

West Virginia University Staff Council Meeting Minutes

May 21, 2014

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	No (excused)
Campolong, Linda	Housekeeper	RFL	Yes
Campolong, Ron	Trade Specialist	Facilities Management	Yes
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	Yes
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: Toni Christian, Director – Benefits Administration

Marsha Payton, Assistant Director – Medical Management

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 passed around for members to sign.

First Business

Approval of April Minutes motioned by Pam Eddy. Beth Ann McCormick seconded. All in favor and motion was carried.

Treasurer's Report

By Diana Hammack

Diana reported the following expenses:	\$3490.50 (last month's ending balance)
	-21.35 (phone bill)
	-183.55 (name tags)
	-493.60 (WVU Bookstore – Note pads)
	-141.69 (Office Depot)
	<hr/>
	= \$2650.31

Lisa wanted to add that the purchase of the printed envelopes and the cookie tin for the Staff Welcome Reception should be reflected in next month's report.

Pam motioned approval of Treasurer's Report. Beth Ann and Paul seconded. All in favor and motion was carried.

Chair's Report

By Lisa Martin

Lisa had a few items to report this past month. On May 14, 2014, Staff Council had table set up for the 2014 WVU Staff Welcome Reception held in the Mountainlair Ballroom. Diana Hammack, Amy Wodzinski, Pam Eddy and Janelle Squires, along with Lisa, staffed the table for the event. We featured our table cloth, and the flying WV cookie tin for our own drawing. Staff Council pens, sticky note pads as well as brochures were given to the new employees who came to our table. Lisa added that it was alarming how many people did not know if they were Classified or Non-Classified when we asked. She believes this is something that maybe needs more clarification during the initial hiring process. Jim Morris noted that information is stated in the offer letter although many probably do not understand what exactly that means. Lisa suggested having the definitions featured on our website.

She also attended a brief PEIA meeting; not much to report as it seemed every answer was, "take it to the Governor".

The issue of the correct terminology of whether it is "domestic partner" or "same sex marriage" or "other qualified adult" was somewhat discussed, with the end result being to take it the Governor. Ted Cheatham, Director – PEIA, stated the definition was too loose for PEIA. As of now, no upcoming meetings have been scheduled. Linda C. inquired if there is a possibility of

meeting with Ted in August or sometime before they inform us of any new changes. Lisa will contact HR benefits administration to see if they would be willing to do that. Jim suggested Toni Christian would be the appropriate person.

Lisa had met with Jim Morris last Friday to discuss a proposal to the Board of Governors (BOG) to develop a policy for Classified Staff Emeritus status. Jim will do some research to see if any other institutions have this and compare it to the current Policy 36. She would also like to implement an Ad hoc committee for this to include any Classified Staff. Jim believes HR will be supportive of the Emeritus status for Classified Staff and Dixie also expressed the BOG's support as well. Lisa explained the Emeritus status gives someone who is retired privileges to the Library and there is an office space they can use, among other perks.

She would also like to discuss unexcused absences as they pertain to our By-laws sometime today.

She provided Paul with some dates to take to ACCE regarding hosting an ACCE meeting here on campus; either September 30th or October 7th. Lisa asked members to mark their calendars and Paul will inform the group of their decision.

ACCE (Advisory Council of Classified Employees) Report

By Paul Martinelli

Paul provided copies of the resolution on SB 330 he just received this morning.

He informed the group that Extension are searching for a new Assistant Director. When he learned of the search committee they are developing, he noticed that once again, no Classified Staff had been appointed on this committee. He corresponded via email with some contacts whom he thought would know why, while also copying President Gee. President Gee fully agreed that there should be a Classified Staff member as well. Lisa had also sent an email to Gypsy Denzine, Associate Provost – Academic Affairs and copied Provost Wheatly concerning this issue as well. On May 5th, Paul received notification that he had been appointed to the committee, although he was not asking to be appointed himself; he just wanted a Classified Staff employee appointed as that was the right thing to do.

Paul reported that Mark Toor, Vice Chancellor of HR – HEPC (Higher Education Policy Commission) has resigned.

He had sent out an article on titles and what the salaries are at research institutions to Staff Council members recently. He thought it was interesting to see how much more the salaries are in comparison with ours.

He, along with Lisa and Dixie, were appointed to the Evaluation Panel Training Committee. They have a meeting next Wednesday. He feels it is very important for Classified Staff to be involved in these types things and represent.

Sheila Securro had appointed Paul to the Interim Review Committee. It will consist of reviewing specific Classified Staff upgrades for justification of why an employee should be upgraded based on their job duties. Mary Neely, Debbie Brown, Liz Reynolds and Paul serve on this committee. Their last meeting lasted three hours. Linda had inquired that she thought

the JEC does this. Paul explained this committee reviews unique instances where a person requests a review for an upgrade based on exceptions. Linda expressed she was not in favor of this; that if we are all Classified Staff, what makes someone else's job more unique than her's if she is the only one who holds her specific position in the state? Jim explained HR would make those decisions along with classification and compensation evaluations. This is a way to present other input; nothing the JEC would review. The JEC looks at job titles to be created or something along those lines. Linda inquired what makes these positions so unique that they would have to be looked at by an internal committee. Dixie explained that they developed this certain committee to have internal input regarding another employee's request to review their job position. Larry stated his opinion would be that if a person wants a unique job position then they should go Non-Classified. Joan C. stated she believes there are differences in that Linda's job in housekeeping is a different pay grade than her employees, who are also Campus Service workers although their jobs are not considered unique.

Jim suggested to have Sheila Securro, Executive Director – Human Resources, to come in and present more information. Lisa made note to invite her to next month's meeting.

Paul wanted to report that the ACCE will hold their retreat July 14th – 16th at Chief Logan in Logan County. He wanted to invite other council members if they would be interested in attending. They held their last meeting at Potomac State and next month's meeting will be held at Northern, in the Wheeling area.

BOG (Board of Governor's) Report

By Dixie Martinelli

Dixie reported they did not have a meeting this month but the next meeting will be June 4th at Jackson's Mill in honor of the 100th celebration of the Smith-Lever Act, established in 1914, that made WVU a land grant institution resulting in the Extension Service.

On June 3rd, she will attend a Revitalization and Facilities Committee meeting as well as an Audit Committee meeting.

Dixie wanted to share that she has been receiving several inquiries, mainly by Faculty, pertaining to why the institution is being so top heavy with Administrators. She has been referring them to Bob Griffith of the Faculty Senate Legislative Affairs Committee and Lisa DiBartolomeo, Faculty Senate Chair.

She had also received an inquiry from a parent who was concerned if tuition was going to increase again and they expressed they feel all the money is going to Administrators with not enough quality Faculty to teach. She referred them to Michele Wheatly, Provost of Academic Affairs and President Gee.

Committee Reports:

Athletic Council

By Joan Baldwin

As previously discussed, she and Jim have been working on the athletic benefits for retirees of WVU. Toni Christian, Director – Benefits Administration, had sent her an email informing her that Benefits had corresponded with Matt Wells, Associate Athletic Director/Marketing and Sales. Matt had confirmed they would be more than happy to send out the cards. Benefits will provide the Athletic Dept. with a list of all retirees from many past years although they are uncertain if they have the correct address or if the retiree is deceased. They have asked Foundation if they would “scrub”. This is a process where a company can do a search on addresses and death notices. They are currently working on this now and once that is complete, they can then revise the list to remove deceased persons and obtain current addresses to be given to Athletics.

Compensation Committee

By Linda Campolong

Linda had stepped out for a moment but Emmitt reported nothing new. Lisa asked if they had met with Sheila Securro as previously discussed. He reported they did but they are setting up another meeting with her.

Legislative Committee

By Nancy Bremer

Nancy had no new items to report but she did ask Paul to provide her with the dates of the summer interim. She will then send out the date to the committee and plan a trip to Charleston.

Lisa added she would like to invite Sarah Smith, the liaison/contact person in Charleston for WVU, to an upcoming Staff Council meeting, possibly in July.

Parking & Transportation

By Larry Baldwin

Larry had no new items to report. They reviewed everything during the last meeting. He added that Clement Solomon, Interim Director – Parking Management, informed the group that if anyone had any inquiries to email him. Larry had brought to his attention the issue of the new handicap parking spaces at the HSC which were done in November and still haven't been painted to indicate they are handicap. There are a dozen spots with accessible sidewalk and since they aren't painted they are allowing anyone to use the spaces. Clement had told him they are waiting for the contactors to finish. Larry can't understand why they wouldn't just temporarily put some paint down to allow handicapped persons to park there for the past eight months. Cathy Patterson, Assistant Director of Maintenance – HSC, had decided that no one deserves to park there then and roped it off but it was eventually torn down and people started

parking there again. Lisa advised Larry to send an email to Clement asking him if he has any idea when these spaces will be marked so he can share the information with Staff Council. Jim said he will call Clement regarding this.

Louise informed the group when she stepped back in, that she had just recently called the office and spoke to Kim who had talked to Cathy Patterson regarding this. Cathy confirmed that this job was contracted out by the hospital and they can't do anything.

Tuition Assistance

By Amy Wodzenksi

Amy reported the Summer Tuition Assistance applications have been processed with one person appealing the denial based on not meeting the GPA requirement.

The deadline for Fall Tuition Assistance applications is June 16th. Lisa explained if they need access to the office to hold a meeting or to look at the applications during Janelle's absence this summer, to let her know. She will be going to the office once a week to check the mail and such.

Tiffany stated she had received an email that things weren't complete with the Tuition Assistance Committee duties. She added that when they have meetings, everything is always complete and nothing else needs done. Lisa explained that she was asking for a fifth person on the committee to assist other committee members, to make things easier if need be. It should be up to the committee member (on any committee) to initiate an active role and reach out to the other committee members.

Welfare Committee

By Larry Baldwin on behalf of Linda Bise

Larry reported no new items. Amy handed out flyers for the upcoming Staff Council Blood Drive to be held on June 16th at the Waterfront Place Hotel.

Guest Speakers

Toni Christian, Director – Benefits Administration & Marsha Payton, Assistant Director – Medical Management

Toni and Marsha are here today to discuss some questions regarding the FMLA (Family Medical Leave Act) as well as some other benefits offered at WVU. The FMLA was established in 1993 for employees. WVU was actually way ahead of this at the time because they offer much more than just FMLA. The FMLA was initially started due to pregnancy. Another factor was a chronic health condition and the third factor was work related injuries. It also applies to the employee's family members if they need the employee's care during an illness. Another reason it was put in place is because many other private industries wouldn't grant such a length of medical leave like WVU does. Employees of WVU may take up to a year of medical leave

(utilizing accrued sick leave or if that runs out, your annual leave, if that is exhausted, then unpaid) with FMLA covering the first twelve (12) weeks of job protection. To be eligible for FMLA, you must be employed with that company for one year or worked/paid for 1250 hours. Medical Leave at WVU also recognizes all household members.

There are a few differences between FMLA and WVU's medical leave but HR must give notice for either one, legally; they have requirements for both; FMLA is based on the number of hours. The employee still has a job at WVU if they are out for more than twelve (12) weeks and they keep their current position with WVU's medical leave through Medical Management.

If you are out from a work related injury, they are required to give you notice of FMLA for the first twelve (12) weeks. If you are out for more than one year, HR Benefits will still bill you for your health insurance premium at the employee rate under Worker's Comp.

Marsha explained that at any time, if an employee is going to be out for more than five (5) working days, they must contact Medical Management. You will then be asked to provide a release to her office before you return to work. This process is private and confidential and you must provide medical records to Medical Management. You do not need to release your medical condition to your supervisor when you call off. If you have a chronic, lifelong health condition then you must provide medical documentation annually to utilize your Medical Leave and FMLA.

If you exhaust all sick and annual leave and still need time off, you can apply for Catastrophic Leave. This is when other employees can donate leave time to your bank. You want to apply for this as soon as you think you will need it, at least a month ahead. The person that donates to you must maintain a balance of 165 hours combined after they donate to you.

If you fall at work or on the grounds of your employer, you must file an incident report. This is very important even if it is minor because it could be a week later that your back starts hurting or something. If you and several other people tripped over the same thing repeatedly, you must file an incident report. It doesn't necessarily mean that it's Worker's Comp, but that incident must be on file.

Toni handed out some pamphlets pertaining to the new voluntary benefits as well as some other items.

Toni also relayed they are currently corresponding with Ted Cheatham, Director of PEIA, regarding the same sex marriage coverage. He is indicating this would be something for the Governor to decide on since it will be state mandated.

Lisa wanted to briefly remind everyone of the importance of attending meetings. The By-laws regarding missed meetings/unexcused absences states if you accumulate six (6) unexcused absences, that is grounds for removal from Staff Council. She asked Janelle to go back through the records to review and to notify the person(s) if they have at least four (4) unexcused absences. Lisa understands you cannot always be here but to somehow let her know if you can't, preferably via email.

Linda C. inquired if anyone from Staff Council attends Faculty Senate meetings. She had heard that at a recent Faculty Senate meeting, there was discussion of outsourcing maintenance at Ohio State. Lisa is unsure but stated their minutes are online and the meetings are webcasted. She receives emails from their Welfare Committee regarding Tuition Assistance. They do not get what Classified Staff get but are trying to make everything more equal. The plan is to propose a Tuition Assistance program, University wide. They asked her if anyone would be interested in attending their Welfare Committee meetings for input. Lisa asked that if anyone would be interested to please let her know.

Nancy wanted to let anyone know who is unaware, of the Climb Higher Campaign. It states each week, ENEWS will feature a nominated Faculty or Staff member who is going the extra mile for WVU.

Old Business

The group will need to do a final review of the revised By-laws that Samantha Burwell worked on. Jim Morris indicated the group needed to vote on an election method; whether or not they wish to use electronic ballots or continue the use of the paper ballots or both.

New Business

Nancy reviewed the preliminaries for the Election Committee for the upcoming Staff Council elections. The Committee will consist of five (5) members not currently serving on Staff Council and each person has to represent each sector of Staff Council. She asked everyone to send Lisa the names of one or two people who they think would be ideal.

The next President's Meeting will be held on Wednesday, May 28th at 11:00 a.m. in the PCR. Items for the President's Meeting Agenda are as follows:

1. What are some of your future plans you wish to implement at WVU?
2. What ideas are you considering with regard to reduction in bureaucracy, inefficiencies, etc.?
3. Has Narvel Weese reviewed the figures and come up with a final answer in regards to WVU matching the \$504 pay raise?
4. Employees – specifically Extension employees – who work out in the field all day yet they are required to clock in and out for lunch which has proven to be difficult.

Diana is serving on the EmployeeFest Committee and is in charge of games. She asked the group if they have any ideas to please let her know.

Beth Ann motioned to adjourn. Joan B. seconded. All in favor and meeting adjourned around noon.