

West Virginia University Staff Council Meeting Minutes

October 21, 2015

8:15 a.m. – 12:00 p.m.

Jerry West Lounge – Coliseum

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	Yes
Bremar, Nancy	Nutrition Outreach Instructor	Extension Services	Yes
Campolong, Linda	Housekeeper	RFL	Yes
Campolong, Ron	Trades Specialist I	Facilities Management	No*
Driscole, Robert	Forest Manager	Forestry	Yes
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	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
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	Yes
Steadman, Sherry	Library Associate	Main Library	Yes
Torries, Michael	Academic Lab Manager II	Chemistry	Yes
Wodzinski, Amy	Program Coordinator	FIS	Yes

**Excused*

Guest Speakers: Evan Thorn, Morgantown area Account Manager – American Red Cross
Adam Reaves, District Manager – American Red Cross

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

Lisa M. informed the group that Karen Bright has resigned from Staff Council as of October 20, 2015.

She spoke with Barbara Bodkins, HR Operation Coordinator, regarding the vacancy and Barb informed her that there is no one left in line for that particular sector (Paraprofessional/Technician) with Michael Torries accepting the position after Cheryl Walton's resignation. The group will discuss that later today.

Treasurer's Report

Lisa M. reported the following expenditures for the month of August as follows:

- \$4,529.08 (beginning balance)
- 39.54 (copying & printing)
- 21.20 (July phone bill)
- \$4,468.34 (ending balance)

There are no expenditures to report for September as of yet but will be forthcoming for the Retreat held on September 16th.

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

Chair's Report

By Lisa Martin

She, along with Paul, Dixie, and Nancy recently met with Rob Alsop, VP for Legal and Governmental Affairs and Entrepreneurial Engagement, to discuss PEIA. There is some work to do with changes forthcoming that will affect everyone.

She had sent out an email yesterday stating the proposed changes would be available at www.wvpeia.com by the end of October. There, you may also give input by completing the online survey. There are also several public hearings scheduled state-wide. If unable to attend any of the public hearings, she urges everyone to complete the survey.

A pre-Legislative Committee meeting was held recently to discuss what talking points they were planning to take to Charleston. The committee did recently visit Charleston and Nancy will provide a report on that today.

She and Dixie have been working on Dixie's Staff Council presentation to the Board of Governor's on November 6th. Fellow Staff Council members, Nancy Bremar and Bob Driscole,

will also be speaking. Others scheduled to speak are classified staff employee, Kent Hastings, PRT Electronics Specialist III; Barbara Boyd, from WV Tech; Debi Cruse and Renee Anderson, from Potomac State, will also give a report on classified staff.

Paul commented that their visit to Charleston on October 18th was in fact a Sunday which is the only time they can speak with legislators who did give them their time, whether it was fifteen minutes or a half hour, but it is nearly impossible to speak with them any other day during the regular 60 day legislative session. He encourages everyone to be involved as the majority of legislators look forward to meeting with classified staff.

ACCE (Advisory Council of Classified Employees) Report

By Paul Martinelli

Paul had provided some handouts pertaining to salary increases/merit pay raises. As he has said before, he was previously in favor of merit increases based on the work you do, however, this time he is unsure as he was recently given the lowest rating he's ever had in 47 years of service at WVU. He cannot understand what he had been doing differently and realized it must have to do with the PIQ (Position Information Questionnaire). He is wondering if the PIQ should be referred to when doing an employee performance appraisal. It was his understanding that one should be evaluated based on the previous year, not five years ago.

He reported the legislative visit to Charleston was one of the best visits he's had – without legislators being pressed for time – and they seemed shocked and surprised that we were not asking for money. The legislators they met with truly seemed appreciative of the fact that they were meeting for the purpose of talking and offering them our support. The committee is always certain to follow-up with a "Thank You" note to all the legislators that took time out to talk.

He wanted to note that many were in favor of the tobacco tax, which would benefit higher education if passed, however, there weren't any WVU faculty members with the Staff Council Legislative Committee in attendance.

Judi shared that she had come across the part of WV State Code that created the ACCE and wonders if it would be worthwhile to speak with legislators on a Higher Education Committee to put in place a cost-saving measure that would allow ACCE members to meet via conference call, or Skype. This would be most beneficial to institutions who do not have the budget for travel expenses.

Lisa M. doesn't believe that is a legislative issue, but more a courtesy that the ACCE should allow as Paul has brought up this issue numerous times. Nancy added it is a procedural issue in legislation and doesn't believe anybody will touch it even though Paul is a senior representative on the ACCE and conference calls should be considered.

Lisa M. added when ACCE met on our campus, WVU allowed for a conference call. Upon receiving the bill, she learned that other people were given the code, called in, and stayed silent.

She asked Paul if it would be okay to email the chair of the WV ACCE with these proposals considering all the budget cuts to higher education. Paul agreed.

Judi indicated it is in line with President Gee's order to the Council to come up with cost-saving ideas.

Dixie added the Board of Governors, even though they meet only four times a year, always offers conference calls and she is grateful for that.

Paul doesn't see spending \$25 for a meal when he attends these meetings; he seldom eats lunch. He also has free breakfasts being a Marriott card holder and receives military rates on rooms so his costs are usually reduced when he lodges in the Charleston area.

This month's ACCE meeting will be held on October 27th at Fairmont State University, making it the shortest drive to a meeting for him, probably ever. The ACCE meeting scheduled for November 19th will be held at the New River Community & Technical College in Beaver, WV.

BOG (Board of Governors) Report

By Dixie Martinelli

The BOG met on September 24-25, beginning around 11:30 a.m. The Audit Committee gave an update by the Chair, Brian Shaver, who is still relatively new but doing a great job. The Audit Committee is still understaffed, with a high turnover. They are trying to fill the Audit vacancy.

They then met as a group on the Joint Strategic Plan Committee. They receive updates from Narvel Weese, VP for Administration & Finance, and Daniel Durbin, Senior Associate VP of Finance, on the University's financial affairs.

The Accreditation and Academic Affairs Committee met from 3:00 p.m.-5:00 p.m. and included a discussion on the University's future and the new academic plans for Morgantown campus and Mountain State University.

Chief Bob Roberts, University Police, had also spoke to the group on current campus crime. In 2013, they were down in crimes and arrests, and are currently still down. The biggest contributor is of course alcohol and drugs, mainly marijuana.

Chief Roberts shared that they conducted a study that included grades 8-12 here in our surrounding area high schools and the result was that by their senior year, almost half the class had tried drugs.

He believes the "Just Say No" campaign needs revisited as it had made a difference. It was then disbanded and they have seen it increasingly rise again.

They then met at the President's House for the NCAA Compliance Training. Kelly Cunningham, Executive Senior Associate Athletic Director, had led the training. The Board members have a strict compliance as it pertains to potential student athletes.

There was one more meeting after that and eventually adjourned around 7:30 p.m.

On Friday morning, the public Board meeting was held and covered such items as the Foundation Report, Investment Report, a Financial Statement, and Academic Affairs updates.

It was a productive meeting with everyone on the current Board being vocal and representing their constituencies very well. There are a few new members – one replacing Rob Alsop and the other one replacing Drew Payne.

New member, Dr. Kimberly Weaver, an astrophysicist who works for NASA and a WVU alumnus, was in attendance.

Dr. Weaver, who resides in Maryland, had shared that Hollywood had contacted them with regards to the new movie, *Martian*. They even got to be on set to give direction pertaining to what one might face while on another planet.

Dixie had asked her what her thoughts were on her first Board meeting and she had said she served on many Boards with NASA but nothing went as fast and furious as this Board at WVU. What they did in two days would've took NASA two months to strategize.

Gregory Babe is another new member who could not attend as he had a previous commitment.

Overall, Dixie is happy that the Governor has appointed new members.

Committee Reports

Legislative Committee

By Nancy Bremer

Nancy thanked her fellow committee members for their visit to Charleston. She was unable to attend as she was ill.

They had met with Rob Alsop, VP for Legal and Governmental Affairs and Entrepreneurial Engagement, and also with Travis Mollohan, Director of State, Corporate, and Local Relations. Rob assisted her with putting her in contact with Andrea Rayl, Executive Assistant to the Associate Vice President for State, Corporate and Local Relations, who had set up the appointments, which is not always easy to do but she does an exceptional job.

Nancy added they had come up with five talking points: the need to fund higher education; proposing that WVU be given the flexibility to fund itself in lieu of the budget cuts; protecting the \$0.01 pop tax and if it must be shared, increasing it; consideration of the increase of the tobacco (sin) tax; and per Dixie's suggestion, asking them what we can do for them. Not necessarily asking for money, but for protection.

Joan stated the legislators seemed a bit taken aback upon learning they weren't there asking for money but they are concerned about the recent budget cuts.

They casually discussed the tobacco tax and what that would mean for higher education. Many of the legislators are concerned with the tobacco tax and believe the Governor will have to take that first step.

The luxury tax – which includes regular cigarettes, alcohol, or any non-essential goods – was also something they discussed as Joan feels the smokeless tobacco items, even the e-cigs, should be considered in the luxury tax as well.

Bob feels they maybe should've gone in with more force as it is hard to get their time as it is. He commented that one of the legislators seemed like he was expecting more after their meeting ended.

Lisa M. added, with regards to Bob's comment, that there are times they can, and should, go down there and ask what they can do for them as so many go there with their hand out. It was likely a refreshing and uncommon occurrence.

She shared that Sunday's appointments included meetings with Senator David Sypolt, the Senate Education Chair; Delegate Daryl Cowles, House Majority Leader; Delegate Amanda Pasdon, House Education Chair; and as a last minute add-in, Senator Bob Williams.

Monday's appointments included meetings with Senator Mitch Carmichael, Senate Majority Leader; Delegate Eric Nelson, House Finance Chair; Senator Kent Leonhardt; Senator Mike Hall; and Senator Bob Beach.

They did thank all the legislators for giving them some flexibility last session. During the session, it is much more difficult to get appointments, so she believes this was a good starting point. She is hoping by the time the session begins, the 2016 legislative brochure that classified staff, faculty and the Student Government Association are collectively working on, will be ready for distribution.

Welfare Committee

By Michael Torries

Michael reported that they had met recently and have been working on the retired classified staff emeritus program and discussed the staff ombudsperson.

There was also discussion on how PEIA has become much more intrusive with regards to an employee's health. They talked about a type of awareness campaign, whereas in the future, your premiums be based on your health status, potentially saving money for many employees.

Lisa M. informed the committee, with its several new Council members, that they usually coordinate toy and/or food drives. The Student Government Association (SGA) has their Toy Mountain, usually located in the 'Lair food court, so they may coordinate something with them if they so choose.

As many pointed out, there are several food drives all around campus. Allen suggested holding a food drive in the Spring, around Easter, when there really aren't any going on. Judi added that Scott's Run Settlement House usually have Easter baskets in which they fill with non-perishable food items for distribution. Linda suggested collecting hats, gloves and scarves for kids.

Larry addressed that he was appointed as chair, however, he feels Amy, being a senior Staff Council member, hold the chair position. The committee members agreed and Amy accepted the position as the chair.

Michael added he attended the first Faculty Senate Welfare Committee meeting. He said it was interesting; they moved along through items quickly and professionally.

They are considering a faculty ombudsperson and are looking at developing a section on their website for faculty to log in to anonymously post any grievances they have.

They brought up parking issues with faculty teaching at various campuses.

They also discussed an Employee Dependents Tuition Benefits Program. Lisa N. asked if the Dependent Scholarship Program, based on your income, will still be available; Michael is unsure about the specifics.

Lisa M. commented that was very cordial of them to invite Staff Council Welfare Committee to their meeting. Michael will also extend an invite to their meetings as well.

The committee is set to meet on October 29th and will discuss the food/toy drives further.

Transportation & Parking

Sherry reported they held a meeting on Friday. They are currently looking at their action plan, what they've accomplished, and what is left to work on.

They have created themes to aid them in what they need to focus on and right now they are working on scheduling and how they can better schedule parking subsequently during the busy times of 10:00 a.m.-2:00 p.m. between campuses with traffic patterns and the PRT.

Linda added she had been informed that an employee at the new building by Mountaineer Middle School, a Public Private Partnership apartment complex, had been given a book of tickets by Kim Hartsell, Assistant Director of Parking Management, so they can write up their own tickets and confirmed it is not a Parking & Transportation or DPS employee. Lisa M. will follow up with Kim as this gray area of University property/non-University property is still being understood.

Lisa N. addressed the fact that the Compensation Committee, on which she serves, hasn't appointed a chair. Lisa M. asked if she would like to take on that role. Lisa N. accepted the position as chair of the Compensation Committee. She will begin to schedule meetings.

Guest Speakers

Evan Thorn, Morgantown area Account Manager – American Red Cross
Adam Reaves, District Manager – American Red Cross

Amy, who assists in coordinating the Staff Council sponsored blood drives, usually held at the Waterfront Place Hotel, had asked Evan to come in today and speak to the group about the double red donation and the new RapidPass.

Evan began by thanking the group for being a valued partner with the blood program. He shared that as of January 1 through today, we have provided 104 units of blood – that translates to helping 312 people.

The double red cell procedure is for donors with specific blood types: O positive; O negative; A negative; and B negative. They are the blood types most needed.

The process is fairly simple:

1. Donors are hooked up to a machine.
2. A unit of blood is drawn.
3. It is put in a filtration system where only the red cells are collected.

4. It is then filtered, along with saline to rehydrate, back into the donor.
5. They then repeat the process.

Donors like it because they may donate every sixteen weeks as opposed to the standard eight weeks. The needle is much smaller, too.

RapidPass is essentially a pre-screening. On the day of the blood drive, a donor can go online to their website to read over the guidelines and answer questions. You can either print or email their completed RapidPass certificate and bring that with them to their appointment. It saves around 15-20 minutes, allowing more donations to come through.

Lisa asked if they get all their appointments filled. Evan confirmed they certainly do. Appointments are preferred but walk-ins are welcomed.

Summertime is the slowest for donations as most of the donors are students.

Michael inquired about how much units they need in a year. Adam stated they need to collect around 400-500 units in our region every day. Our region runs from northern Pittsburgh area, Ohio Valley, Northeastern Kentucky, Beckley and on over to Winchester, VA.

There are several other blood drive locations across campus in addition to the Waterfront Place Hotel – the Rec Center, Towers, the donor center on Pineview, and HSC. They hold around 4-6 drives per month during the school year. You can go to their website, www.redcrossblood.org/scheduledonation to schedule your appointment.

You can also download their app which will find the nearest blood drive. This app will alert you via email of when and where your donation was used; it will tell when you are eligible, you can schedule your donation; it will give you a list of your last thirty donations; and you can also check your vitals such as your blood pressure, pulse, and hemoglobin.

The next blood drive is scheduled for December 14, 2015 at the Waterfront Place Hotel.

Old Business

The group went over the By-laws with regards to some revisions that were decided on during the Retreat in September:

- Article III – Membership section: minor change with the wording in the first sentence. Will be changed to, 'up to five (5) members'.
- A few paragraph and format corrections (adding bold font, replacing numbered line items with bulleted line items, etc.) will be added.
- Selection Process & Terms of Service section: in the third paragraph, second sentence, 'by majority vote' will be added; and correction of the word 'remote' to 'remove'.
- Article X – Term of Office, Per WV Code 18B-6-6 c: in the fourth paragraph, second sentence, the language, 'who will review and vote based upon the entire set of circumstances', will be added.
- Section V – Election Procedures, A. Nominations section: in the second paragraph/line item, third sentence, 'by online form, mail...' will be added.
- Section V – Election Procedures, B. Ballots and General Election Procedures section: the language will be simplified; taking out the unnecessary extra wording. Another line

item of the language, 'Electronic ballots will be counted automatically by the election software' will be added.

- Section V – Election Procedures, C. Election Results section: a fifth line item of the language, 'A list of the candidates' names will be released after the election. The names will be listed in order from the highest votes obtained to lowest within each sector. Actual vote counts will not be published on this list' will be added.
- Section V – D. Re-counts section: Barbara Bodkins, HR Operation Coordinator, is checking with VoteNet
- Section V – E. Tie-Breakers section: some language will be removed and the language, 'Each candidate will draw a card based upon alphabetical order of their last names (A-Z)' will be added.
- Section VI – Vacancies, A. West Virginia University Staff Council and ACCE Member section, line items one and two: the 'Chair or designee' will be given this duty.

The edited version will be distributed before or at the next Staff Council meeting in which the group will vote for approval.

Becky has provided copies of comments she has received via email from classified staff, non-classified and exempt/non-exempt employees pertaining to the 40 hour work week and merit pay raises vs. cost of living raises.

She shared that during her department's quarterly staff meeting, it was suggested that another survey be done, anonymously, with the only specification of whether you are classified, exempt, or non-exempt; whether or not you agree with the 40 hour work week; and then a comment section.

The issue of how custodians, grounds workers, campus service workers, etc. do not have access to computers, therefore, their voices were not heard when the survey had come out was once again discussed.

Nancy added, with regards to the 40 hour work week, that this is what the President wants. The Board of Governors has given their approval and it is happening.

Lisa M. reiterated they had made a proposal to President Gee to allow current employees a choice of remaining at 37.5 or moving to 40 hours with new hires automatically going to 40 hours and the three year cap of eventually everyone working a 40 hour work week. They still have not heard back yet what the answer to that is.

Dixie added one of the things that may be in their favor of being able to remain at 37.5 hours is the recent budget cuts.

Jim pointed out one of the reasons for going to a 40 hour work week is the increase in productivity.

There are some vacant positions that will need to be filled.

Dixie shared she had been told Towers has not been very clean and many parents are upset/concerned.

Campus service workers are one of the lowest pay grades and few and far between.

Becky added many that want the survey revisited are exempt (salaried) employees being they feel like they're not getting any extra compensation with the 40 hour work week, unlike hourly employees. Allen agreed he's been receiving the most feedback from exempt employees.

Joan suggested adding that to the agenda for the next President's meeting.

Burlene stated she understood when she accepted her current exempt position that she would have to work until the job is done; whether it be 40 or 50 hours a week. Lisa M. added that she, too, understood that expectation.

Jim implied that it was known that the majority of employees that aren't for the 40 hour work week are exempt employees. The original survey showed only about 25% of exempt employees were for it. He is unsure if another survey would yield different results.

Jim also wanted to point out that the Department of Labor will have new guidelines sometime next year of what the definition of exempt and non-exempt employees will be.

There is a salary threshold test that is also being proposed. The current salary threshold that you have to earn above to be considered exempt is \$23,660/year.

There is a duties test by the Fair Labor Standards Act that states if your job includes certain duties then it can be exempt from overtime if the salary is above \$23,660/year. The DOL proposal salary is \$50,440/year. That could mean many of our exempt employees could become hourly employees next year.

Many members feel another survey would be futile. Becky will continue to save any additional comments she receives and give to Janelle to compile.

Old Business

Dixie shared she has received countless emails from disgruntled employees who have not received an evaluation. They feel administration lacked in enforcing supervisors and directors to perform these appraisals.

She had been granted permission to explain that Athletics did not do them as they didn't have to because they weren't given any direction to do so. Many Athletics employees said they only received a \$.26 pay raise when they worked very hard this year.

Jim said they're still entering data but will be performing an analysis down to the supervisor level which will generate reports to be given to Narvel Weese, VP of Administration & Finance, to determine who hasn't been given an evaluation. Jim will be certain to put a priority on the analysis.

Nancy asked if it is too late for these employees to be given an evaluation. Jim stated it is past due and they'll have to evaluate some appeals they've received from managers to change ratings to determine if legit.

Dixie shared she knows of some Extension employees who were berated by Extension administration for receiving 'exceeds expectations' as they claimed everybody is a valued employee and all employees come in to work and do our jobs so nobody deserves more accolades than another.

Jim explained they will be doing a post-review in which they'll look for problematic areas such as those to be reported to administration.

They are also in the process of reinventing/redesigning the performance review process and forms. Once they have drafted that, they will ask Staff Council for input as well.

Lisa N. wanted to verify that HR offers training to supervisors doing performance reviews. Jim confirmed they do. She shared that she personally knows of supervisors who had their employees sign off on their evaluation before even giving it; they would complete it later because they had to meet the deadline. Five out of those seven employees got poor performance reviews.

The group advised to never sign something without prior knowledge of what the outcome will be.

Shane commented the performance appraisal data entry that HR is working on sounds like a daunting task. Those forms were filled out electronically in his area; he doesn't know how other units do it but that the electronic forms save a lot of time.

Jim indicated it doesn't matter if they're sent hard copy or electronically, they have to be entered into an access data base and, currently, there is not an updated mechanism. He asks for Staff Council's support in obtaining an updated performance review system that would streamline the whole process. They could receive all the information in real time.

Linda shared that a manager in the dining services told supervisors that were doing the evaluations on the employees that there would be only two ratings on the evaluation: needs improvement and exceeds expectations.

Dixie pointed out this is yet another example how this wasn't done the right way.

Jim believes the majority of it went well with a few exceptions. They'll have to look at ways to prevent it from happening in the future once they get the results from the analysis.

Nancy added this was to be something that was designed to make us feel valued and has now destroyed many individuals' morale.

Paul wanted to share a few statistics with the group that he regrets forgetting to bring up during their visit to Charleston. The need to restore/increase higher education funding. We lost 35 million dollars since 1992 from the bond implemented by legislature. A one dollar increase in the tobacco tax would generate \$130 million for higher education. He can't understand why any legislator would not be in favor of that.

Lisa M. relayed that Judi attended the City Council meeting last night and the \$3 city-user fee was passed again at the second reading. Judi stated many coworkers are asking what this is. Jim will be certain to address communication to the University.

The next President's Meeting is scheduled for Thursday, October 29, 2015 at 11:00 a.m. in the Bluestone Room, Mountainlair. Items on the agenda are as follows:

- Please update us on the 40-hour work week proposal giving employees a choice to stay at 37.5 or go to 40.
- Why are we hiring in people above current employee pay levels?

- Staff Council supports the purchase and use of performance review software for HR. What steps is the University taking towards this end? How soon can this be done? The current manual tracking method is antiquated and time consuming.

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