

# West Virginia University Staff Council Meeting Minutes

September 17, 2014

8:15 a.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	Electrical Technician	HSC	Yes
Bise, Linda	Program Assistant II	HSC	Yes
Bolyard, Emmitt	Purchasing Assistant I	Facilities Management	No (excused)
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	Grants Resources Specialist	Dept. of Medicine	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:** Clement Solomon, *Director, Parking Management*

Sheila Securro, *Executive Director, HR*

Jaime Bolyard, *Senior Compensation Specialist*

## **Call to Order**

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

## **First Business**

Approval of August Minutes was motioned by Pam. Diana seconded. All in favor and motion was carried.

## **Treasurer's Report**

By Diana Hammack

Diana reported a beginning and ending balance of \$4588.38 with no expenses to report.

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

## **Chair's Report**

By Lisa Martin

Lisa reported that she, along with Dixie, Paul, and Nancy (via phone), met with Narvel Weese, VP of Administration & Finance and Margie Phillips, VP of HR, once again regarding the proposed 40-hour work week. They reviewed all the survey questions and the Q & A's. The survey is now complete. There is a slight hold-up with the Q & A's with regards to how exempt employees will be affected. Another meeting is planned.

Staff Council was featured in an article in *The Daily Athenaeum* on August 28<sup>th</sup>. It is available online for those who did not get a chance to read it.

A classified staff breakfast was held September 3<sup>rd</sup> at Blaney House. Lisa relayed those who have yet been invited will be as a random draw. She encourages all to attend as it is a great opportunity to meet other fellow classified staff not just from the main campus but from every county throughout the state.

On September 9<sup>th</sup> the Legislative Committee (Lisa, Dixie, Paul, Joan B., Nancy, and Diana) went to Charleston to meet with several legislators. They were invited to a committee meeting by Barbara Evans Fleischauer and chaired by Charlene Marshall that she, along with Diana and Joan attended. Lisa explained it was her first committee meeting and the talking point was equal pay. It was interims; not a regular session so there were many who did not attend, however, she found it to be very interesting.

Per the information Paul provided recently, Marshall University employees received a salary increase. Marshall received a \$1.5 million increase (3.3% average) among some classified staff, faculty, non-classified, and other employees. The increase for some of the less than 320 classified staff was \$480,000 and \$965,000 toward the 390-400 faculty.

That prompted Lisa to ask for a meeting with President Gee (to include Paul and Dixie) after we were told there was not enough in the budget for the \$507 matching that Dixie proposed. They had their meeting this past Monday and it lasted approximately 25 minutes. She along with Dixie, Margie, Narvel, and Jen Fisher (Executive Officer, Policy Development) attended. Paul could not attend as he was with ACCE.

She relayed that President Gee agrees that we are in need of a better compensation plan. It is currently being reviewed with a market study that was done recently. On average, everyone is near market, however, there may be some discrepancies that they will be looking into. Lisa proposed to ask Sheila Securro, Executive Director of HR, to attend the President's Meeting on Monday to talk about that market study and the outcome.

A meeting is scheduled for next Monday at 8:30 a.m. to discuss what the next step is with regard to PEIA.

She also wanted to remind everyone that next Wednesday, September 24<sup>th</sup> at noon, they will hold the annual Employee Remembrance Ceremony at the Erickson Alumni Center. Jim added they will be recognizing approximately fifty (50) individuals.

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

By Paul Martinelli

Paul traveled to WVU Tech for the ACCE meeting that was held on Monday. There are 22 campuses in the state and he has visited each one over the years. He added they were treated very well by everyone at Tech and were given a nice lunch in the cafeteria as well as scarves and sweatshirts.

He had met with a new administrator on their personnel, Dr. William Mayfield, who came from Oklahoma State University. He spoke with Paul about how much he loves the hills here; that there aren't any in Oklahoma. Dr. Mayfield stated how impressed he is so far with WV and told Paul he was attending meetings this week. Paul gave him a WVU sticker and WVU No. 1 fan pin to wear because he did not have one.

One topic they discussed was the salaries of football coaches. Dr. Mayfield stated the football coach at OSU makes \$12 million a year. Paul expressed he thought the most a coach made was \$7 million; so he was quite surprised by that information.

He was given a copy of the minutes which contained the Board of Governor's agenda at Marshall. The cost of the increase for classified staff was projected at \$596,000 including benefits; faculty was \$857,000. He inquired how they obtained this and he learned that they went to each department, explained their goal was to give salary increases to everyone, especially staff (they were still on the 2001 schedule) and each department gave back a certain amount of dollars. When they were finished, they had around \$3 million. It certainly boosted the morale of the employees.

One problem the ACCE is facing is the issue with smaller campuses not being able to afford to have their representative attend all the meetings.

Trish Clay, ACCE interim Vice Chancellor of HR, gave a presentation along with Rob Anderson's replacement, Matt Turner, who was on the Governor's staff as well as Senator Rockefeller's staff; he was directly appointed to his position of Executive Vice Chancellor for Administration.

He spoke with Trish about the Fox Lawson study (which was futile) and she verified they paid out \$100,000 and are still receiving invoices for \$35,000 which former Vice Chancellor of HR,

Mark Toor, had said previously they do not plan on paying them anymore; Trish concurred as well. Fox Lawson is now considering suing the state for the remainder.

Paul added the next ACCE meeting is scheduled for October 8, 2014, 8:00 a.m. at Blaney House. He has provided them with directions as well as offered for the mail courier to meet them at the Coliseum if they are unsure how to find Blaney House.

### **BOG (Board of Governor's) Report**

By Dixie Martinelli

Dixie stated her report today will be brief as the next BOG meeting is to begin today and ends Friday evening.

She believes staff and faculty from this institution who visit Charleston carries more weight than any lobbyist or consultant. Paul added one of the legislators actually made that comment; they prefer to see them than a lobbyist. Dixie expressed great pride in their approach in which they did not go there with their hand out, but rather extended their hand in friendship to ask what their part is to reach goals for the better of the state. While they did thank them for not cutting the budget this year, they also understand the importance of implementing sin taxes as well as the possibility of bringing back the food tax. She believes they realize we want to be part of the solution and are hoping our institution comes out better than it did this time last year. It would also be beneficial to plan another visit after the upcoming elections.

### **Committee Reports**

#### **Athletic Council**

By Joan Baldwin

Joan reported they will be meeting September 26<sup>th</sup> and is awaiting a call from Jen Fisher, of the President's Office to confirm if President Gee will be going with them.

#### **Compensation Committee**

By Linda Campolong

Linda stated they are inquiring if a group was formed and if they have an answer regarding the flex-time at the Physical Plant because they have not heard anything. Amber Tennant, representing Human Resources, stated a member of their staff, Barbara Bodkins, is working on setting up a meeting; Jim added they wanted to get more information from the management side but will have something set up indefinitely in the next few weeks.

## **Legislative Committee**

By Nancy Bremar

Nancy reported the Legislative Committee (Ron was on annual leave) visited Charleston on the 9<sup>th</sup> for the interims. She worked with Sarah Smith (Associate Vice President for state and corporate relations at WVU) to set up the meeting; Sarah then turned it over to Andrea Rayl. They were of great assistance in setting up approximately seven (7) meetings with legislators that included: Senator Kessler; Senator Beach; Senator Plymale; Senator Stollings; Delegate Fragale; Senator Williams; and Delegate Perry.

They also attended a committee meeting as Lisa mentioned earlier. They had split into two groups to ensure being able to meet with everyone on their legislative schedule. The meetings were positive and she echoes Dixie in the belief that it is important to travel to the Capitol during the interims and will soon make plans to travel once again.

Lisa added she had sent Thank You cards to Delegate Fleischauer and Delegate Marshall; Nancy sent Thank You cards to the remaining legislators. Joan wanted to add that she received a message from one of the legislators that wasn't there that day letting Joan know she had heard they were in the building that day; word abuzz. Diana stated Charlene Marshall seemed excited they were there as well. Lisa wanted to add that Delegate Marshall will be the guest speaker at WVU's 27<sup>th</sup> annual Women of Color Luncheon scheduled for October 1<sup>st</sup> from 11 a.m.-1 p.m. in the Mountainlair Ballrooms.

## **Transportation & Parking**

By Larry Baldwin

Louise stated they just went over some updates; Kim Hartsell (Assistant Director of PM) wasn't there to give any specifics and just went over the fleet run.

Clement Solomon, Director of Parking Management, is scheduled to speak to the group today.

## **Tuition Assistance**

By Amy Wodzinski

Amy stated there is not much going on right now. Tuition Assistance applications are due by November 17<sup>th</sup> for the Spring 2015 semester.

Amy also reported the next blood drive is scheduled for October 20<sup>th</sup> although she does not have all the details at this time.

## Welfare Committee

By Linda Bise

Linda reported they met on the 9<sup>th</sup> and discussed some items that could be talking points at upcoming Staff Council meetings.

One topic for discussion is looking at the by-laws for members being dismissed for missed meetings; they may be a little vague. Lisa stated they reviewed the by-laws during the retreat last September but is willing to discuss again.

The other topic is that some employees feel our HR is causing a hostile work environment by having them tell other people not to smoke on campus.

Another item she wanted to discuss is the current bullying committee and if others can be added because Larry is interested in joining. Lisa doesn't think it matters how many are on the committee. Paul offered to send Linda the information he receives from former Staff Council representative, Lana Cooke, regarding bullying and the Healthy Workplace Initiative; Linda would like that information.

Jim inquired about HR and the smoking topic. Linda added it is causing hostility among employees if someone tells their supervisor that a coworker is/was smoking on campus and they are then labeled a tattletale. Jim wanted to clarify it is a university policy, not an HR policy. Administration has communicated that it is the supervisor's responsibility to oversee the policy among their employees.

Joan B. wanted to add that no supervisor should disclose the name of the person who informs them of someone breaking policy. Joan C. added that as a supervisor herself, they don't have to give the name; employees talk among themselves and word gets around fast.

Lisa inquired if Nancy, Beth Ann, or Joan B. had any updates on the emeritus status for classified staff. Nancy stated they have come up with a rough draft. She checked with some people in legal and many of the words mimic the wording in faculty emeritus policy so they advised to keep a lot of that wording. It is as follows:

Those staff members whose retirement is announced and who met the requirements for Meritorious contributions to the university, shall be considered for emeritus status. Emeritus appointments are normally considered for staff members. The staff member must have served the university for at least fifteen (15) years. The review of candidates begins in the departments or divisions with at least two (2) letters of recommendation and submission of an updated resume and/or written record of service by the head of the department, head of their division, or head of their program unit of which the staff member is retiring. Then, there must be unanimous vote by Staff Council. Final decision of the award of staff emeritus rests with the president. Staff members awarded emeritus status retain their professional titles in every case the term "emeritus" follows the title. Any retired staff member who is granted emeritus status will have the following privileges: Library access; maintenance of their WVU email address; employee discounts for athletic events, *(and whatever else they want to add)*.

She and Beth Ann suggested the fifteen (15) years; Joan suggested ten (10). Faculty emeritus is fifteen (15) so most of the group agreed with fifteen (15). Nancy will email the rough draft to

the group to read over and make a decision at next month's meeting. Jim will also look into what steps need taken to complete the process.

Jim also reiterated the remaining 1600 employees who are not currently on arrears pay will be on arrears pay at the end of the month. The goal for the 26-pay year is January 1<sup>st</sup> providing the Oasis system implementation goes as planned. He advised for employees to be aware that their paychecks will seem less with it reflecting approximately ten (10) days, however, it will be more in the months of July and December as they will receive three (3) pays. He also advised to think about how it will affect your monthly budgeting. Joan B. asked if they would consider offering some type of budgeting class to employees to assist them. Linda added when they switched to the nine to twelve, they had said they would but it never happened. Jim agreed they could work on putting something together through T&D to see if people would like to attend. Nancy suggested having something to access online to go to whenever you want such as tips, etc.

Lisa brought up the issue of reporting to PEIA with the new pay; if it is reported monthly, then there is a possibility it will be lower. Jim stated it just depends on when they report it; could be monthly or per pay cycle. He relayed these issues are on the administrative end that he is not involved with himself so he is unsure how they will work that out.

Linda C. stated that in our Mountaineer Flexible Benefits booklet, it gives you a breakdown on your premiums if you receive either 24 or 26 pays.

### **Guest Speaker**

Clement Solomon, *Director, Parking Management*

Clement agreed to come today to give the council an update on parking issues campus-wide. The last time he spoke at a Staff Council meeting was February 2014.

Clement stated they have recently conducted a complete parking assessment of lots on each campus. Their first goal was to fill lots to 100% capacity as there were some that weren't. They have looked at increasing utilization, or overfill rates. The HSC lots seem to be an ongoing issue but he reported they have provided spaces to all staff from lot 81 up to lot 84. Most faculty have been moved to the garage.

They have also worked on the move list and wait list. Downtown campus had a wait list of 200+ as did the move list. The wait list had a complicated point system such as, if you're this, you got two points; if you're that, you got five points, etc. When he first reviewed the wait list a year ago, it contained over a hundred worksheets for each lot. He wanted to simplify it to one wait list, one move list. The wait list has now been reduced to 50 from 200. Mountaineer station at HSC contains 650 spaces and was extremely under-utilized. They now sell over 400 permits with 300 short term users. He has not solved all the problems but they are continuing to work on this in a systematic way.

Some technology changes have also been implemented with the parking system. The IT department assisted them with new modules that have been added and they've eliminated redundancies/duplications.

Customer service and communication protocols have also been enhanced with using more tact in situations where a person makes an honest mistake and them agreeing to waive the citation because it's the right thing to do. He feels their main goal is not writing tickets to generate more revenue, it is to ensure that whoever purchases a permit, that they have a space available to them.

The Evansdale lot 46 (where the Ag Sciences building construction is taking place) had to be moved to short-term 6. They've decided to keep lot 6 a permanent short-term lot for events and student parking. The short-term lot at the greenhouse is now a permitted lot. That has doubled the amount of parking as well as ensures parking for employees. It also serves as a central lot that they can sell permits to the folks at Ag Sciences and Engineering.

They've been working with employees at Percival Hall regarding lots 50 and 46. Many people wanted to move to 50 that were on the wait list and Kim Hartsell (Assistant Director, Parking Management) informed him just this morning that they have been taken care of.

He is hoping when the Evansdale construction is complete and the crossing is done, the landscape and parking will change.

Lisa asked if there are any plans to make the Coliseum parking lot a paying lot. Clement indicated they have yet to talk about that but he has been getting that question frequently. He does not believe there are any plans thus far. She then asked how the new condensed move/wait lists work now. Clement stated they simply put the date the request was made.

Lisa inquired that when someone calls for towing, if WVU has to pay the towing fee then the student pays to get it back. Clement stated he does not believe WVU pays anything but will look into it.

Paul brought up the issue of Extension employees, like him, having to obtain temporary permits for visitors to Knapp Hall but by the time it is prepared and the visitor returns to his/her vehicle with the permit, a citation has already been issued. They then have to call Parking to explain to them this person has never been here, they simply did not know. He is suggesting they give some consideration with regards to this situation. Some visitors are here for three consecutive days and he has to get three separate temporary permits for each day and doesn't understand why they can't just obtain one for the three days. Clement indicated he is certainly open to that discussion. He and Paul will discuss that further. His concern is making sure the folks who pay for a space have one when they come to work. Paul added there is always at least fifteen empty spaces by the church and has never encountered someone who cannot find a vacant parking space. Clement stated they have sold permits for full capacity of the lot and something to remember is not everyone will be there at the same time. He gave the figures for Knapp Hall's lot 29: they have 90 spaces, they sold 92. Plus, there are ADA's and other professors that visit.

Larry stated that Cathy Patterson (Assistant Director, Maintenance & Engineering, HSC) had issued a free permit to someone and put her in the contractor's lot from Sept. 2-19. Clement indicated that is something that needs addressed.

Linda C. stated you fill out the application for a permit as well as update it yearly. They (she and Ron) share one permit for their two cars and that sometimes poses problems if one doesn't have the permit. She asked that if two cars are registered to that sticker, why they can't scan that sticker to see what vehicles it's registered to. Clement stated they do not have that

technology yet but are working on that. Another item they are working on is multi-year permits which you purchase one time. If you forget your permit, call them.

Nancy, as an example, stated if she has to visit Knapp Hall for a two-day meeting with administration, if they would give her one for each day at one time. Clement stated if they know in advance, they will issue more than one for those days. Dixie added that she may be directed by her supervisor to inform someone in Marion County that they need to report to her office in 45 minutes. There is no way or enough time to call Parking and get that all worked out. Pam, who works at HSC, inquired after all the issues they had with Cathy Patterson, why they gave the position back to her. Clement indicated they are in transition right now, he doesn't have all the answers. Pam added when she leaves today and goes back to work, she won't have a space; she has an ADA sticker and pays for her spot. Nancy suggested she needs to file a complaint with the ADA. Louise added all the handicap spaces are filled with the regular 75/80 handicap; they are oversold with those spaces. They did add six more spots this past year in the south end although Pam works in the north end.

Joan C. stated that Parking has asked them where campus service workers are working during the evening and afternoon shifts. Clement verified they are trying to manage the demand with 2<sup>nd</sup> and 3<sup>rd</sup> shift and finding out who is parking there after 3:00 p.m.

Lisa advised that if anyone has any further questions/concerns to please give those to Louise and Larry to take to Clement for discussion the next time they meet.

Larry suggested Clement provide more details regarding fleet management. Lisa advised that due to time, they will have to table the topic for next time Clement visits. Clement stated the fleet issue is on hold as of now.

### **Guest Speakers**

Sheila Seccurro, *Executive Director, HR*  
Jaime Bolyard, *Senior Compensation Specialist*

Sheila and Jaime are here to give more information regarding to the new PIQ short-form because Dixie had inquired about it at last month's meeting. Dixie is part of the pilot program for this new form and did not want to make errors that could affect someone's title and/or pay. Jaime has been involved in the leg work of this new form so she has a vast knowledge of it.

Sheila explained they have piloted this as a trial period and identified some key large customers like Extension and some other groups. They began with Arts & Sciences and Extension; moved it out to Facilities; and most recently HSC and Student Life. The longest have been Arts & Sciences and Extension and have asked for feedback, specifically asking the supervisor how long it took to complete and how much time it saved them. Jaime added they have not had any down-grades or complaints as of yet with this form. They provided copies of the form for everyone to review (copy on file in the Staff Council office).

The original PIQ was longer in comparison. Jaime explained they looked at it and wanted to better organize the information. For example, the direct supervision and indirect supervision took up an entire page so she made it more concise. A lot of the verbiage is the same just laid out differently.

When reviewing the supervision section, it still asks what positions are supervised, employee name, how many FTE's there are, hire/fire training, if they conduct performance reviews, and if direct/indirect.

The section's that remain the same are the job summary, the duties and responsibilities and the percentage of time spent doing them. The minimum qualification section still asks for the same info, just reorganized and shorter. It asks for education and what degree the incumbent has obtained if applicable as well as experience. Sheila added that information is set by the Job Evaluation Plan so that is why they finalize that in HR. The supervisor may add information in there as well.

The section that contains knowledge, skills, and abilities wasn't revised much; typically no more than ten (10) items are necessary. It is a recommendation, not a limitation but at times people can list things and that can get repetitive. This is not a factor in the Job Evaluation Plan but more so for the interview process when recruiting.

The physical effort is the same as it was previously, just structured a bit differently. It asks what you typically do and how often. It gives examples such as must be able to lift, push, or pull at least fifty pounds and use specific equipment or tools.

The final section is the flow chart and they've provided spaces to copy/paste to fill in the blocks to make it more user-friendly for the supervisor.

### **Old Business**

Ron asked if any mandatory meetings have been scheduled for the bullying and Title IX. Joan B. stated their meeting is next month at Jackson's Mill. Nancy relayed there are meetings scheduled in Morgantown on October 8<sup>th</sup>, November 13<sup>th</sup>, and December 11<sup>th</sup>. She also relayed that online training would be available starting September 22<sup>nd</sup> for those who cannot attend the classroom session.

Larry stated HSC put up a flyer stating that if anyone is seen smoking that security can take their name from their ID badge and inform their supervisor but no member of management signed off on it. Jim confirmed it did not come from Human Resources but they did have a discussion with HSC about the smoking in the parking areas. Amber added she knew of a meeting that Bob Roberts (Director, Public Safety) had attended over there, so that may possibly be where it stemmed from.

Lisa added she had previously asked the group to inform her of areas where additional signage is needed; she has received only three responses.

### **New Business**

Diana inquired if a council member wishes to attend the upcoming ACCE and BOG meetings, if a letter would be sent to their supervisor. Lisa indicated she will be sending out a formal invite for the ACCE meeting but will send out an additional email if necessary.

Larry stated that in light of law suits regarding sexual misconduct against a faculty member by classified staff that it must create a hostile work environment because they continue to be

supervised under that person. He inquired why background checks aren't done on faculty. Dixie wanted to add that she knows of someone who went to HR because of misconduct and now she is facing repercussions because the director of this person's unit sided with the faculty member.

Larry is concerned with our fellow classified staff working under these conditions. Jim stated when they are involved, two units conduct investigations: the office of Diversity, Equity and Inclusion or HR depending on the nature of the issue. If DEI has the issue, they conduct an investigation, they then submit a conclusion or a finding; there is either evidence to support the claim or there is not. If not, case closed but if there is, they refer the matter to the administrator of the unit asking them to work with Employee Relations to determine the appropriate action with legal involved as well.

When it is determined that it is not an issue for DEI; HR then conducts an investigation. The process is basically the same; they recommend disciplinary action by giving them two options to take. If they feel that it is jeopardizing the university to continue to allow this person to work, then they will take it up a level.

Dixie reiterated what she has expressed several times: that faculty need a background check just as much as classified and non-classified staff.

Lisa wanted to remind everyone of the nominations for the Mertin's Award and Staff Advocacy Award, which are usually presented in April. She asked to go to our website for the link; nominations are due by December 31<sup>st</sup>. The ENEWS had announced a new award recently, the Most Loyal Award. Nominations for that are due very soon as well. Also, the nominations from previous years remain on the list for the next year.

Jim inquired if council had approved the revised by-laws because he recalls just the election section was approved. Lisa will send out the by-laws again and asked everyone to review them and they will plan to vote on it next month.

The President's Meeting is Monday, September 22<sup>nd</sup> at 11:00 a.m. in the PCR. Items for the agenda are as follows:

- Update on the market study by Sheila
- Background checks for faculty
- Legislative Committee report to the president by Nancy
- Update on 40-hour work week

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

#### *Mission Statement*

*Staff Council promotes a positive work environment for all Classified Employees through effectively advocating for our peers in the University's decision making process.*