
West Virginia University Staff Council Meeting Minutes

October 18, 2017

8:15 a.m. – 12:00 p.m.

Mountainlair, Blackwater Room

Name	Title	Department	Present
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	Yes
Baldwin, Larry	Trades Specialist Lead II	Physical Plant HSC	No*
Bolin, Julia	Nutrition Outreach Instructor	Extension Service	Yes
Bremar, Nancy	Nutrition Outreach Instructor	Extension Services	Yes
Crabtree, Joan	Supervisor Campus Services	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
Martinelli, Dixie	Office Administrator	Extension Services	No*
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
Stevens, James	PRT Systems Operator	Personal Rapid Transit	Yes
Summers, Autumn	Library Associate	Main Library	Yes
Torries, Michael	Academic Lab Manager II	Chemistry	Yes

**Excused*

Submitted By: Janelle Squires, *Administrative Secretary, Staff Council*

Guest Speakers: Dave Beaver, *Assistant VP of Procurement, Contracting & Payment Services*

Rachel Hays, *Associate Director, Payment Services*

Call to Order

The meeting was called to order by the chair, Lisa Martin, and quorum was established. The sign-in sheet was passed around for members to sign in.

Treasurer's Report

By Joan Crabtree, *Secretary/Treasurer*

Joan reported a beginning balance of \$3,873.92 with the following expenses:

-\$100.58 (travel)
-\$21.20 (phone)
=\$121.78

That leaves an ending balance of \$3,752.14.

Chair's Report

By Lisa Martin, *Chair*

Lisa reported that Vernon Hilling resigned from Staff Council on October 10 and next in line based on the votes from the election is Rusty Irons, who has accepted the sector seat. Rusty and Vernon were actually tied and had to do a tie-breaker.

Thanks to those who submitted their comments regarding the Code of Conduct draft to Janelle. Those have been compiled and sent on to Jim and Amber for preparation of the Code of Conduct workshops.

Amber will plan to provide an update at the November Staff Council meeting.

She and Dixie met briefly with the Shared Services unit. Communication regarding that is forthcoming, however, no new information other than what we already know about EBO's being combined.

Board of Governors (BOG) Report

By Lisa Martin, on behalf of Dixie Martinelli, *BOG Rep.*

Their scheduled board meeting will be held October 26-27 beginning at noon on the 26th with committee meetings, presentations and finishing with the regular board meeting on the 27th.

They will be reviewing policies changing to Rules pertaining to faculty with exception of the classified staff and the Emeritus Rule.

It is expected to be a busy couple of days and she is looking forward to the board passing the Emeritus for Classified Staff.

Lisa and Dixie reviewed a copy of the Classified Staff Emeritus draft and the only concern was the years of service being changed from 15 years to 30 years, which was surprising. They questioned it and were told Stephanie Taylor, General Counsel, hadn't recalled getting a copy of ours that listed 15 years. They voiced their disagreement with the 30 and preferred to stick with the 15 years, but if need be, they would compromise with 20 years of service.

Advisory Council of Classified Employees (ACCE) Report

By Shirley Robinson, *ACCE Rep.*

Shirley reported they met on October 16 at Mountwest Community and Technical College in Huntington, WV.

The Vice Chancellor for Human Resources, Higher Education Policy Commission, gave an overview of some updates and presentations; although a lot of the items were not relevant to WVU as we are no longer under their rules.

They discussed job descriptions and paring down the individual descriptions for the same job title but different levels, i.e., Trades Specialist I, II, III, etc., as well as the salary schedule.

They reviewed the new legislative procedures; how to track bills in legislature; meeting with legislators; and Reduction-in-Force (RIF) regarding classified staff.

Jim added units are looking at their individual budgets and ways to cut back; some involve people and/or operational expenses. Not all budgetary reductions will be directed towards classified staff as each department has its own unique criteria.

If a classified staff position is chosen for a RIF and a manager wishes to fill that same job, same description, within a year and the previous person that held that position is in good standing, they would be asked to come back before a new hire would occur.

Anyone that is classified as of January 1, 2017, you are grandfathered in as a classified staff employee. Any new exempt/salaried position posted after July 1, 2017 is non-classified.

All ITS employees will be moving to non-classified. All hourly paid employees are still classified staff.

Guest Speakers

Dave Beaver, *Assistant VP of Procurement, Contracting & Payment Services*

Rachel Hays, *Associate Director, Payment Services*

MyExpenses

This new MyTool, accessible via MyAccess, will be used for all employee reimbursement, travel expenses and PCard reconciliation. It is currently being piloted with three groups and they should be rolling it out to the entire University within a few weeks. This will be for reimbursement only. The PCard processing will be in another few months, likely

January/February. The state has chosen to change PCard providers from Citibank to U.S. Bank. It is expected 4,000 cards will need replaced.

Training videos – demos and interactive – are posted on their website. Communication is forthcoming for open house sessions in November.

There are many benefits of the new MyExpenses system:

- You can review the status of your expense report anytime
- Allows for email or mobile approvals
- It knows who you are; who your supervisor is; which EBO you belong to; who owns the grant
- It will be our record system for all PCard and reimbursement receipts; estimated to save 650,000 pieces of paper annually
- Employee creates a report or chooses a delegate on their behalf
- Choose your type of funding; if unknown, choose Default and it goes to your EBO and they put in the type of funding; then it goes to your supervisor
- If just PCard, Payment Services won't look at it; only reimbursement
- You are allowed three business days to submit a receipt upon returning if traveling
- You can take a picture of a receipt using your mobile device, email it to the eReceipts and it sends it to your eGallery which you can drag/drop into your report
- They are moving towards completing all WVU employee reimbursements via electronic transfer using your payroll primary bank account
- Google Maps is built into the system for travel mileage calculation

Committee Reports

Legislative Committee

By Nancy Bremar, *Chair*

Nancy reported faculty is going in with us for the annual legislative flyer. They will correspond and inform her of what items they want included. Sharon Martin, VP for University Relations, agreed her office will assist with composing and printing.

Tuition Assistance

By Barbara Griffin, *Chair*

Barbara reported she doesn't have any news pertaining to Tuition Assistance but shared that blood drives are scheduled for April and June next year at One Waterfront Place.

Welfare Committee

By Michael Torries, *Chair*

Mike reported he was unable to attend the last Welfare Committee meeting so Peggy will give the report.

She relayed they want to do a drive for the Bartlett House to include household items. They are looking at storage options for the boxes.

Employee recognition is still something they are working on. Dana suggested a sticker/cling decal for your car that lists your years of service. Peggy priced them through PostNet and they're very affordable. They are mocking up a draft for them to review.

The chair of the Faculty Senate Welfare Committee also attended their meeting and a few days later, Peggy attended their meeting. She shared one of the items they are working on are more child care centers for WVU employees. Amy will attend the next Faculty Senate Welfare Committee in a few weeks.

They plan to have a committee meeting next Tuesday before the President's meeting.

Compensation Committee

By Autumn Summers, *Chair*

Autumn reported they met to discuss strategies to meet their goals. They will be corresponding with contacts and acquiring information over the next few months.

Transportation & Parking

By James Stevens

James reported he attended the TPAC meeting in August and they decided to have two meetings each semester rather than monthly meetings all year.

With the exception of HSC, if contractors are parked in the same lot that employees pay to park in, there is nothing that can be done. The HSC has a designated lot for contractors so if they are parked anywhere other than there, contact Kim Hartsell, Assistant Director, Parking Management.

The electronic, printable parking permits have been successful and money-saving.

Parking permits that are renewed on an annual basis, they plan to open earlier in the year to accommodate those. Fees are pre-tax.

Motor pool vehicle mileage must be reported monthly but special case vehicles do not.

There are plans for an Enterprise-Rent-A-Car company going in the Mountaineer Station.

They are still in phase two of the PRT modernization. It was pushed back a year but are hoping to complete by June 30.

Athletic Council

By Joan Baldwin

Joan reported they are scheduled to meet on November 17. She will plan to inquire about the season ticket sales.

Old Business

Regarding the Code of Conduct workshops, Peggy commented she found them to very informative and they were receptive towards their questions.

Amy would like to know what the consequences will be if someone violates the Code of Conduct. Amber explained each situation is case-specific. The disciplinary actions will be what it currently is for staff. It's about people being held accountable for their actions. Some themes that were learned from these workshops were communication and transparency.

Dana questioned on behalf of an employee if someone can make a complaint without it getting back to their supervisor. This person had asked an HR representative in Employee Relations and was told it would be filtered back to their supervisor. Amber and her staff listen to people who come in and just want to be heard without taking action and that's okay; as long as it's not a violation of law or ethics, it remains confidential. Those who want action taken, they must involve management.

Peggy recently heard about the ombudsperson for faculty, Tom Patrick. She questioned if someone is available for staff to go to. The faculty ombudsperson is a .25 FTE funded through the provost's office.

Nancy reminded the group this was brought up at a President's meeting a few years ago and he seemed on board then it just fell to the wayside.

The group reviewed the updated Bylaws as discussed during the Staff Council Retreat. The only item that needs edited is where it refers to 'Division of Human Resources' throughout the document; that needs changed to 'Talent and Culture'. This will again be forwarded to Barbara Bodkins, Administrative Assistant Senior, Employee Relations, for editing.

With regards to how ITS employees' Tuition Assistance through Staff Council will be affected by the transition to non-classified employees, Amber has reviewed the criteria. After reading the guidelines of the program on our website, Lisa relayed it does allow classified and non-classified benefits eligible staff as well as non-commissioned officers in courtesy assignments in the ROTC program/Military Sciences.

The Emeritus for Classified Staff Policy/Rule is in holding currently due to the confusion with the years of service as Lisa mentioned during her report. One other item they discussed was parking for the Emeritus staff retiree. It was agreed that if the retiree wants to come on campus for something, they can contact Staff Council Office and Janelle will provide an electronic parking permit.

New Business

The President's Meeting is scheduled for Tuesday, October 24, 2017 beginning at 11:00 a.m. in the Mountainlair, Rhododendron Room. Agenda items were determined as follows:

- Legislative agenda for 2018
- Another request for Ombudsperson for staff
- Health of WV (inadvertently) left out of WV Forward message
- Thank you for continued support of proposed Classified Staff Emeritus

Adjournment

Mike motioned to adjourn. Burlene seconded. All in favor and meeting adjourned at 11:45 a.m.