



Meeting Minutes

September 18, 2019 | 8:15 a.m. – 12:00 p.m. | Mountainlair, Rhododendron Room

Name	Title	Department	Present
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	Yes
Browne, Thea	Administrative Assistant Senior	University Libraries	Yes
Crabtree, Joan	Supervisor Campus Services	Facilities Management	Yes
Dunson, Terrence	Campus Service Worker	HSC Facilities Management	Yes
Goodman, Andrew	Library Associate	University Libraries	No*
Henderson, Angela	Program Assistant II	A&S World Languages	Yes
Hughes, Tiffany	Residence Life Specialist	SL Housing & Residence Life	Yes
Martin, Lisa	Special Events Coordinator Senior	Event Management	Yes
Matuga, Amy	Administrative Associate	Physiology	Yes
Musick, Dana	Administrative Secretary Senior	CEHS	Yes
Nichols, Melanie	Supervisor Campus Services	Facilities Management	Yes
Patrick, Kevin	Project Coordinator	University Registrar	Yes
Robinson, Shirley	Administrative Assistant	Academic Affairs Administration	Yes
Runyon, Peggy	Campus Police Officer Lead	University Police Department	Yes
Stewart, Dianne	Program Assistant II	Undergraduate Admissions	No
Tennant, Amber	Director	T&C, Employee Relations	Yes
Torries, Michael	Academic Lab Manager II	Chemistry	Yes
Villers, Charlene	Nutrition Outreach Instructor	Extension Services	Yes
Weimer, Brian	Trades Specialist I	HSC Facilities Management	Yes
Wilson, Natalie	Assistant Director	T&C, Employee Relations	No*

***Excused**

Guest Speakers: Evan Widders, Ph.D., *Associate Provost, Academic Affairs*

Amanda DeBastiani, *Executive Director, Academic Affairs*

Stacey Kearns, *Program Coordinator, Academic Affairs*

Joseph Seiaman, *Executive Director, CLASS*

Ted Svehlik, *Assistant VP, Procurement Contracting & Payment Services*

Rachel Hays, *Director, Procurement Contracting & Payment Services*

David Beaver, *Senior Associate VP, Auxiliary & Business Services*

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

Call to Order

The meeting was called to order by the chair, Peggy Runyon, at 8:20 a.m. and a quorum was established. The sign-in sheet was passed around for members to sign in.

First Business

Approval of August minutes motioned by Michael. Lisa seconded. All in favor and motion was carried.

Treasurer's Report

By Melanie Nichols, *Secretary/Treasurer*

Melanie reported a beginning balance of \$4,525.07 with the following expenditures:

\$257.19 (General Office Expenses)
\$34.90 (Printing & Binding)
\$125.00 (Photography & Graphics)
\$21.20 (Phone)
-\$449.19 (Travel)
=\$887.48 total expenses

That leaves an ending balance of \$3,637.59.

Approval of Treasurer's Report motioned by Michael. Amy seconded. All in favor and motion was carried.

Chair's Report

By Peggy Runyon, *Chair*

Peggy reported she met with people from the ITS department on September 5th regarding Adobe Cloud and some updates this fall to the software. They've renewed the contract with them for another year but will likely do away with it after the contract expires. There is other software that reads/writes PDF files. Currently, the Adobe Cloud software is costing the University \$390,000 a year. They will send out communication regarding this at the end of September. The old Adobe Cloud will not be functional as of November 20th.

Thea shared there are plans to update our phones to a web-based phone system.

The Staff Emeritus program required further discussion, per our last meeting. She and Michael had met with Cris DeBord, VP, Talent & Culture; Toni Christian, Director, Benefits Administration; and Amber Tennant, Director, Employee Relations. Staff is set up differently from faculty. It was suggested to form an interview committee. When Staff Emeritus applications are received, they will speak with those who write recommendation letters and coworkers/supervisors. Toni and her group will also update retirement documents to include

whether they wish to apply for Staff Emeritus. Once they have the draft completed, they will present it to the group.

They also discussed the Hearts and Hands program. It was also suggested to have a criteria list for meeting the requirements. There must be proof that there is need for assistance. They also looked at other Big 12 schools to compare their similar programs. Once that draft is written up, it will be shared with the group.

Board of Governors (BOG) Report

By Lisa Martin, *Classified Staff Rep.*

Lisa reported they met on Thursday, September 12th for their all day retreat. A team from the Education Advisory Board gave a slide presentation. They began with trends in higher education, segmented by elite higher ed ivy league schools and national higher ed (what we fall under); the top 50-100 research universities; liberal arts colleges; and regionals. Higher ed will be seeing a decline in enrollment. For us, it's the declining population. However, our retention rates have gone up.

They then met in three/four small groups to discuss what they believe are their strengths and weaknesses and ways to improve how WVU is viewed.

They met for their regular meeting on Friday, September 13th and held their committee meetings.

They approved of the sale of Fieldcrest Hall to the hospital; a new department in the School of Medicine; and another department on the main campus.

The next meeting is scheduled for November 8, 2019 at the Erickson Alumni Center. Everyone is welcomed to attend.

Advisory Council for Classified Employees (ACCE) Report

By Shirley Robinson, *Classified Staff Rep.*

Shirley does not have a report as they will meet on September 26, 2019 at the North Central Advanced Technology Center (ATC), Pierpont CTC in Fairmont, WV.

Peggy was informed they wanted to make some changes to our Regents Bachelor of Arts (RBA) program and requested Shirley discuss that item at their next meeting.

Committee Reports

Tuition Assistance Committee

By Joan Crabtree, *Chair*

Joan gave a brief run down of the numbers:

Staff Tuition Assistance, Fall 2019:

- 33 classified staff employees applied
- 20 were awarded for a total of \$29,547 (college fees are now waived as well)
- 13 were not eligible

The Tuition Scholarship for Children of Classified Staff, Academic Year 2019-20:

- 28 applicants
- 16 were awarded \$147 each
- 11 not eligible

Welfare Committee

By Amy Matuga, *Chair*

Amy reported an update to their Back-to-School supplies/backpack drive. They filled a total of 40 backpacks this year for children in our WVU families.

The chair of the Faculty Senate Welfare Committee, Scott Crichlow, has reached out to her and would like to work together to make the WVU community better.

Melanie attended their meeting on behalf of Amy. They discussed the updated smoking policy; overall wellness; the issues with them trying to use the Rec Center and having to pay to park and other inconveniences; and issues with recruiting faculty because of the lack of available child care. She enjoyed attending the meeting and felt very welcomed.

She and Amy are planning to attend another meeting and hopefully can collaborate on some other issues.

Blood Partnership

The Staff Council-sponsored blood drive will be held on Friday, September 20 from 10:00 a.m. to 2:30 p.m. at One Waterfront Place. Angela volunteered to staff the table and welcome donors.

Guest Speakers

Student Retention

Evan Widders, Ph.D., *Associate Provost, Academic Affairs*

Amanda DeBastiani, *Executive Director, Academic Affairs*

Stacy Kearns, *Program Coordinator, Academic Affairs*

Joseph Seiaman, *Executive Director, CLASS*

Dr. Widders and his team agreed to come in to discuss efforts with student retention and what staff can do to help.

Retention is keeping students at our university from freshman to sophomore year. Persistence is keeping them here from sophomore year and on. Graduation rate is another number they look at which is how many students graduate in four years and how many in six years.

There are now fewer students in high school in WV and the north east with more competition from Maryland and Pennsylvania.

Joseph and his unit try to identify ways to get the student into their major sooner and work with them. They're also looking at the Math and Science pre-requisites, as well.

They provided a slide presentation of some numbers to share with the group. This is the same information they provide to the federal government.

There are 4,950 freshmen this year; in the past it's been above 5,000 so it has dropped some

We're around 80% in retaining freshmen students from fall to next fall term; which is average for public land grant institutions but we want to be better.

Last year, we had a reduction of 500 freshmen within the first year. The number of transfer students has dropped as well.

Four-year graduation rates show that for every ten students that enroll as first-time freshmen, four go on to graduate in four years; six do not. Six-year graduation rates are on average for land grant institutions.

Dr. Widders explained the various reasons why students leave (Leavers) and those who leave and come back (Returners) as well as those who contemplate leaving (Contemplators) and shared their findings from the STAY Survey.

Leavers

1. Engagement
2. Academic
3. Financial

Major Issues:

- Campus fit; don't feel they "fit in" in such a large institution
- Poor grades

- Access to major
- Mental health

Returners

1. Engagement
2. Financial
3. Academic

Major issues:

- Personal crisis
- Academic dismissal
- Mental health
- Planned stop out

Contemplators

1. Engagement
2. Academic
3. Financial

Major issues:

- Progress in major
- Academic adjustment
- Mental health
- Ability to pay

Mental health issues have been very common in recent years. They show around 20-30% of students have utilized services through the Carruth Center. This has increased the number of staff needed to meet the demand.

Joseph explained a large percentage of our students work both on and off campus. Around 24% of our students are first generation students (the first in their family to go to college and earn a four-year degree). Around 30% of our students are Pell-eligible and some get additional need-based aid through Supplemental Education Opportunity Grant (SEOP) and Connections Grants.

They're working with our Center for Financial Literacy and Education in an effort to teach our students about finance as well as their parents, if first generation.

How we can help our students be successful:

Engage, Recognize, Encourage and Refer

- Ask them how they're doing, talk and listen
- Acknowledge their accomplishments
- Encourage them to share as much as they feel comfortable sharing
- Encourage them to talk with their faculty and advisors
- Recognize we're not licensed counselors; make referrals to the appropriate resources on campus (<https://students.wvu.edu>) or the Academic Intervention Team

- If you feel they are a danger to themselves or others, file a CARE report (<https://careteam.wvu.edu>)

Amanda explained they refer to surveys and the Registrar's Office to acquire when students request transcripts. There are students who request their transcript after their first week. They then have them complete a survey or obtain a report. They use the Navigate system – an Education Advisory Board (EAB) tool which is available to everyone on campus, as well as students. It was originally an advisor tool and it gives a snapshot of the students profile.

This system was used to tag students when we had the floods in southern WV a few years ago. It impacted many students and their families. With this system, they were able to reach out to these students. This was also used for our students from Sri Lanka.

They can also reach out to students through this system to inform them what other services they may be interested in. You can also text message a student through the system.

They also started a progress report last Spring that faculty completes regarding the student's performance. This information is communicated to the student and oftentimes is positive feedback which can really give them a confidence boost.

MyTravel

Ted Svehlik, *Assistant VP, Procurement Contracting & Payment Services*
Rachel Hays, *Director, Procurement Contracting & Payment Services*

Rachel and Ted had requested to present the Council with an overview of the MyTravel system.

Ted shared the University spends over \$500 million, which includes 31,000 purchase orders and 90,000 invoices.

They have around 5,000 travelers annually who they reimburse and 4,000 PCards which result in 150,000 transactions.

Rachel and her team are looking at the travel program to improve the experience for the employee.

Enterprise and National Rental Car have been contracted with us for several years and are currently in the process of completing another contract. This guarantees the current contract rates for another two years. Insurance is also included in the price. They also guarantee availability of a certain car if you book 24 hours in advance. The current rate in the Morgantown area is \$30 a day.

The University spends around \$4-5 million yearly on airfare. There is no contract in place with an airline as of now but they are looking into it. They are finishing up an agreement with Southwest Airlines where employees will receive 2-5% off their airfare and 50% more bonus points. They're also talking with Delta, American, and United Airlines.

Currently, there are no contracts with hotels. They want to start locally and have agreements with them. They will then look at national chains.

Airbnb, Uber and other non-traditional travel are becoming more popular. They're having conversations with these businesses as well.

Amber added Enterprise also honors the WVU employee discount when you aren't traveling for work purposes. Ted said they're also looking into employee discounts at hotels and for airfare.

Rachel explained MyTravel is a booking tool. It went live in January 2018, around the time MyExpenses went live so it got overshadowed a bit.

The BOG Travel Rule will be updated (first since 2003) and effective October 1st and it's strongly encouraged to complete your travel reimbursement through the MyTravel system for the following reasons:

- There is a profile for personalization
- There are many people with rewards programs with airlines and hotels and you can add that into your profile so each time you book, it will automatically add it to your rewards
- Competitive and guaranteed rates – you'll find the same rates in MyTravel
- We have a travel management company called World Travel who will price match for you
- World Travel has a 24/7 dedicated customer service line
- Worry-free booking
- Our Enterprise and National Rental Car rates are already in the system
- Travel safety – they are able to identify WVU travelers in the event of a catastrophic event
- No fee for booking through the system
- You may elect a proxy to book the travel on your behalf
- It is not mandatory to use your PCard; but you must have credit card

This is one of the many groups they will be talking with around campus with ENEWS communication coming out soon. There will also be a FAQ forthcoming and more information which you can find on their website, <https://procurement.wvu.edu>.

Request for Proposals

David Beaver, *Senior Associate VP, Auxiliary & Business Services*

David had requested to speak with the group regarding some recent RFP's that have been sent out.

He previously worked solely in Procurement and now oversees several units of the University which includes Planning & Construction; Dining Services; Facilities; Procurement; and Transportation & Parking. He reports directly to Rob Alsop, VP for Strategic Initiatives.

When the University seeks to buy a service, they do a Request for Proposal (RFP) to get an idea of what's out there and how much for a type of service.

There are two RFP's that have went out recently. One went out a few weeks ago for a housing master plan to get a better idea of the all the student housing and Private Public Partnerships (PPP) units around campus.

Another one went out for property optimization which relates to how we're going to use University-owned farming properties.

There will be two additional RFP's going out in the next few weeks. One is around facilities maintenance for the Public Private. College Park does their own maintenance. The other PPP housing units are overseen by Tom Evans, Facilities Manager, Public Private Partnership, with Director of Operations, Baron Smith, providing the custodial staff. Evansdale Crossing is unique due to Fresh Hospitality restaurants among other businesses being there so he does not believe that would be included.

They're looking at whether they should be providing this service to these entities and if not, they would pull all resources back to the main campus to fill vacancies and help with the turnover rate. There are currently 30+ vacancies so no one will lose their job. This is not like the Sodexo/Dining Services transition.

They understand they need to carefully look at Trades/Campus Service Worker market pay grades.

Once they receive responses, they'll need to take it to the Board of Governors and will come back to Staff Council.

The other is storeroom operations. They operate several storerooms across the University and spend around \$3-4 million dollars a year on supplies. They sent out RFP'S to companies like Grainger, etc. They want to see if they can buy better and save money with concepts like consignment so there's not inventory just sitting on shelves.

Again, they will need to take it to the BOG and will bring it to Staff Council for input.

Peggy asked if they would be willing to invite someone from Staff Council at the table after the responses come in and they meet. He agreed and asked her to provide him with some names.

Old Business

Peggy is concerned about the new Shared Services and changes with employees. We were informed they will offer workshops for resume and interview skills but she would like to find out whether those people who want to work in the Shared Services unit need help with anything specific and what Staff Council can do to assist with that.

Amber said it would depend on what they need. Skillsoft is available and they'll need to register for that through Leadership and Organizational Development. Whatever job they will have in Shared Services will include specific training. If they need to improve their Excel or Microsoft Word skills, they may need to look into something else. She will see what she can find out.

Peggy has not yet received a response about the ID card replacement program for HSC employees.

Amber relayed the Voluntary Separation Incentive Plan (VSIP) Campus Conversations are taking place this week. They'll be communicating offers to the 464 individuals who have expressed interest next week. They'll receive an email on Tuesday that will explain the process and inform them if they will receive an offer or not. There are 176 individuals who will receive a

VSIP offer and will then meet one-on-one with someone. Those meetings are scheduled for the first week in October. You will have 45 days to consider the contract and after signing, you have 7 days to rescind if you change your mind. She highly encourages to attend a Campus Conversation and if you can't, the session on Friday will be webcasted.

New Business

The plaques to be given to the two retirees awarded Staff Emeritus have come in. It is yet to be determined when/where they will be presented to them

Burlene Forquer resigned from Staff Council on September 11th. She was the sole representative in her sector, Administrative/Managerial. There were no other nominations during the election last Spring so we have no replacement. There should be five representatives for each sector.

Michael would like to know the possibility of non-classified staff being allowed to serve on Staff Council due to the fact classified staff now makes up around 45% of WVU's workforce and we're seeing more non-classified positions posted. Amber added when Staff Council was formed, there were very few non-classified staff positions so that's why non-classified were not included.

She explained there are three employee groups: classified; non-classified; and faculty which includes any academic related position like adjunct instructors. These groups have varying legislative and institutional rights. Everyone gets the same benefits package. The leave benefits are a bit different. Human Resource policies also vary. Non-classified staff work on a year-to-year contract so there is no guarantee for continuing employment. Classified staff have some property rights associated with their position which is why the Reduction-in-Force (RIF) only applies to them.

One other definer for non-classified staff is positions that report directly to the president; policy-making; or another critical role. Institutions that have changed to all non-classified staff have seemed to rely on the "critical" definition, regardless of their position.

WVU employs approximately 50-75% of the total classified staff out of all the higher ed institutions in the state. The other institutions have smaller numbers with the exception of Marshall.

Amber explained the legislation from our "Freedom Agenda" involved changes between hourly and salary pay. Any salary paid position is considered non-classified. Anyone who was still classified and paid a salary at the time were grandfathered in and remained classified.

The defining factor for this decision was in conjunction with the changes with the Fair Labor Standards Act's (FLSA) exempt/non-exempt status.

After discussion and ideas about how to fill the vacancies in our sectors, Amber advised for the group to collectively get a plan of action which Shirley can then take to the ACCE.

Amber relayed there was a change in the employment of relatives procedure. An audit had identified deficiencies in the receipt of benefits from a relative from one of our affiliates. You

cannot give a benefit to a relative if employed by one of our affiliates such as the Research Corp and employees cannot receive a benefit from a benefit employed by one of our affiliates.

President's Meeting

The President's Meeting is scheduled for Monday, September 23, 2019 beginning at 11:00 a.m. at the Mountainlair, Rhododendron Room. Agenda items were determined as follows:

- Legislative agenda
- Possibility of allowing non-classified staff to serve on Staff Council
- Upon completion of Performance Evaluations, what is the possibility for meritorious pay increases?

Adjournment

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