

## WVU Classified Staff Council

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MINUTES  
July 20, 2011  
WVU College of Law  
Morgantown, WV

### Attendance

#### Members in attendance:

Joan Baldwin  
Nancy Bremar  
Linda Campolong  
Ron Campolong  
Lana Cooke  
Charlene DeLong  
Terry Dunson  
Louise Fletcher  
Beth Fluharty  
Joan Gibson  
Dana Humberson  
Lisa Martin  
Dixie Martinelli  
Beth Ann McCormick  
James Morris  
Jo Morrow  
Brett White  
Amy Wodzinski

#### Excused:

Robin Altobello  
Lawrence Baldwin  
Paul Martinelli

#### Unexcused:

No members had unexcused absences.

#### News and Information Services attendee:

Diane Mazzella

#### Guests:

Toni Christian  
Sheila Securo  
Linda Strawser

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### Call to Order

Chairperson Jo Morrow called the meeting to order at 8:25 a.m. and a quorum was established.

### Treasurer's Report

Last month's expenditures amounted to \$1,111.27. The balance at the end of the fiscal year was \$881.94.

## Staff Council Officer's Elections

Officer's elections were administered by Jim Morris. Diane Mazzella assisted. Nominations were made from the floor.

### Vice Chair

Nominations:

Lana Cooke

Nancy Bremar

Ron Campolong

Motion to close nominations:

Joan Baldwin. Motion carried.

Winner: Ron Campolong

### Secretary/Treasurer

Nominations:

Winner: Lana Cooke (unopposed)

Motion to close nominations:

Beth Ann McCormick

Motion Carried

### Parliamentarian

Linda Campolong

Joan Baldwin

Nancy Bremar – declined

Motion to close nominations

Beth Ann McCormick. Motion carried.

Winner: Joan Baldwin

### Members at Large:

Nancy Bremar

Linda Campolong

Terry Dunson

Joan Gibson

Lisa Martin

Paul Martinelli

Motion to close nominations:

Nancy Bremar. Motion carried.

Winners: Nancy Bremar and Lisa Martin

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## Human Resources (HR) and Questions from Council – Jim Morris

Jim stated that there has been a lot of progress with the training of supervisors. 69% of supervisors have been trained so far. HR receives approximately 12 – 14 thousand applications every year, including multiple applications sent by a single applicant.

The application process will become automated sometime in the future. They haven't purchased the software yet, so that will be at least one year away. There was discussion about the system not having the capability to show us the status of a position and whether it has been filled or not. Beth McCormick asked why HR quit sending letters letting applicants know that they did not get the job. Jim said that he will take this question back to HR for discussion. He will follow up with us before or during the next Staff Council meeting.

Joan Baldwin told Jim that she knew of several departments that were not using the new Performance Evaluation Forms. They are using the old forms, and those do not include the new pre-evaluation form that employees are supposed to fill out prior to their evaluation. Jim said that he is glad that supervisors are at least evaluating their employees, so it isn't a huge problem, but they do prefer that departments use the new forms.

Joan Baldwin said that during performance evaluation training, the instructor from WVU Employee Relations was talking about the rating method: not meeting requirements, meeting requirements and exceeding requirements. Joan stated that it was mentioned, by the WVU Employee Relations trainer, that it was highly suggested that supervisors never use exceeding requirements category. Jim stated that this was not accurate, and that he wanted to talk to Joan after the meeting.

Joan Gibson asked about rebuttals to a bad performance review. She asked if the supervisor comes back and rebuts the rebuttal, then the employee rebuts the rebuttal of the rebuttal, how many times this can go back and forth. Jim stated that it should end at some point, and that Employee Relations can intervene rather than have the back and forth go on forever.

Jim reminded us that the performance management form requires the next level of management signature.

Charlene asked if the new performance management system had a way for employees to evaluate their supervisors. Jim said that they were just getting started and that there were systems out there like Focal 360, which is a system that provides feedback on a comprehensive list of leadership and management competencies. They might have something this sophisticated in the future, but it is not available now. Charlene asked if this would help with the anti workplace bullying that HR is trying to implement.

Nancy noted that until there is a law against workplace bullying, bullying will continue. Jim stated that Employee Relations determines if there is bullying and that there are consequences if bullying occurs. Lana stated that there is a lot of work to be done.

#### Chair's Report – Jo Morrow

Beth Wyant resigned from Staff Council because her position was reclassified. She is now non-classified and does not qualify to be a staff council member.

Jo said that four of us attended the 2011 ACCE Leadership Conference at Canaan Valley, June 13<sup>th</sup> through the 15<sup>th</sup>. Jo, Lana, Linda, and Ron attended. Jo stated that we talked about a lot of issues and then described the team building exercise where we were given school materials and asked to see which team could build the highest tower without it falling down.

Jo talked about Freedom from Bullies Week, October 16<sup>th</sup> through October 22<sup>nd</sup>. Staff Council would like to do something special for classified staff during that week to show solidarity against bullying abuse in the workplace. Dixie suggested that we put up kiosks across campus and ask

people to give their bullying experience testimonials. We could also distribute information about the workplace bullying phenomenon. Jo asked council members to submit ideas to her to be discussed at the next staff council meeting.

Lana asked if she could go over the issues that we covered at the conference. Her report is as follows:

#### Report on the SB330 discussion at the ACCE Leadership Conference

Dr. Shenita Brokenburr, Vice Chancellor of HEPC talked about SB330. She said that she has taken a good look at where we have been and also how to develop a framework to move forward. She shared a strategic outline and approach with ACCE at their May meeting. Dr. Brokenburr has 25 years of experience in higher education. She is in touch with best practices and likes to walk the best practices talk.

SB330 passed on March 12, and 90 days later, June 10<sup>th</sup> it took effect. This is a tremendous opportunity for us to make a difference. It is time for classified staff to come together and say that we matter. This is the point that she is trying to get everyone to understand. We are not lesser than or more than anyone else.

Dr. Brokenburr is in the process of hiring two office staff members for her central office: Two directors of HR, one for Training and Development and one for Classification and Compensation.

SB 330 also prescribes HR reviews and a report card for within WV Higher Education Institutions. Dr. Brokenburr will have a team of consultants go to each HR department to review their practices. Are they legally compliant? Are they using best practices?

SB330 speaks to classification and compensation. We have to get a salary schedule. We do not have one yet, but we will get to that point. Dr. Brokenburr wants this to be a holistic effort. Old traditions need to be eliminated when they are not needed.

Before institutions can get away from what they pay, they have to be correct on the current (11 year old) salary schedule. Once people are correct, institutions have the leeway to pay higher than that. Dr. Brokenburr will oversee the development of a new baseline pay scale. A new market study will be done because it has been several years now since the last one was completed. A new schedule and a compensation philosophy will be created with staff input. This will be done in a transparent manner. It will not be done in secret behind closed doors. ACCE chair Mike Dunn, and members Bob Long and Amy Pitzer are on an oversight committee. If they don't know about it, it isn't supposed to happen.

Dr. Brokenburr talked about non-classified positions. Non-classified positions have been created as a work-around. ACCE is saying this is not going to continue to happen.

SB330 calls for an RFP (Request for Proposals) to adopt a statewide technology system. FIMS (Financial Information Management System) and EPICS (Employee Payroll Information Control System) will go away statewide.

A reduction in force study was completed a few years back. The plan outlines whose job is cut first. This will be looked at again.

There will be a climate study implemented soon. This is staff's opportunity to offer feedback. Is the culture one of inclusion, or exclusion? We must encourage all employees to respond to the climate survey. The higher percentage of participants, the more Dr. Brokenburr will find out what is happening at the various institutions.

Dr. Brokenburr has tried to understand where the high quality works of studies, task forces, and committees, go. Their high-quality work seems to go into a black hole.

Outside consultants are going to meet with the Higher Education Institutions' HR Departments no later than August. A committee is now looking at the legal requirements. What is the Law? What should we know about affirmative action, compensation, etc.? How many HR Departments have a handbook? This will be a lot of work, but it will be very transparent. The outside consultants will go to the HR offices to review practices. After that has been done, each HR Department will receive a report card.

Across the board, all PIQs (Position Information Questionnaire) will be updated. Everyone will have a performance management appraisal.

We are going to accomplish all this by working together. This is a collaborative effort. We will ask subject matter experts, consultants, and work teams.

There will be a definite paradigm shift from transactional to adding value to everything we do. The goal is to be transparent and fair.

Dr. Brokenburr will be visiting classified staff councils and our presidents to talk about what she shared with ACCE.

ACCE President, Mike Dunn, urged Staff Councils to pick a month to write their annual goals. Staff Councils need to make regular communication with our legislators. Don't wait until the legislative sessions. It is important to establish those relationships. We are being asked to work

with them. Classified staff positions have been elevated. We have been asked to join administrators at the table. Dr. Brokenburr would like to have an HR person on your Staff Council's agenda. Have them early, let them answer questions. Then they can leave. They don't have to be there for the entire meeting.

ACCE Vice-Chair Amy Pitzer emphasized the importance of working with the HR Departments to implement SB330 requirements. We have been saying here is the problem and now that we have SB330, even with all the compromises that we made to get it passed, we need to work harder than ever now. If we don't, we will lose our credibility.

ACCE, HEPC representative Bob Long stressed the importance to work hard and realize this unique opportunity that we have now that SB330 passed, and we have a person of Dr. Brokenburr's caliber who wants to work with us, and to be transparent.

The four WVU Staff Council members who attended the conference learned a lot, and enjoyed getting together with other Classified Staff from across West Virginia.

WVU ACCE Representative Paul Martinelli was absent because he attended the ACCE Retreat. An outline of items covered is attached.

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Sheila Securro, Classification and Compensation Executive Director, talked about pay increases and how they will be administered.

Sheila stated that the raise will be prorated for positions less than 1.0 FTE and/or less than 12 months. All salary increases will be effective on the pay period beginning September 1, 2011; employees paid on current payroll will receive raises in their paychecks on September 15<sup>th</sup>, 2011; employees paid on arrears payroll will receive raises in their paychecks on September 30, 2011.

The raise pool for this year is designed to fully fund the Classified Employee Salary Schedule by providing an increase to the eligible employees that will place them on the salary schedule per their pay grade and years of state service based on the fiscal year 2010 (as of October 1, 2010), a 3.5% increase, or \$.6646/hr (\$1,296/yr. if 1.0 FTE and 12 months, whichever is greater.

EBOs are in the process of verifying years of service, salary, pay-grade, and raises.

ATS is working on putting our raise information out on MyAccess. It will be a real easy way to look at what your raise is going to be. It will already be calculated for you. This feature is tentatively scheduled to be available on August 1<sup>st</sup>.

There was a discussion about lunch breaks. Jim said that typically employees take a 30 minute or a 60 minute lunch break. The lunch break is unpaid unless you happen to be working. If you work six or more hours, you need to take at least a 20 minute break, unless you have the opportunity to eat. Joan Baldwin gave an example of working through lunch, driving from point A to B and eating a peanut butter sandwich while driving. Sheila and Jim agreed that this was a paid lunch. Shelia mentioned that an automatic lunch deduction would have worked against Joan in this case. The law states that you must be completely relieved of your duties in order for it to be considered an unpaid lunch break. If you work through lunch, for instance at a meeting, it must be a mandatory meeting in order for you to be paid.

Joan Gibson gave the example of when she attended a Staff Council meeting to welcome new members. She was asked by the Staff Council Chair to attend the meeting to talk about tuition waivers. The meeting was held during lunch. Joan was away from work for two hours, based on driving time and the length of the meeting. Joan's supervisor deducted an hour from her time so she will not be paid for this work related meeting. Sheila stated that she and Jim will talk about it after our meeting, then get back to us. Joan was not completely relieved of her duties. Jim asked if Joan could have given her talk first, then left. Joan stated that she did not have input into the agenda structure.

Linda Strawser, Director of Payroll, Tax, and EDS, talked about the pros and cons of MyTime

There have been 16 payrolls since MyTime was implemented.

Pros and cons –

Cons: System performance – there have been issues with the system slowing down. They are working to correct this problem.

The problem of a fluctuation in the amount of days per pay-cycle: The state is looking into going to biweekly. It is not a matter of if, but when. At one time they said that it will be up and running on January 1, 2013, but they haven't even purchased the system yet. The MyTime project alone took well over 18 months to bring just that portion up, so Linda didn't think January of 2013 was feasible.

Linda will be attending a State Auditor's seminar in September, and she believes the biweekly pay will be addressed at that time.

Pros:

There has been a major reduction in check returns and correction checks. Linda remembers having as many as 50 mid July in the past. This time there were under 12.

The pay checks reflect actual hours worked. The overtime is paid at the same time as the regular pay, not in a different cycle as before.

There is a single sign-on – one portal that everyone can go to. It is called a wallet, or billfold.

There are MyTime enhancements coming. Reporting tools are out there for the EBOs to run if they have access.

CTO was implemented for those departments who offered it.

The longevity check will be transferred on Wednesday, July 27th, and will show up in your bank account on Thursday, July 28th. It will arrive a day earlier than the regular check.

Toni Christian, Director of Benefits, attended the meeting to answer the following question:

*If an employee hired before July 1, 1988 retires, then comes back as a Senior Mountaineer Temp, does their start date change, thus affecting their ability to use their sick leave to pay for their PEIA Premiums as stated below?*

Returning to WVU, after retiring, as a Mountaineer Temp or Casual employee will NOT change your start date that would change your PEIA sick leave for premiums benefit as stated above. Toni said that if you return as a retiree it is better to remain as a retiree, or to be an active regular employee and start earning leave, whichever is best for you. You would only want to return as an active regular employee if you did not have sick leave accumulated to pay for your PEIA Premiums or your start date was after this benefit ended.

Toni continued to explain the policy: Employees hired and continually covered by PEIA prior to July 1, 1988 can use accrued sick leave at the point in which they transition from active employment to retirement to pay 100% of the PEIA medical premiums. Employees hired on or after July 1, 1988 but before July 1, 2001 are eligible to use sick leave to pay for 50% of the PEIA retiree medical premium.

- 2 days of sick leave = 1 month individual coverage
- 3 days of sick leave = 1 month of family coverage

Employees hired on or after July 1, 2001 are not eligible to use sick leave to pay PEIA retiree medical premiums.

Employees need to be cautious when returning to work, so their retirement benefits stay in place. Her department helps employees make the right decisions for them.

Retirees eligible for Medicare do not have to pay very much for their PEIA premiums. Right now, for a family, it is \$127 per month, but after you subtract \$50 for the employee and their spouse for not smoking, and another \$4 if the employee has a living will, you are down to \$73 per month for the family plan.

Executive Session Called:



Jo announced that the Executive Committee met prior to the regular meeting and that it had been decided that there needed to be an Executive Session with elected members only.

Jim Morris asked why we were calling an Executive Session. Jo stated that personnel and finance would be discussed.

No notes were taken, and the meeting was not recorded during Executive Session.

### BOG Report

Dixie said that she has started preparing her presentation to the Board of Governors, which will be made on September 8<sup>th</sup>, 2011. Dixie requested that we send ideas to her. She only has an hour to present. The Board wants to know what classified staff has accomplished, what kinds of jobs do we have, and what do we do. She feels the need to incorporate Potomac State and WVUIT into the presentation.

Jo offered her assistance, and suggested that we have a meeting to go over what Dixie had put together so far.

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The following President's agenda was suggested for the Monday, July 25, 2011 meeting:

1. Introduce the New Staff Council members/officers and ask other administrators in attendance to introduce themselves.
2. Search Committee for the Extension position.
3. Administration update on Workplace Bullying and what does Administration plan to do for the Freedom from Workplace Bullies week.
4. Ethics clarification and who makes the call. Follow up on acceptance of gifts from students/parent to an employee.

### Approval of June Minutes

Beth McCormick suggested that the June minutes be approved after the meeting with the President on Monday.

### Committee Reports

There were no committee reports.

### Old Business

There was no Old Business discussed. Old Business submitted for discussion prior to the meeting was:

- MyTime (Dana Humberson's request)
- The Staff Council Secretary Position – status

- Updating the Staff Council Web-Site

The Old Business list will be carried to the August meeting.

#### New Business

WVU Blood Drive

WV Day Off – explanation of why WVU does not have this day off.

Summary of items for follow-up:

- Jim: Under Human Resources (HR and Questions from Council)  
Jim will follow up with an answer to Beth McCormick's question about why HR quit sending letters letting candidates know that they did not get the job.
- All: Under Chair's Report. Jo asked council members to submit ideas to her about how to celebrate Freedom From Bullies Week, October 16<sup>th</sup> – October 22<sup>nd</sup>.
- Jim: Under Sheila Seccurro's report, Shelia stated that she and Jim will talk about Joan Gibson's question and get back to us. Joan's question was about her supervisor deducting an hour from her two hour working lunch.
- All: Under Dixie's BOG report, Dixie requested that we send ideas to her for the September report to the BOG.
- Jo: Jo suggested that we have a special meeting to go over what Dixie had put together so far (for the BOG presentation in September)
- All: Beth McCormick suggested that we approve the June Minutes at the President's meeting, and this wasn't done, so we will need to remember to do this at the August Meeting.
- All: The following Old Business items were not discussed at the meeting due to time constraints: The Staff Council Secretary position status, and Updating the Staff Council Web-Site.
- All: Mike Dunn's suggestions: Write Staff Council goals for the coming year. Connect with our legislators.

Beth Ann McCormick made the motion to adjourn at 12:05 p.m. Motion carried and the meeting was adjourned.

Respectfully submitted  
Lana J. Cooke, Secretary