
West Virginia University Staff Council Meeting Minutes

June 19, 2019

8:15 a.m. – 12:00 p.m.

Evansdale Library, Room 234

Name	Title	Department	Present
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	Yes
Browne, Thea	Administrative Assistant Senior	Main Library	Yes
Crabtree, Joan	Supervisor Campus Services	Facilities Management	No*
Dunson, Terrence	Campus Service Worker	HSC Facilities Management	Yes
Forquer, Burlene	Manager Food Service	Mountainlair Catering	No*
Gill, Yolanda	Administrative Associate	Accessibility & Auxiliary Service	Yes
Griffin, Barbara	Developmental Advising Specialist	Academic Degree Programs	Yes
Irons, Rusty	Trades Specialist I	Facilities Management	Yes
Martin, Lisa	Special Events Coordinator Senior	Event Management	Yes
Matuga, Amy	Administrative Associate	Physiology	Yes
May, Crystal	Office Administrator Senior	Microbiology	Yes
Musick, Dana	Administrative Secretary Senior	CEHS	Yes
Nichols, Melanie	Supervisor Campus Services	Facilities Management	Yes
Robinson, Shirley	Administrative Assistant	Academic Affairs Administration	Yes
Runyon, Peggy	Campus Police Officer Lead	University Police Department	Yes
Tennant, Amber	Director Employee Relations	Talent & Culture	Yes
Torries, Michael	Academic Lab Manager II	Chemistry	No*

***Excused**

Guest Speakers: Paul Kreider, *Vice Provost, Academic Affairs*

Clement Solomon, *Director, Transportation & Parking*

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

Call to Order

The meeting was called to order by the Vice 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 May minutes motioned by Joan B. Crystal seconded. All in favor and motion was carried.

Treasurer's Report

By Peggy Runyon, *on behalf of Joan Crabtree, Secretary/Treasurer*

Peggy reported a beginning balance of \$2,036.53 with the following expenditures:

-131.28 (Printing & Binding)

-21.20 (phone)

-93.03 (travel)

-15.49 (address labels)

= \$447.62 total expenses

That leaves an ending balance of \$1,588.91.

Joan B. motioned for approval of Treasurer's Report. Melanie seconded. All in favor and motion was carried.

Chair's Report

By Peggy Runyon, *on behalf of Michael Torries, Chair*

Michael reported with the fiscal year coming to an end, a Staff Council member had suggested to donate the remainder of our Staff Council budget (approximately \$2,000) to the Tuition Scholarship for Children of Classified Staff to supplement the account. Michael contacted Rob Alsop, VP for Strategic Initiatives, for approval, which Rob agreed to. Rob's continued support for Staff Council is very much appreciated. More on the remaining budget under New Business.

Bonnie Anderson, Special Assistant to the President, is working on the final approval of the Staff Emeritus candidates which were approved by Staff Council in April by majority vote.

Janelle had inquired about the card replacement policy; more on that under Old Business.

Thanks to the committee chairs for providing their summary of activities to Michael. The information provided will assist the newly-elected committee chairpersons going forward.

Peggy distributed copies of Michael's chair's summary of Staff Council activities over the past two years. He broke it down into sections such as: Issues That Changed the University; Staff

Council Ongoing Initiatives; Staff Council Initiatives Completed; New and Upcoming Issues; and Future Ideas.

Lastly, Michael would like to thank everyone for being so supportive of him serving as chair over the last six months. There were many things to do and he could not have completed as many items as we did without everyone's help.

Advisory Council of Classified Employees (ACCE) Report

By Shirley Robinson, *ACCE Classified Staff Rep.*

Shirley reported they met on June 18 at WVU Parkersburg. When they meet and do not have a quorum, they have a meeting summary in lieu of minutes which are posted on their website.

They went over a few committee reports. They covered reports from each institution about whether they will be transitioning all staff to Non-Classified Staff. West Virginia State University has plans to do this like the WV School of Osteopathic Medicine and Glenville State College have done.

Glenville State College is composing a search committee for a new president.

Mount West is combining the two positions of Academic Affairs VP and VP for Student Services into one position.

WVSU's Staff Council used their remaining allocations to create three staff service awards: Student Success; Customer Service; and School Spirit. All nominees will receive a certificate. Winners will be chosen by a peer selection process and will receive a plaque and a free parking pass for next year.

They will hold their annual retreat at Canaan Valley Resort and Conference Center in Davis, WV, July 22-23. Guests are welcomed to attend.

Potential guest speakers will be: Dr. Sarah Tucker, Higher Education Policy Commission (HEPC) Interim Chancellor; Bruce Cottrill, HEPC Director of Class & Comp; and Matt Turner, HEPC Executive Vice Chancellor for Administration. Also mentioned to make an appearance is Bruce Walker, former HEPC General Counsel (retired); several WV Legislators; and President Gee.

A few talking points for discussion will include:

- Status of the proposed funding model and the status of the Blue Ribbon Commission
- What is HEPC's authority and function?
- Does the chancellor support and agree with ACCE's mission?
- How can we be a resource for the higher education system?
- Will individual institutions have to market or promote themselves to HEPC or Community and Technical College System of WV (CTCS) to obtain funding?
- What recourse do employees have with disputes?
- Publishing employees' cell phone numbers (phones paid for by WVU)
- Some BOG members are not actively participating with their institutions

- Discussion regarding expired terms for BOG members – what is the appointment process?
- How are BOG members replaced? How can we make recommendations? (Matt Turner is currently working on a system to track BOG member training)

Lisa commented that Valerie Lopez, Special Assistant to the Board of Governors, oversees the BOG member training and keeps a record of the hours of training which includes videos, PowerPoints, and items on the HEPC website that they must choose from as their training requirements are from the HEPC.

ACCE is in the process of developing a survey to be communicated with all institutions who participate with ACCE. The chair will be composing a letter that will go to the presidents and HR units for each institution to request permission to distribute the survey to classified staff.

A few examples of the questions:

- Are you familiar with your institutions Classified Staff Council?
- Do you currently participate in your Classified Staff Council meetings or events?
- Do you feel you have a spokesperson or advocate for issues concerning you?
- Do you believe you have a resource for information on the issues listed below (state Legislation; employee benefits, etc.)?
- Would you like for your ACCE to expand to include Non-Classified Staff?

They plan to communicate the results of the survey (if survey is permitted) to classified staff.

Board of Governors (BOG) Report

By Lisa Martin, *BOG Classified Staff Rep.*

Lisa could not attend the Staff Council meeting last month, so she had a few reports to share from their recent meetings.

May 14, 2019 – Special Meeting:

- Approved Shared Services Facility Space and Related Buildout
- FY 2019-2020 increased fees related to new freshmen resident apartment rates at University Park to \$500/person per year
- FY 2019-2020 cut in tuition and fees for PSC will allow in-state students to be eligible for free community college as adopted by the state Legislature. Requirements will be:
 - Perform community service each semester
 - Complete a drug screening
 - Stay in WV for two years following completion of degree
- HSC Market dining hall renovation – Sodexo to add Chick-Fil-A, juice and coffee bar
- Approved lease of property near the Reedsville farm in Preston County. In lieu of rent, WVU will provide general farm operations and grounds maintenance. Discussions are ongoing to eventually donate the 112 acres to Davis College.

June 6, 2019 – Special Meeting:

- Executive session discussion – no action taken

June 20-21, 2019 – Regular BOG meeting:

Thursday:

- Depart at 7:30 a.m. for Summit Bechtel Reserve (national Scouting center)
- Working lunch – committee meetings
- Tour of SBR
- Dinner & program
- Dismiss at 8:15 p.m.-8:30 p.m.

Friday:

- Transport by bus to meeting at WVU Tech – Carter Hall Auditorium
- Academic affairs update
- FY 2020 budget discussion
- Proposed final Rules
- Athletics license agreement with Learfield IMG
- Annual faculty report
- Terminations, creations, and changes to existing degree programs
- Reduce per credit charge to ACCESS courses for high school students
- Acquisition of White Day Golf Course
- Committee reports
- Dismiss around 3:30 p.m.
- Board bus back to campus

Guest Speakers

Student Retention Efforts by Staff

Paul Kreider, *Vice Provost, Academic Affairs*

Michael had invited Paul to speak to the group about how staff can help with student retention. The Provost's Office is going through some administrative personnel changes including a new Associate Vice Provost who will oversee student retention.

He explained the Provost's Office had amended several policies on campus over the last two years in hopes of improving student retention rates while at the same, holding students accountable.

Suspension GPA changed from the varying sliding scale to a flat 2.0 for all student and they have plans to extend the probationary period.

An Academic Intervention Team was created last year, and they monitor requests for transcripts, mostly from freshmen; likely wanting to transfer to another institution.

They also try to help students who've lost their scholarship or who have need.

They also created a Mountaineer Collaborative team, comprised of faculty and academic advisors, who identified courses in biology, math, etc., as well as the WVUE 191, which is required for every major. They found that if students don't attend the WVUE, they have trouble succeeding.

They spent a great deal of time working on changing the math requirements since that was a big issue, so they lowered it.

We have students from all counties in WV and some counties have a 0% retention rate. They're trying to identify and match up faculty/staff with students who come from the same counties to serve as mentors to these students.

The Student Success Scholars Program is for class students in pre-majors and they try to work with them and possibly offer a small scholarship to get them into it after their first semester.

Next year, they want to look at risk factors and intervene using the data from student profiles and hope to implement a class attendance software.

They want to develop more mentorship programs in addition to the tutoring they offer.

Many students qualify for work study but don't want to work on campus as they feel they'll make more money working off campus. They encourage students to work on campus as they've found they're more likely to succeed in college.

They ask for staff to notify them if they see students struggling, depressed, or not coming to work so they can begin helping them.

Lisa questioned if there is a list of counties without mentors. There is, and he'll have his contact reach out to her.

Peggy asked if/when they have the data compiled of how many students in which counties, if that information will be shared and with whom. It would be helpful to have that information to connect with the students. When she learns of someone from her county going to WVU, she tries to find the student to welcome them and ask if they need anything. Paul explained they must be careful due to the Family Educational Rights and Privacy Act (FERPA) regulations so he's not sure, but he'll find out.

They established a new sub-committee for Welcome Week, called the Fit Committee. They ask colleges to pull all student organizations in and connect with the freshmen.

They have 8 or 9 living learning communities and two more starting this fall. They are seeing it becoming more popular.

Shirley suggested sharing success stories of students from different counties. Paul said they've done something similar, but it is a great idea and he'll look into it further.

Paul will relay our questions/concerns to the new Associate Provost. He is appreciative of the group's willingness to help with this matter.

Parking Q & A

Clement Solomon, *Director, Transportation & Parking*

Clement agreed to come in and address questions/concerns from the group that were brought up during the last meeting which Janelle had communicated to him prior to today.

1. *Hospital employees are seen parking in Areas 84 & 80 instead of the hospital parking lots.*

Some hospital employees are also WVU employees so typically that's the reason. He'll investigate it further and respond via email to Janelle.

2. *Students with permits for Area 51, beside Evansdale Crossing, which displaces staff employees as well as up to ten cars parked beside the loading dock area.*

They use Area 51 for intercampus parking as well and have not been able to fully sell the lot because they want to keep some spaces open. There is enforcement in that area.

3. *When will people with permits for Area 7 near Stansbury be reassigned to a different area?*

They've sent emails to those people in Area 7 about a week ago explaining they have a plan and are trying to find a location nearest to their work.

4. *Enforcement personnel numbers*

Our technology has advanced with how they do their job. They look at hot spots and tend to focus more on them, but they do their job well.

Committee Reports

Tuition Assistance

By Barbara Griffin, *Chair*

Barbara reported that around 30 classified staff employees were awarded for the Fall 2019 Tuition Assistance.

There will be a new contact person in Financial Aid who will be assisting us.

Blood Partnership

By Barbara Griffin

A blood drive is scheduled for Friday, July 26, 2019 from 9:30 a.m. to 1:30 p.m. at the Mountainlair, Vandalia Lounge.

Welfare Committee

By Amy Matuga, *Chair*

The 2019 Backpack Drive and Back-to-School Supplies Drive for WVU families will be underway soon.

If there is money left in our budget, she'd like to purchase the milestone years of service certificates. Thea received an estimate from Morgantown Printing & Binding for a reasonable amount.

Lisa has a certificate template and Janelle could print them. This won't be costly, so it can come out of our new budget.

Lisa will get more info on price breaks with additional quantities and get some estimates.

Athletic Council

By Joan Baldwin, *Classified Staff Rep.*

Joan could not attend the meeting that was held on June 18th but will get a copy of the minutes to report on during next month's meeting.

Transportation & Parking

By Yolanda Gill and Terrence Dunson, *Classified Staff Reps.*

Yolanda relayed they will be touring the PRT station on June 28th. Terrence will provide the report during the July meeting since Yolanda will not be serving another term on Staff Council.

Tobacco Free Task Force

By Peggy Runyon, *on behalf of Michael Torries, Classified Staff Rep.*

Michael reported they did not meet this month.

Updated No Smoking/No Vaping signs are being placed in buildings around campus.

On Thursday, June 13th, he received an email from Rocco Fucillo, Senior Advisor & Director State Government Relations, updating the group on what was happening:

- They're working on implementing the various recommendations from all groups
- They've begun the process of hiring a graduate assistant for the ambassador's program and worked out the details of the compliance officer
- A slide deck on the entire program is being prepared by University Relations so they can present to Faculty Senate and Staff Council and other members across campus
- After August, the steering committee established by Rob Alsop, VP for Strategic Initiatives, will take over leadership and committees will serve as administrative guidance when needed

Michael should be receiving another update this week and will provide that information as he receives it.

Amber believes they plan to hire the compliance officer by August.

Old Business

As previously discussed, there was some confusion about card replacements and who pays for them. Per Peggy, Michael thanked Janelle for obtaining the policy guidelines and that document was shared with the group. That information is available on the Card Services website.

The whole magnetic strip/swiping system will be replaced with the chip in the card that you can touch to the receiver. They are currently in the process of fitting the doors with the new system. Peggy would like to invite someone from Card Services to speak to the group about the new system/guidelines. She will reach out to someone in the department.

The WVU Alert system was discussed last month. Peggy contacted someone about coming to a meeting to talk about it so she'll follow-up with her.

Amber updated the group on the Voluntary Separation Incentive Plan (VSIP) process. The interest period has closed with over 400 individuals expressing interest.

Jim Morris, Assistant VP for Talent & Culture, and Samantha Burwell, Assistant Director for Talent & Culture, met with leaders of each area to provide the list of employees in their unit who were interested. Leaders will then contact them in mid-July with their suggestions of employees who can receive an offer based on their unit's budgetary and work needs. A committee will then meet to review the requests from each department.

Thea questioned if there would be any reason for the committee to deny a request. Amber said possibly; if the justification doesn't meet the standards of the program. There can be many scenarios.

With regards to the Shared Services, the selection process will begin in August. Amber and her team will be meeting with Lisa Sharpe, Director, Shared Services Operations, and her team to go over their structural plan. Peggy will invite Lisa to come in and update the group.

New Business

As previously mentioned, someone had suggested to donate the remainder of our budget towards the Tuition Scholarship for Children of Classified Staff account. Lisa said she initiated it and explained we did that before, a few years ago or so. The WVU Foundation fund isn't a whole lot, usually around \$2,500, and that extra money helps. The amount awarded varies as it depends on how many students apply and show they have unmet needs. As an example, for the upcoming 2019-2020 academic year, 17 eligible students were awarded \$147 each.

Joan B. motioned the remaining balance of Staff Council's FY 2019 budget be moved to the Tuition Scholarship for Children of Classified Staff fund. Thea seconded. All in favor and motion was carried.

Amber suggested to invite the recipients of the award and maybe have a pot luck during an upcoming meeting although there are regulations with FERPA. Peggy will check on that.

This will be the last meeting for Barbara, Yolanda, Crystal and Rusty. They will be missed on Staff Council.

Amber reminded the group that next month we'll be doing the elections for the Vice Chair, Secretary/Treasurer, Parliamentarian, and two Members-at-Large.

Lisa suggested that we should consider inviting the Staff Council chairs at our sister schools to our meetings.

President's Meeting

The President's meeting is scheduled for Monday, June 24, 2019 beginning at 11:00 a.m. at the Wise Library, Room 104. Items on the agenda were determined as follows:

- Chair's summary of Staff Council activities for FY 2017-2019
- Staff Emeritus approvals by the President (2)
- Forecast for future pay raises
- Blue Ribbon Commission update

Adjournment

Lisa motioned to adjourn. Thea seconded. All in favor and meeting adjourned around noon.