

# West Virginia University Staff Council Meeting Minutes

February 17, 2016

8:15 a.m. – 12:00 p.m.

Jerry West Lounge – Coliseum

| <b>Name</b>       | <b>Title</b>                      | <b>Department</b>           | <b>Present</b> |
|-------------------|-----------------------------------|-----------------------------|----------------|
| Baldwin, Joan     | Nutrition Outreach Instructor     | Extension Services          | Yes            |
| Baldwin, Larry    | Trades Specialist Lead II         | Physical Plant HSC          | No*            |
| Boyles, Lisa      | Human Resources Assistant I       | Human Resources             | Yes            |
| Bremar, Nancy     | Nutrition Outreach Instructor     | Extension Services          | Yes            |
| Campolong, Linda  | Housekeeper                       | RFL                         | Yes            |
| Campolong, Ron    | Trades Specialist I               | Facilities Management       | Yes            |
| Driscoll, Robert  | Forest Manager                    | Forestry                    | No*            |
| Flanagan, Allen   | Supervisor Night Operations       | Mountainlair                | Yes            |
| Forquer, Burlene  | Manager Food Service              | Mountainlair Catering       | Yes            |
| Friend, Rebecca   | Administrative Secretary Senior   | School of Public Health HSC | No*            |
| Fry, William      | Trades Specialist Lead II         | Facilities Management       | Yes            |
| Gibson, Rodney    | Maintenance Worker II             | Jackson's Mill Facilities   | No*            |
| Griffin, Barbara  | Developmental Advising Specialist | Academic Degree Programs    | Yes            |
| Leiggi, Shane     | Manager Physical Plant II         | Facilities Management       | Yes            |
| Martin, Lisa      | Special Events Coordinator Senior | Event Management            | Yes            |
| Martinelli, Dixie | Office Administrator              | Extension Services          | Yes            |
| Martinelli, Paul  | Program Manager                   | Extension Services          | Yes            |
| McCracken, Judi   | Library Associate                 | Main Library                | Yes            |
| Morris, Jim       | Assistant Vice President          | HR Employee Relations       | Yes            |
| Neyman, Lisa      | Information Assistant             | Physical Plant HSC          | No*            |
| Steadman, Sherry  | Library Associate                 | Main Library                | No*            |
| Torries, Michael  | Academic Lab Manager II           | Chemistry                   | Yes            |
| Wodzinski, Amy    | Program Coordinator               | FIS                         | Yes            |

*\*Excused*

**Guest Speakers:** Chief Bob Roberts – University Police Department

Clement Solomon, Director – Parking Management & Transportation

**Submitted by:** Janelle Squires, Administrative Secretary – Staff Council

### **Call to Order**

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

### **First Business**

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

### **Treasurer's Report**

By Allen Flanagan

Allen reported a beginning balance of \$3,177.05 with expenditures of \$21.50 for the phone and \$33.28 for printing which is still in question. This charge is for several copies that were made in January purportedly using Janelle's copy code, however, she did not make those as she hasn't made copies since October. She has since received a new copy code and will begin to document the date and time of which she uses the copier.

That leaves an ending balance of \$3,122.27.

Nancy motioned for approval of Treasurer's report. Joan seconded. All in favor and motion was carried.

### **Chair's Report**

By Lisa Martin

Lisa informed the group that the 2016 Faculty & Staff Legislative brochures are complete. Janelle will keep them in the office; should anyone need additional copies, please send requests to her. Special thanks to Joan for collecting the box while she was in town recently and distributing them to legislators in Charleston. Nancy will also distribute to all 55 county extension offices.

Thanks to Paul for handing out copies of the HEPC (Higher Education Policy Commission) preliminary report of the compensation study by Mercer. They are looking at collapsing the pay grade structure from 25 down to 12.

Lisa recently met with Cris DeBord, the new VP for Talent & Culture, at his request. He will be meeting with several groups campus-wide before he makes any formal changes/decisions; but he took notes, listened, and was very engaged.

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

By Paul Martinelli

Paul shared a brief, condensed report since their last meeting at BridgeValley Community & Technical College in South Charleston on January 14<sup>th</sup>. Their president, Dr. Jo Harris, had announced that she will be retiring. He also learned that three years ago, Bridgemont and Kanawha Valley schools were combined to form BridgeValley.

Sixteen people had attended and nine were excused. The next meeting is to be held at Marshall University, in Huntington, on February 25<sup>th</sup>. He foresees not being able to attend, with several other meetings happening across campus, and is making advanced preparations to request a conference call. He has yet to hear back whether or not that is an option.

The ACCE chair had formed various committees. He was appointed to the Reduction-of-Force Committee which is comprised of fourteen members. As of yesterday, just two members submitted information. He had provided information regarding layoffs and furloughs. He has received some helpful information from Jim and Amber, which he appreciates, but found it very difficult to obtain data regarding these topics. Overall, it took him three Saturdays and four or five lunch hours to gather this information.

Bruce Cottrill, Director of Classification & Compensation of HEPC, has reported the Mercer study is complete which Paul had provided copies of. He indicated that OASIS (Our Advanced Solution with Integrated Systems) may be implemented by May 2016. The results of the study were presented to LOCEA (Legislative Oversight Commission on Education Accountability) on February 4<sup>th</sup>. They are recommending a new pay structure. Of the total of 4,992 classified staff, the study claims that 977 are below the new range minimums. It would cost approximately \$2.5 million to bring everyone to that minimum.

With regards to the pay structure compensation study, Jim believes it is still ongoing. He explained Bruce Cottrill, HEPC Director of Classification & Compensation, and Trish Clay, HEPC VP Chancellor for Human Resources, will be discussing the results with Chief Human Resource Officers to review the preliminary job slots and working out the details. We will have to abide by the provisions of the new structure. Our costs will be minimal with the updates to the ranges in 2012 and again last year. Reducing the pay structure from 25 pay grades down to 12 will be challenging, reason being, the evaluation process – which establishes the hierarchy of jobs. There is the thirteen point-factor system that determines which of the 25 pay grades a person's position falls under. With collapsing the pay grades down to 12, that system is no longer valid. We do currently only use the 6 through 21 paygrades out of the 25.

Lisa added one possible good outcome is that it will likely give you more room to move within the pay scale.

Lisa B. commented that the paygrade chart is listed on our HR Classification & Compensation webpage, but it doesn't give any description of why you are in a certain category. Jim explained it is a combination of many factors: education, experience, years of service, performance, etc.

Burlene has made numerous requests for a chart that provides a chain of command within her department but has yet to receive one. Jim believes that is typically within each department. They are currently exploring a specific HR organization within the MAP (Mountaineer Administrative Processes) system.

One question that came up during the ACCE meeting was if an adjunct can teach at campuses. From what he has learned, WVU allows that.

He also shared some facts regarding the PEIA Finance Board. It is comprised of nine members: two members' terms expired in 2013; two other members' terms expired in 2015; one member's term expires in 2016; and three other members' terms expire in 2018. There is also an ex-officio.

Another item, HB 4494, introduced on February 11<sup>th</sup>, is the tobacco tax increase. The last increase was \$.55 and was passed in 2003. The Governor has indicated the potential \$43 million generated from the proposed increase would go directly to PEIA, however, things may change. The Governor also stated that no money from the Rainy Day Fund would go towards the 2017 budget.

Bob Long, who was appointed to emeritus status by the chair of ACCE, suggested the ACCE needs to make sure that the true definition of critical retention is included in the website.

With regards to sports, according to a report from 2014, the revenue generated from the Big 12 was \$221 million with WVU receiving \$14 million. By 2016, we will receive the same amount as the other ten schools and that will go toward our athletics program being we are the only school in WV that doesn't get subsidized with state money for athletics. Dixie added that after we had won the Orange Bowl in 2012, over 11,000 students applied here and for each 100 students, that generates \$1 million for our whole town. Judi also commented that before the Library references were automated, they still had the card catalog. After they won a bowl game, the Athletic department donated money toward their automation. The NCAA restricts the amount of money Athletics can donate toward academics.

Linda added that with regards to the new city-user fee, Morgantown should look at how much money WVU brings in with our ball games as well as the money each student is generating.

The ACCE Retreat will be held in Canaan Valley on July 11-13 this year and is open to everyone.

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

By Dixie Martinelli

Dixie explained she will be attending a BOG meeting tomorrow beginning at 8:00 a.m. until 5:00-6:00 p.m. since they will not have a two-day meeting. Friday is WVU Higher Education Day at the legislation so everyone will be in Charleston. She encourages Staff Council members to talk to a local legislator if they have the chance and ask what is being done for higher education and PEIA.

## ***Committee Reports***

### **Athletic Council**

By Joan Baldwin

Joan attended a recent meeting and discussed how the athletic council will be assisted with regards to decisions from the AD and how the former Athletic Director did not include suggestions from the council. The current AD will be scheduling meetings with council every three months and may choose to call special meetings should any issues arise.

Kelly Cunningham, WVU Executive Senior Athletic Director, attended and reviewed the facility updates. Employee pricing remains the same. Donations still remain just as important but not demanded.

Notification letters have recently been sent out informing football ticket box seating holders that a non-employee family of four will now be charged \$8,000 for the box seat due to the renovations at the football field.

The AD explained the rumor of a new football stadium being built is simply not true. Any other rumors should be addressed to the AD administrative office.

The Coliseum renovations have begun and should be completed within a timely fashion. There is a plan to put box seating at a designated court-side location. Another room will be added for ticket holders/generous MAC donators but will not affect the seating within the bowl.

Another rumor, that the local high school Commencement ceremonies were not welcomed at the Coliseum, this is again not true. Any implications this year are solely due to the renovations.

The budget is expected to be the same. The AD is open to working side by side with fans including all employees. He would very much like to speak to the group in the near future.

### **Welfare Committee**

By Amy Wodzinski

Amy explained they did not meet this month but she attended the Faculty Senate Welfare Committee meeting last month. They have appointed an ombudsperson for faculty.

The committee plans to meet before the President's meeting on February 22<sup>nd</sup>.

### **Tuition Assistance**

By Barbara Griffin

Barbara explained the committee will meet with representatives from Financial Aid to discuss the recent changes to the Tuition Assistance program. One will be taking over the responsibility of reviewing eligibility requirements.

## **Legislative Committee**

By Nancy Bremar

Nancy suggested the committee meet after the President's meeting on February 22<sup>nd</sup>. She recently contacted Steve Bonanno, Extension Service Dean & Director, due to some conversations with Rob Alsop, VP for Legal and Governmental Affairs and Entrepreneurial Engagement, pertaining to financial and legislative issues. She will be distributing the 2016 Faculty & Staff Legislative Brochures to all 55 county Lead Extension Agents to review during their CPC (County Program Coordinators) meetings to become more familiar with our collective efforts.

Lisa added that Narvel Weese, VP for Administration & Finance, has taken care of the expense of the brochures on behalf of faculty and staff. The gesture is very much appreciated by everyone.

## **Compensation Committee**

Linda explained that Lisa N. has been trying to plan a meeting that suits everyone's schedule.

Lisa suggested all committees can always opt to use conference calls, if need be.

## **Transportation & Parking**

No report today but Shane informed the group that they are updating parking permits/decals for facilities' night shift employees.

## **Guest Speakers**

Chief Bob Roberts, University Police Department  
Clement Solomon, Director of Parking Management & Transportation

Lisa explained the reason we asked them to speak today stems from the sudden snowstorm a few weeks ago that left Morgantown traffic at a standstill for several hours. Dixie, who was on the Evansdale campus that afternoon, near the Ag Sciences building, had called the UPD to have someone open the exit gates leading to Patteson Drive and Mon Blvd. because everyone was barricaded in. They were told that only Parking employees can access those gates.

Chief Roberts explained the UPD can most certainly open the arm gates. Clement explained he was there around 5:30 p.m. and the gates were open. He confirmed they do have access to the gates, excluding the gate at Blaney House, being it is a private residence. All city and county emergency personnel have been given an access card to the gates.

Chief Roberts further explained that at that particular time, even if the gates had been open, no one could even go anywhere if they wanted to. With the combination of the basketball game

and snowstorm, it was hard to avoid such a situation, but some changes have been made due to that day. The gates will be open during 'late' games. They had also been informed by an employee about some traffic issues at the new light on Evansdale campus, so they made some changes to that.

Dixie stated a big part of the problem was that whomever was directing traffic around the Coliseum was basically allowing traffic into the Coliseum parking lot and only letting a handful of cars get through the intersection.

Chief Roberts explained the county has an Emergency Evacuation Plan in place. That day wasn't classified as an emergency. The UPD, for one, go around and take sectors to direct traffic in the event of an emergency. One of the major problems that concerns them is not what we're going to do here, but if D.C. evacuates, they're coming this way and that could be troublesome.

The long-term use of the Evansdale will be made into a walking area, from what Chief Roberts has learned. Clement understands the pedestrian/vehicular conflict is common in that area with Towers and University Park. Another issue is that it's used as a cut-through from Don Knotts Blvd. to University Avenue, so they found that keeping those gates down prevented a lot of that. They've replaced seven gates so far in that area due to them being hit by cars going too fast.

Chief Roberts further explained that their goal is moving vehicular traffic to the outskirts of campus so the inside is pedestrian-friendly.

Dixie believes there are communication issues. She suggested that they send out automated alerts via our office telephones; much like what HR sends out reminding us of open enrollment month. He will check on that and asks to email him with any questions or suggestions.

He encourages everyone to sign up for the LiveSafe app, a higher ed mobile safety communications platform, as well as the WVU Alert app, which allows someone to notify the UPD of any issues across campus as well as receive alerts from the UPD. They are also on social media.

If for some reason they need to evacuate a building, they would use the WVU Alert system and inform people where to go and an officer would direct traffic. Every building should have a building emergency plan. If a small disaster starts in a building and it is not contained within that area, it will then grow. He believes that the month of June will be Emergency Preparedness Month, beginning this year, in which they will put teams together to scout every building.

Lisa had been asked by an employee why we hardly ever see officers on foot around campus. Chief Roberts explained they had a huge turnover and are still understaffed. They are hiring six new people to work in their communications center so once they are fully staffed, some employees will serve as community safety officers; walking the buildings and being seen. He wanted to remind everyone that they depend on us to help them make our campus safe.

Dixie inquired why they have such a large turnover in their unit. A lot of people receive extensive training and then leave for better pay, however, he believes it's a generational issue as well with most households generating two incomes; they tend to not be worried about various job possibilities.

The UPD's K9 has recently passed away after serving seven years with them. A bomb K9, Ginger, has a sister that just had a litter of pups and they will be getting one. He is asking if

Staff Council would be interested in purchasing a ballistic vest for her, probably by next Fall, which would cost around \$500-\$600. The students had gotten their previous K9 her vest and the one before that was purchased by faculty members. Ginger is trained in open air sniffing in which she can detect someone carrying an explosive in a crowd, which is especially helpful during games.

They will be starting a new program, tentatively to be called VIP (Volunteers in Policing) or Citizens Police Academy, sharing training programs with whomever is interested.

Shane asked Clement if there is a plan to charge night staff for parking. He confirmed there is not.

Clement also informed the group that Parking employees are now utilizing an app on their mobile device that takes seconds to check the bar code on a permit. They have since done away with the bulky hand held devices.

Amber questioned if they've ever explored any type of out of city parking for employees at a reduced rate in which they could shuttle in via Mountain Line or our university buses. Clement indicated they've discussed it but most people want to be as close to their office as possible. If enough people are interested, they will definitely try it but there are potential issues such as having to attend meetings or leaving for a doctor's appointment, etc.

Clement explained that some people are benefitting from their occasional parking permit program in which you purchase a permit and they give you 18 free passes that you can use for the course of your stay during the semester.

There is also a vanpool sharing program, called the vRide. It's a federally funded program in which a group of ten or so people who live in the same vicinity, ride in to work together, with a captain driving the van. It is basically free with the \$800 in subsidies received for the program.

### **Old Business**

Allen had pointed out that the bi-weekly payroll estimator that is featured on [www.wvsao.gov](http://www.wvsao.gov) appears to have a short fall. Allen explained he entered the 24 pays multiplied by 24 and then did the bi-weekly multiplied by 26 and it appears to be incorrect. Jim explained their continuing efforts in developing a payroll processing system (along with OASIS) with ITS, whether they continue with the 24 pays per year or go to the 26 bi-weekly pays.

Jim recently spoke with Clement Solomon, Director of Parking Management, regarding our parking permits for our upcoming monthly meetings that will be held at different locations on campus. He explained that is not a problem; he can email those permits to everyone. Janelle will provide names and email addresses to Clement.

Joan had been asked what the status is of the proposed 40 hour work week. Jim explained there hasn't been any recent activity but for now their focus is on the payroll process.

Jim provided draft copies of the revised employee evaluation forms – one is a standard review and the other is review with employee goals. The 'with goals' is to evaluate previous set goals from last year's performance appraisal along with their current job duties. He explained after some discussions with Cris DeBord, VP for Talent & Culture, he urges them to adjust the forms modestly, focusing more so on supervisory training and process. They will continue meeting

with focus groups, Staff Council being one, for another few weeks. They will then finalize the form and develop training sessions with supervisors to hopefully complete the process by July. They are hoping to acquire some new software to aid the managers with completing and submitting the forms.

Some differences between the previous form and the new one:

- instead of ten evaluation factors, it has been reduced to nine
- the 'Interpersonal Relations' section has been removed being it's mutually exclusive to the 'Ability to Work Well with Others'
- departmental specific criteria may be added to the extra sections as it applies to your job
- the column colors were previously different and some employees had criticized that made the supervisor look more at the 'Valued Performer' being it was white and the others were blue; they've made them all the same color on the new form as that was never intentional
- the rating factors have been reduced from four down to three; Cris had advised most people aren't evaluated based on an "extreme" of a low or high rating but more so in between
- the 'with goals' form has a page of the previous years' goals and the new goals set for the coming year will include a different process

Many member's had voiced that the three rating factors should really be four or five. If your previous evaluation stated you 'exceptionally exceeded' but now the new form doesn't have that column, how could you do better than the previous year? The opportunity is taken away.

Lisa inquired if the new form would affect the peer evaluation that some departments opt to do. Jim explained that wouldn't change that process. There are two parts of the performance management: the performance review form and the performance review process, which is filling out the forms, gathering the input to determine the ratings. That also determines the training for supervisors and managers.

Lisa B. asked if they've decided on a mid-term discussion among supervisor/employee if that employee is heading towards a 'need improvement' so that they can strive to do better before the actual evaluation. Jim indicated a common theme has been more frequent feedback from supervisors in an informal way and they will encourage that during training.

Burlene asked if they could use the same form at the midpoint that way the reference and goals are right there and they can make notes. Jim thinks that is a good idea.

Mike suggested the top paragraph on page 2 that states something about 'needs improvement or will require an action plan...which should be coordinated with HR'. He thinks the 'should be' needs replaced with 'will be'. The one part that states 'embrace change' should be changed to 'receptive to change'.

Dixie believes the new form with its reduced options just makes it easier for managers/supervisors to get it done and over with, so she thinks five rating factors would be sufficient and fair.

Joan had shared that one individual had indicated that no employee will ever be able to 'exceed expectations' and they were going to mark them as 'valued performer' no matter what.

Everyone agrees all supervisor training needs to be mandatory. Jim explained upper management would need to endorse that. Shane verified that two supervisors in his area are being required to attend mandatory training this week. Lisa asked why we aren't making supervisor training mandatory. Jim indicated they don't want to seem heavy-handed or appear authoritative in this process. Amber added it is the administration (Dean, Director) of each area that would need to mandate that.

Lisa B. suggested they write why they give an employee a 'valued performer' as well, not just for the 'needs improvement' or 'exceeds'.

Allen asked if this process is designed for the employee or supervisor. Jim answered it's meant to be a mechanism, or a tool, for the supervisor to provide feedback to the employee. One of our trainers is being certified in crucial conversations; teaching managers how to effectively discuss these types of things with the employee.

Dixie added it appears that they're just making it easier for the supervisor by not making them accountable for what their job descriptions say they need to do. How is cutting down performance columns benefitting the employee? If an employee receives a 'valued performer' the supervisor needs to put why – the employee never did anything in the course of the year to exceed even once?

Nancy shared that there were threats made to supervisors who gave employees 'exceptionally exceeds' and were told to never do that again.

Burlene asked why there can't even be online training for supervisors, much like what we're mandated to do with P-cards, Title IX, etc.

Jim indicated the form doesn't make this a perfect system. It's the supervisor doing the right thing. They will work to enhance training and making it available in several formats.

Nancy pointed out that it *has* changed since 2010. President Gee made us a meritocracy and that makes this form very critical because it is attached to people's pocketbooks.

Mike feels the timing of the employee evaluations is a very busy time for many with getting ready for a new school year. Amber added they have between June 30 and August 31.

Lisa feels the goals should be one process, working off of the same page going forward.

The last form is for those who supervise or project managers. The evaluation factors are from a memo that President Gee sent to his senior leadership team shortly after coming here. Jim feels those expectations should be given to all leadership within the University.

Judi referred to #5, about embracing change. Some employees have a hard time with change and she would appreciate a supervisor that is sensitive to that and understands; one that adapts to different personalities.

Mike suggested adding another element, such as what they've done to ensure the development their staff.

Lisa asked why it doesn't have extra lines like the other ones; open space for adding notes.

Burlene suggested the five ratings as well as opposed to three.

Jim noted everyone's suggestions. Council members appreciate Jim and Amber's request for feedback.

Linda asked if it was possible to use CTO (Compensatory Time Off) in lieu of sick leave. Amber stated the policy from the central leave office is that it is to be used for scheduled time off, however, it is at the discretion of the supervisor. If you are out of sick leave, you can use annual leave or CTO.

### **New Business**

A current topic of conversation lately has been the proposed HB 4012 – Religious Freedom Restoration Act, which has been passed by the House and is now in the Senate. Nancy explained it is basically a bill that will allow discrimination against LGBT and any person who doesn't share another person's religious beliefs. For example, if you own a restaurant and a same sex couple or someone wearing a burka comes in, you may refuse to provide service to them.

WVU Faculty Senate, LGBT Commission, among many other state organizations, have all voiced their opposition of this bill. She asks that classified staff also stand up against it. She would then relay the message to the proper sources so that it makes it down to Charleston.

A council member voiced that opposing it would violate a person's religion and First Amendment right although many feel the bill is going against our First Amendment.

Lisa understands everyone has a right to their opinion, whatever that may be. She asked if the Council would like to take a vote. By show of hands, Staff Council shows opposition of HB 4012 by 11-1 with 1 abstaining from voting.

The President's meeting is scheduled for Monday, February 22, 2016 at 11:00 a.m. in the Greenbrier Room, Mountainlair. Items on the agenda are as follows:

- Mandatory supervisor training
- Legislative update
- Budget update

Lisa reminded everyone that our meeting next month will be held in the Downtown Library, Room 104.

Joan motioned to adjourn. Nancy seconded. All in favor and meeting adjourned at approximately noon.