup>st</sup>.

Paul Martinelli inquired whether the legislators were given any info beforehand and Lisa confirmed that they were prepped by Senator Plymale.

She stated that Senator Edgell (a K-12 Educator) was very supportive although there are not any legislators serving in key positions in his district.

House Education Committee member, Delegate Pethtel, was non-committal to anything. He did have someone there with him, Candace Kraus, HEPC staff attorney, who had some questions. She had pointed out how WVU was behind funding the 2001 Salary Schedule which Lisa thought that was a very good point to make. Lisa stated that Ms. Kraus had also made a comment that she knew of three people who were hired in the last few years under the schedule and Lisa had corrected her on that as not being the case, however, Lisa said she would check on that.

Dixie Martinelli was surprised about Delegate Pethtel's views on it being his family all went to WVU and he is from this county as well. Lisa stated he had expressed several times he cannot do anything without checking with Mary Poling, the Chair of the House Education Committee. However, she will not be running for the House seat again next year.

Lisa said Speaker Miley, who is from Harrison County and has been in the House for nine years, seemed very concerned.

She stated what they are taking to Charleston is ultimately the decision of Staff Council. The next interims in Charleston are on December 9<sup>th</sup> – 11<sup>th</sup>. Lisa is unsure if she will be able to go, depending on the upcoming University events.

Larry Baldwin wanted to bring up the email that he had sent regarding his opinion on the SB330. His father-in-law (Jon Blair Hunter) served as Senator and they don't believe the bill is for classified staff. Lisa stated she respects that and has more information regarding it that will be discussed today.

Paul Martinelli stated he respects Larry's opinion as well. He feels you can't believe everything you read and there are always two sides to the story. The classified staff salaries are in need of adjusting due to the rising cost of living.

Lisa also gave an update on PEIA. They met with Ted Cheatham, PEIA Director, and he agreed to get our assistance coming up with something more fair. Linda Campolong had asked what exactly he is agreeing to and Lisa explained it is in regards to WVU paying PEIA \$54 million and only using \$30 million with the difference of \$24 million being used to cover the rest of the state employees.

Lisa then updated the group on her visit to Potomac State to meet with classified staff, which there was only three of them. They currently have no Staff Council Chair and the ACCE position remains vacant. They seem to share the same concerns in regards to the bill and some did have a few HR questions which Lisa will find out and get back with them. She along with a student group and faculty group spent about 4 or 5 hours touring the campus with Campus Provost Colelli.

Lisa has the Holiday Luncheon invitations to pass out that will be held December 2<sup>nd</sup> at 11:00 a.m. at Blaney House.

Lisa then called for an executive session with all members.

Nominations were made to elect (3) members of Staff Council for the Presidential Search Committee for election of the next President of WVU upon President Clements' decision to leave his position effective January 1, 2014. Members handed nominations to the Chair. Lisa motioned for approval of all nominations which were: Lisa Martin, Paul Martinelli, Dixie Martinelli, Nancy Bremar and Beth Ann McCormick. Motion was seconded by Pam Eddy and all approved. After votes were counted, Lisa announced the represents for the Presidential Search Committee as follows: Lisa Martin, Paul Martinelli and Dixie Martinelli. Lisa expressed her gratitude as well as Paul and Dixie.

Lisa had to excuse herself for a special work assignment and stated Nancy Bremar will finish up the meeting.

Nancy Bremar made a point of order in regards to the guest speaker proposing a LGBTQ office. They will be speaking during our December meeting due to Sheila Securro's presentation today.

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

By Paul Martinelli

Paul began by giving the names of the Lobbyists for WVU for anyone wanting to know: Paul Hardesty and John Cavacinni.

He then stated the previous day, Mark Toor spoke at Fairmont State University and will be speaking tomorrow at the ACCE meeting to be held on the main campus of New River Technical & Community College, Summersville, WV.

The minutes from the meeting October 24, 2013 at Marshall University were recently received and he just picked them up. He has not yet had a chance to read all 14 pages. While there, he spoke with President Kopp who informed him of the \$600 raises for their 600 employees. Also, the director of their mail center, Leonard Lovely, had approached him about assisting him with submitting cost saving suggestions submitted to their President's office for consideration. Paul asked about their Staff Council, their BOG Reps, or their HR Director helping with that but he said they don't do that. So they are having some problems there as well.

Paul said he will be helping Nancy Bremar with the WVU Classified employees 2014 Legislative brochure and HR has been very helpful in giving him information. His goal is to soon have a rough draft in which the Council will choose what items are appropriate.

In regards to the SB330, Senator Plymale said he is waiting for the results of the Fox Lawson Compensation Study to come back. Paul had referred to an email he had sent out of a time table of Fox Lawson's deadlines and not once to his knowledge have they ever met their deadline.

Linda Campolong read an email to Ron Campolong from former Staff Council Chair, Terry Nebel, concerning SB330 that basically his thoughts are it is not a threat to classified staff and it was something to prevent and correct poor HR practices in higher education institutions; after it is fully implemented, then we can make changes.

Paul Martinelli believes it is a yes or no. Dixie Martinelli agrees there are some things that will need changed and some not. Larry Baldwin referred to the letter to legislators being unclear on what exactly we are asking.

The general consensus among the group was to oppose the bill.

Paul then announced that Fairmont State University is implementing a time clock in 2015 and folks are not happy. That is one of the items on the agenda tomorrow for the ACCE meeting.

## **BOG Report**

By Dixie Martinelli

The BOG meeting was held November 7 – 8 and that Thursday they had the opportunity to tour the School of Dentistry and meet the students, faculty and staff. We are 1 of 8 dental schools on the east coast and last year they had 1300 applicants and only 60 were accepted. There is not enough dental chairs for each student to have their own and two students must watch one

student do the dental work. They are out of space and are proposing a new dental school where faculty housing is located, across from Applebee's.

The BOG faculty members also gave a presentation to the BOG with only two faculty members attending. Some members of the board had asked about the rest of the faculty members and were told they were aware and encouraged to attend by Faculty Senate.

They gave a presentation focusing on a day in the life of a professor that included pictures of different professors from all over the world, which was very interesting. They also discussed SB330.

On Thursday evening, they held an Audit Committee meeting and we are in the black and received one of the highest ratings from the audit firm.

On Friday, their general meeting was held which had a good turn out from the public. The President gave a report and was pleased that we continue to have national award winners at WVU. Also, that WVU Cooperative Extension Service is being recognized more.

The BOG called an emergency meeting on November 13<sup>th</sup> after news of President Clements decision to resign as WVU president. The emergency meeting was scheduled to begin the process of a selection process for an interim president. After several hours, it was decided that the BOG Chair would contact the remaining candidates to see if any would be interested in serving as interim until a President is hired. One of the criteria is that the person serving as interim would not be eligible for President. They will have another meeting tomorrow for an update on who was contacted.

Dixie also noted that the Chair of the BOG is very open to staff and there is a list of a few people that others thought would be a good choice.

## **Standing Committee Reports**

### **Welfare Committee**

Nancy Bremar asked if there will be any kind of holiday food drive this year. Joan Crabtree confirmed that Linda Bise said no, that she wouldn't have time and she doesn't have a car to transport items.

### **Tuition Committee**

By Beth Ann McCormick

Beth Ann stated she has received the Tuition Assistance spreadsheet (roster) from Janelle Squires, Staff Council Secretary, so now all they have to do is approve it per Lisa Martin's decision. She does have a concern with Janelle not being on Staff Council since they are a committee and there are certain bylaws pertaining to it. She stated that Joan Gibson had called her to ask if she needed help and Beth Ann explained they aren't really doing anything now.

Joan was concerned if this keeps Janelle busy then there is really no need for a Tuition Assistance Committee.

Jim Morris stated his perspective on it as, the administrative part is being done by Janelle and the committee still makes the decision whether or not applicants are approved. So, they still have the authority.

Nancy Bremar asked if anyone had a copy of the Bylaws. Jim Morris read the bylaws which pertained to the Tuition Assistance Committee and it was determined that the bylaws are being followed and there is no problem with Janelle doing the administrative part of the process.

### **Legislative Committee**

By Nancy Bremar

Nancy stated that the University has approved to help with the cost of the new Legislative Brochure and the committee will be meeting today after this meeting.

### **Compensation Committee**

By Linda Campolong

Linda stated that in regards to the state code that pertains to university staff (Student Health employees moving to WVUH and becoming hospital employees) that was discussed at last month's meeting does not apply to this situation, per Jim Morris. She expressed she doesn't understand why. Jim said it was determined by the General Council's office.

Jim explained that code had pertained to years ago when the hospital was part of WVU then it became an incorporated entity. The employees at the time had a choice to stay a state employee or move over the new organization.

### **Athletic Council**

Joan Baldwin received an email with names of different athletes up for awards based on grades. She said two female and two male student athletes will be given awards and their GPA's are around 3.9 – 3.97. They had a gathering at the Coliseum recently to discuss the percentage of graduating athletes versus non-graduating athletes. The percentage of graduating athletes has increased at WVU compared to other colleges around the nation. Vendors were there along with different corporations, they held a mandatory training with all athletes that included resume tips, etc.

She said there were Representatives from all over and in particular, the Reps from Kansas and Texas who could not believe the number of people that were there. They do plan on doing this again in the future.

Also discussed was the fan's and student's actions at the games and harassment or hazing between athletes which was made clear it will not be acceptable and they will be dismissed.

They also discussed season ticket sales and pricing as well décor at the Coliseum and at the football field.

### **Parking & Transportation**

Larry Baldwin announced they have begun the proposed changes to the parking rules and regulations with HSC parking to be the most problematic. The new 20 employees that were parking at the Coliseum and taking the PRT or bus over, are now parking in lot 81.

After he had taken the pictures of all the empty parking spaces at the garage, they had sent an email out to everyone and caught 23 illegal parkers that had been using an old card that was never turned in. This had been going on for three years. They stated that they lost over \$27,000 in revenue yet no one checked on it. Larry stated he wanted more numbers pertaining to the spaces and employees but they wouldn't give him any more information other than there were 250 spaces sold to WVUH and UHA, with some who have parking permits. Larry asked how they control it because when his wife was hired back in '02, they gave her both a Ruby and HSC permit which he told them he used for two years. They said they basically can't control it. They've moved 20 people up on the hill from lot 81 that were on a waiting list, which now they have removed the waiting list from My Access and put it back in the hands of Cathy Patterson, who was handing out yellow permits for months when she was only allowed to give day passes. They were only supposed to extend it until the 28<sup>th</sup> but are now saying until January.

Larry referred to an email he was sent regarding changes: moved 13 staff from lot 81 to 84; moved new department chair from 84 to 1; moved 20 classified staff to up on the hill; and removed faculty members in Area 86 to the parking garage. He questioned lot 84, beside NIOSH, and how he saw people parking there who work in the hospital, etc. and they told him NIOSH would have to hire someone to scan the parking lot.

Larry said they don't check the permit and the plate to see if the numbers match up, which is part of the problem. He stated he was also told that he should tell new hires if they are placed on a wait list at orientation time, it doesn't matter if they've been here two years, someone else gets hired tomorrow and will get it before them.

They also told him they have 275 short term parking spaces and opened over 100 parking spaces beside the United Bank building.

At the meeting pertaining to making everyone pay for parking across the board, Larry announced that was ruled out by the Parking Interim. They also determined after 5:00 p.m. there is no charge for 2<sup>nd</sup> or 3<sup>rd</sup> shift employees, they will give them a sticker. People were questioning what sense that makes since students or whoever can park there for free, with no sticker, after 5:00.

Another topic was they plan to ask the BOG about a Tariff (tax) on all WVU fleet (vehicles with tires) of \$29/month paid to a private company. Dixie stated that doesn't make any sense and will check on it. Larry will keep everyone posted.

### **Old Business**

Jim Morris announced he will be emailing a draft of new HR administrative procedures. It has basically been simplified in wording and format. Joan Crabtree commended the last one was a

lot easier to read and understand, as she was told by her workers. Jim stated they officially posted five new procedures and repealed ten. The website has been updated as well.

### **New Business**

Nancy Bremar announced the next President's meeting to be held Dec. 2<sup>nd</sup> for a Holiday Luncheon at Blaney House. The only item on the agenda is the possibility of a raise next year.

Linda Campolong motioned to adjourn. Joan Baldwin seconded it. Meeting adjourned at 12:00 p.m.