

West Virginia University Staff Council Meeting Minutes

June 15, 2016

8:15 a.m. – 12:00 p.m.

Knapp Hall, Room 802

Name	Title	Department	Present
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	Yes
Baldwin, Larry	Trades Specialist Lead II	Physical Plant HSC	Yes
Boyles, Lisa	Human Resources Assistant I	Human Resources	No*
Bremar, Nancy	Nutrition Outreach Instructor	Extension Services	Yes
Campolong, Linda	Housekeeper	RFL	Yes
Campolong, Ron	Trades Specialist I	Facilities Management	Yes
Driscole, Robert	Forest Manager	Forestry	Yes
Flanagan, Allen	Supervisor Night Operations	Mountainlair	Yes
Forquer, Burlene	Manager Food Service	Mountainlair Catering	No*
Friend, Rebecca	Administrative Secretary Senior	School of Public Health HSC	Yes
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
Higgins, Mary	Administrative Assistant	Special Education	Yes
Hunt, Lisa	Administrative Assistant	Dean's Office Arts & Sciences	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
Steadman, Sherry	Library Associate	Main Library	Yes
Torries, Michael	Academic Lab Manager II	Chemistry	No*

**Excused*

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 May 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 \$2,443.07. The only expense was the telephone charge of \$21.20. That leaves an ending balance of \$2,421.87.

There is still an overcharge for March and April, totaling \$34.90. They had attempted to transfer funds back into our account but keyed it twice which canceled itself out. They are working on it.

The remainder of our budget at the end of the fiscal year will again be going towards supplementing the Tuition Scholarship for Children of Classified Staff program. Lisa will follow up on that to be sure that will be done.

Becky motioned to approve the Treasurer's Report. Nancy seconded. All in favor and motion was carried.

Chair's Report

By Lisa Martin

Welcome, Mary Higgins, an Administrative Assistant in the Special Education department. She replaces Amy Wodzinski's seat on Staff Council as Amy has retired.

Along with that, Barbara has kindly agreed to temporarily take over Amy's role with assisting the American Red Cross Blood Drives that Staff Council sponsors. Lisa would like if other members can take turns with staffing the event. Cheryl Sweder, Administrative Associate in Planning & Treasury Operations, has been very helpful serving as a liaison with the Red Cross regional manager in coordinating the drives.

She, along with Dixie, Paul and Nancy, met with Rob Alsop, VP for Legal and Governmental Affairs and Entrepreneurial Engagement, to review the budget and where we stand.

Dave Harshbarger, HSC Wellness Manager, is scheduled to speak at our next meeting in July regarding programs that are offered to employees.

ACCE (Advisory Council of Classified Employees) Report

By Paul Martinelli

Paul reported their meeting was canceled due to not having a quorum. In the 23+ years he has served on the ACCE, only two meetings have been canceled. This one and the other one, several months ago, due to weather conditions.

The Executive Committee of the ACCE met and decided they should not have their meeting at Shepherd due to the expense. Other campuses are having a difficult time, financially. Conference calls may have to be allowed due to these circumstances.

Some topics that are the focus of the ACCE: layoffs, furloughs and RIF (Reduction in Force). They're concerned that many campuses are going to lose representation due to financial constraints; not being able to afford sending the reps to different areas of the state for meetings.

If there is a chance for furloughs (which is unlikely), they are not to exceed past thirty (30) days; employees performing government duties will not be furloughed; furloughed employees would continue to receive health benefits but the employee premium will be deferred until after the furlough is over; and furloughed employees are ineligible for unemployment compensation.

He has brought some handouts today. One pertains to PEIA Finance Board and one member in particular, Jim Dailey, who had previously served as the chair of the Board of Governors. Many have a lot of faith in him as he has done tremendously well.

The other is a copy of the old University publication, *Mountaineer Spirit*, from 2005. It is titled, "Not Fully Funding Salary Schedule Translates into Low Morale". It spoke of critical retention, pay problems, improper promotions to retain employees, employees leaving WVU and regional campuses, low morale – the exact same problems we are still having today.

He still hasn't seen the salary schedule by Mercer; he doesn't believe it's been released yet.

The next meeting, which will serve as the Retreat, will be held July 11-12, 2016 at the Advanced Technology Center, BridgeValley CTC, South Charleston (Dow Park).

BOG (Board of Governors) Report

By Dixie Martinelli

Dixie reported they've met a couple times over the past month regarding the evaluation of President Gee. Thanks to all who participated. The Board expressed gratitude toward faculty, staff and community members for eagerly and honestly giving input.

They will be finalizing the process on Thursday and Friday of this week and will not be meeting again until September. It has been a pleasure for her to be part of this Board. They care about all entities of the University and take their responsibilities very seriously.

Paul had questioned if the governor will be appointing new members to replace those whose terms are up. Dixie is uncertain as they've sent a letter asking about this but have not heard anything.

Committee Reports

Tuition Assistance

Currently, you may apply for/receive Tuition Assistance for one course per semester, but only twice an academic year. The committee would like to discuss the possibility of extending the allowable semesters – to allow for more than two semesters.

Lisa will follow up with the committee to schedule a conference call.

Transportation & Parking

Sherry informed the group the meeting had been canceled so she has no update to give. Their next meeting will be held in August.

To follow up on a topic that was brought up at the last Staff Council meeting – the pro-rated parking for part-time and a full-time person working in different locations – Lisa was informed that as long as someone isn't parking more than a couple days a week and not consecutively (two days in a row) in the same lot, there shouldn't be an issue. She was also told they do not offer any type of pro-rated parking to anyone or temporary cost structure for part-time employees.

Old Business

The FLSA (Fair Labor Standards Act) new exempt status will be implemented December 1. All full-time workers who earn at least \$47,476/year or \$913/week will be non-exempt, hourly employees. Jim reported that Sheila Securro, Executive Director, Compensation Administration, has been meeting with administrators. The threshold amount is only salary and any longevity pay, not overall compensation.

This change will affect 569 (271 classified, 83 non-classified, 179 faculty equivalent/academic professionals, 7 librarians) employees at WVU. If they were to increase the pay of the 569 employees who will fall under that threshold, it would cost approximately \$4.7 million; 37% of the 569 employees would require a \$10,000 or more increase per year. With the implementation of the 40 work week, it would cost an additional \$1.7 million.

Some highlights that Cris DeBord, VP for Talent & Culture, will be addressing to the Board of Governors this week:

- Higher Ed exceptions to the DOL (Department of Labor) guidelines: teaching faculty; interns; residents; coaches; and academic administrators (they are researching who exactly falls under this category).
- Classification & Compensation will be working with each division administrator to review three options they are considering for the implementation:
 1. Convert employees below the threshold to non-exempt, hourly status and manage the overtime.

2. Increase the salary of impacted employees based on the following criteria:
 - a. How much overtime do you anticipate the employee will work?
 - b. What is the ripple effect on compression and equity?
 - c. Does the adjustment create exempt and non-exempt employees in the same job?
3. Re-designing the organization structure.

With December 1 falling on a Thursday, that makes it impossible to implement this during the week. They've discussed converting the new exempt employees to hourly status in mid-October, unless there's another solution out of the three options.

Linda questioned if an employee's position is eliminated, if they still offer the two-week window to find something else internal. Jim and Amber explained in the event an employee is displaced due to an organizational change or there is no funding from it being a grant-supported position, they will then be placed in the Career Transitions Program to assist them with finding another position within the University. They present them with a job prospect (usually a lateral move) and allow them three days to decide. Linda questioned if it is a down-grade, do they have the option to keep their current salary. Amber explained due to HEPC (Higher Education Policy Commission) rule, if they are being moved from a paygrade 12 to a paygrade 10, they are required to reduce pay by 5% per paygrade. They always have the option of applying for a job that is a higher paygrade for a promotional move, but they won't place someone involuntarily in promotional paygrades. They may also offer the VSIP (Voluntary Separation Incentive Plan) which you have a month to decide on, however, that is usually offered to one in a leadership role with years of service being a factor as well.

With the finalization of the new Performance Review forms, Linda questioned if we are to be receiving a merit raise again this year. Jim is uncertain but they are currently conducting training, which has been well-received. That would be a question for administration.

Allen explained the Student Life deadline of August 1 (for supervisory training) is before the University deadline, and is wondering if there will be general information sessions offered to employees. He had received some information from a colleague that stated the University would be the one scheduling the sessions but by then, they would likely not have the opportunity to attend those sessions. Amber explained they have sessions targeted for July and August but will focus on setting those up for departments with earlier deadlines such as Student Life

Jim added they are also providing many useful tools to managers, called the Manager's Resource Center on HR's website. This will include tools, templates, forms, etc. and they are working on a video about supervisory training. They have sent numerous communications via listserv to supervisors notifying them of the training.

Lisa gave a reminder to never sign off on a blank evaluation form so your supervisor can just fill it out later when they have the time. Once your evaluation is completed, you do have to sign it, but you have ten (10) days to decide if there is something you wish to add or question.

Nancy asked how often a classified staff employee may switch jobs. Jim explained you must remain at your position for the six (6) month probationary period but if you wish to change jobs before that timeframe, you must obtain a waiver from your supervisor.

Linda added there are custodians in Facilities Management that move from Knapp Hall to Stansbury Hall and each time, they have to acquire a waiver even though it's the same job. Jim advised to let Amber know; that rule doesn't apply to situations like that. He had recently met with Keith Lawrence, the new Assistant VP of Facilities Management, and was very impressed. He foresees many good things coming for the department.

Along the lines of reducing costs and saving money, Larry feels there has been a lot of waste, mostly from the HSC from all the construction that has been happening. He seems to always be getting orders to tear something out that was just put in not long ago and is unsure if the items go to surplus or what.

A few months ago, Larry's maintenance unit was sent to the path amp in the HSC and the gross anatomy lab is directly above it. There was blood and embalming fluid that had leaked down into the path amp, through the lights and speakers, and on the floor. The Safety & Health unit checked it out and HSC said it was clear but did not post anything. Co-workers said they were told it's all clear and to start working. He refused to touch anything, sent an email to Staff Council that included Jim and Amber, and within minutes, five Environmental Health & Safety vehicles were there. He had also went to OSHA (Occupational Safety & Health Administration) employees in his building, and was told no one can work in there until they send the carpet out for samples. They accompanied him to the location and they saw someone carrying out the carpet. Jamie Kosik, Director of HSC Facilities Management, told Larry they all needed to be suited up with face masks. They received the report back, without the carpet sample since it had been thrown away, and the levels of a certain chemical were too high to allow anyone to work in there. Jamie had stopped the job immediately.

As discussed previously during a meeting, Larry mentioned how Jim advised that a supervisor can submit a request for review for an employee if they are below market value compared to the market rate and experience. His supervisor did this for several of them, and they are still sitting on Randy Hudak's (Associate VP of Facilities & Services) desk. Jim indicated it may be due to budget issues but is unaware of the specifics. He can check with Maria Witt, HR Manager of Facilities & Services. Amber added it may be that Randy would like to do that as an assessment for the whole department.

New Business

Linda mentioned that she heard they are looking at contracting out Towers' maintenance and custodial. Lisa wouldn't be surprised since they are having such a difficult time filling those positions – most likely due to the pay being only around \$9 or \$10 an hour – although she doesn't see it happening yet. There are fast food restaurants that pay more. Dixie was told Arby's will soon be paying \$12 an hour.

Jim mentioned a new FedEx ground distribution center is supposed to be opening soon. Dixie was informed the new WVU Heart Institute will be hiring 400 people and are hoping to be one of the top heart care centers on the east coast.

Jim brought up the travel pay for hourly, non-exempt employees that was discussed a few years ago and how the driver of the vehicle would be compensated for travel during non-business hours but not the passenger(s). They had reviewed it and decided to allow all persons to be paid, however, the law requires only the driver be paid. For example, there are four people in a

car traveling to Columbus outside of their normal work hours, the driver will be the only one compensated per federal law but not the passengers. So, with the 569 potentially more employees moving to an hourly rate, this issue has resurfaced. They are concerned with managing costs and must go back and follow federal law. Amber explained they view it differently because a passenger can sleep, read, be on their phone, etc.

Linda gave another scenario that if four state employees are in a car traveling to a state function, and they are involved in an accident, would that be covered under worker's comp? Amber explained per HR policy that home to work on a special one-day assignment in another city is treated differently than travel away from the home community. More on the travel policy can be found at <http://classcomp.hr.wvu.edu/r/download/68094>.

Dixie doesn't understand why they don't compensate everyone in the car – everyone is traveling for work purposes. She doesn't want to tell any of her employees that only so and so will be paid because they're driving when they are all traveling to Charleston on a Sunday evening for an event on Monday morning. Jim understands that concern and will take it back to Cris DeBord, VP for Talent & Culture.

Joan questioned if she worked over her weekly regular 37.5 hours to get her work done and was told she would need to work less the following week to avoid time and a half, if that is okay to do. Jim explained it is not; any flex time must be for the same week. You can't work six hours over one week and come next week, work six hours less.

The July Staff Council meeting is scheduled to be held at the Evansdale Library, 2nd floor, Room 234. Sherry had reserved the Wise Library, Room 104 for the August 17 meeting, however, someone brought up the fact that is the first day of classes. Jim will look into possibly reserving a room at One Waterfront Place.

The President's Meeting is scheduled for Monday, June 20 beginning at 11:00 a.m. at the Wise Library, Room 104. Items on the agenda are as follows:

- Travel pay policy
- Legislative update
- The amount of waste being thrown out from HSC and its effect on budget issues and jobs
- Performance Evaluations and merit pay this year

Allen motioned to adjourn. Joan seconded. All in favor and meeting adjourned at approximately 11:30 a.m.