

West Virginia University Staff Council Meeting Minutes

February 18, 2015

8:15 a.m. – 12:00 p.m.

Jerry West Lounge – Coliseum

Name	Title	Department	Present
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	No
Baldwin, Larry	Electrical Technician	HSC	Yes
Bise, Linda	Program Assistant II	HSC	No
Bolyard, Emmitt	Purchasing Assistant I	Facilities Management	No
Bremar, Nancy	Nutrition Outreach Instructor	Extension Services	No
Bright, Karen	Nutrition Outreach Instructor	Extension Services	Yes
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	Administrative Assistant	Deans Office Arts & Sciences	Yes
Martin, Lisa	Special Events Coordinator Senior	Event Management	Yes
Martinelli, Dixie	Office Administrator	Extension Services	Yes
Martinelli, Paul	Program Manager	Extension Services	Yes
McCormick, Beth Ann	Program Specialist	Dept. of Pathology	Yes
Morris, Jim	Assistant Vice President	HR Employee Relations	Yes
Wodzinski, Amy	Program Coordinator	FIS	Yes

Guest Speaker: Barbara Bodkins, *Operation Coordinator, Human Resources*

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 quorum was established. The sign-in sheet was passed around for members to sign.

First Business

Approval of January minutes motioned by Beth Ann. Pam seconded. All in favor and motion was carried.

Treasurer's Report

By Diana Hammack

Diana reported a beginning balance of \$4331.07 with expenses as follows:

	\$25.20 (December phone bill)
	\$4.93 (Digital Documents)
-	<u>\$67.52 (November phone bill)</u>
=	\$4233.42 (ending balance)

Beth Ann motioned for approval of Treasurer's report. Linda C. seconded. All in favor and motion was carried.

Lisa wanted to note that the November phone bill reflects a few instances where she had conferenced in Nancy during meetings.

Chair's Report

By Lisa Martin

Lisa wanted to relay to the group that the Vandalia Selection Committee had no classified staff members prior to this year. President Gee appoints members and assured her that a classified staff employee will be appointed. Lisa served on the committee this year.

The Vandalians were selected by the committee and news should be forthcoming. This recognition is for service to the University and the state. It is one of the highest honors that you can receive at WVU.

The SB 439 was introduced on February 9, 2015 and passed on the Senate side. It was then referred to Committee on Education and Committee on Finance. It has been interpreted to be an edit to the SB 330. Paul had emailed it to council members recently; she encourages everyone to read it.

The Legislative Committee had planned a visit to Charleston scheduled for Monday, however, they decided to cancel due to the weather.

She expects another meeting regarding the 40 hour work week very soon.

Jim commented that the SB 439 essentially takes direct involvement from the HEPC (Higher Education Policy Commission) and gives authority to each institution's Board of Governors to create their own policies regarding class and comp, etc.

Lisa handed out the new 2015 Legislative Brochures. She will ask Travis Mollohan, Director of State, Corporate and Local Relations, to distribute to legislators the next time he visits.

Larry inquired if the group supports the SB 439; Lisa advised that the group needs to read it and then have a discussion; possibly before the President's Meeting on Monday. She will check if Rob Alsop, Vice President for Legal, Government, and Entrepreneurial Engagement, will be available for the discussion before the President's Meeting.

ACCE (Advisory Council for Classified Employees) Report

By Paul Martinelli

Paul reported he was originally supposed to be at Marshall University Graduate College for their meeting but the weather prevented him from attending. Eleven other members could not make the meeting as well. The Vice Chair, Amy Pitzer, would like to meet at the Capitol to discuss the SB 439 that the ACCE is not in favor of.

Paul provided handouts containing information on members of the Senate and members of the House of Delegates.

The search for the new Dean/Director of Extension is finally completed. They last met on February 9. They are down to four (4) candidates: one from Penn State; one from University of Missouri; one from Michigan State; and one from WVU. He or she has not been selected by the Provost as of yet.

As he has fulfilled his duty to the Search Committee for the new Dean/Director of Extension, he was recently appointed to another: the Nominating Committee for Emeritus Status for Classified Staff. He feels it is an important issue. Shirley Daft, a former classified staff employee, has spearheaded it and has vast knowledge of the specifics. Elaine Sholtis, Interim Assistant Director of HR, Toni Christian, Director of HR, and Mary Thomas, Public Relations Specialist, also serve on the committee.

The Governor's proposal to reduce funding will affect many programs at WVU such as the Kearneysville Tree Fruit Research farm at Davis College, Jackson's Mill Fire Academy, and the Rifle Team, to name a few. WVU faces a near 7% cut to our budget while other higher education institutions will receive a 1.4% cut.

A few interesting facts he wants to point out: WVU ranks third for student population in the Big 12. Baylor has only 13,000 students and are currently building a new football stadium with the aid of donors. Concord and Glenville State are subsidized by a private donor for over one million dollars, annually.

Paul gives credit to the Chancellor of WVU, Dr. Christopher Colenda, who has gone on record informing legislators that they cannot continue to cut higher education; students do not want to pay for salary increases.

Senator Plymale has sponsored a bill regarding OASIS (Our Advanced Solution with Integrated Systems). He is against it and feels it is causing too many problems and costing too much money. The Governor does not want any more salary studies; he feels the money should be put into a special fund for distribution to faculty and staff.

Dixie pointed out that, with regards to the SB 439, that would allow us to make decisions that pertains to compensation. For example, the need for Campus Service Workers/Housekeepers is so severe currently and many would agree the pay needs increased to recruit perspective employees. That bill would give us the freedom to do so.

Paul informed the group the ACCE is scheduled for a retreat in June and a conference in July. The topic of allowing conference calls for meetings you cannot attend will be at the top of his agenda.

BOG (Board of Governors) Report

By Dixie Martinelli

Dixie reported the Accreditation Committee met as an Executive Session on February 7 via conference call.

The BOG meetings will begin tomorrow with faculty giving their presentation at 1:00 p.m. in the Barnett Room at the Erickson Alumni Center.

Afterwards, they will hold a joint Finance and Facilities Revitalization Committees meeting which will be held together, the same day, from now on. She serves on the Facilities Revitalization Committee and is pleased with that since the Board can hear both sides at once as they pertain to one another.

The regular Board meeting is scheduled for Friday at 8:00 a.m.; she will then attend an Audit Committee meeting.

With regards to the pending purchase of Mountain State University, Ron questioned the two buildings that are not part of the purchase because of federal contracts and how they are going to work out issues with students and not being able to utilize those buildings. Dixie stated there is a team working on that now although she cannot get into specifics.

She indicated they have received positive feedback from that area's community that they are happy to have WVU's presence there with expectations of both educational and financial gain.

She credits Joyce McConnell, Provost & Vice President of Academic Affairs, who has been working toward making sure that residents are aware that we are not going down there to take over the entire area; our intentions are good.

Committee Reports

Compensation Committee

By Ron Campolong

The committee held a meeting with Jim to discuss the flex-time program pertaining to inclement weather. Communication regarding the outcome was distributed to the Physical Plant's unit Managers.

Jim indicated any fear of retaliation will not be tolerated as it is not acceptable management practices.

Legislative Committee

No report due to the weather-related cancellation of their trip to Charleston.

They had twelve (12) appointments scheduled which Nancy had set up with the assistance of Sarah Smith, Associate VP for State, Corporate and Local Relations, and her Executive Assistant, Andrea Rayl. Lisa asked the committee to see if another day next week would be a good day and she will speak with Nancy about retaining the schedule.

Tuition Assistance

By Amy Wodzinski

No new items to report other than the Tuition Scholarship for Children of Classified Staff applications are due in the Staff Council office by March 1.

Amy wanted to inform the group that the next Staff Council Blood Drive is scheduled for March 9 at 10:00 a.m. – 3:30 p.m. at the Waterfront Place Hotel. She also distributed flyers for posting around buildings on campus.

Welfare Committee

By Joan Crabtree

Joan reported they just discussed the 40 hour work week; basically what was discussed at Staff Council meetings.

Lisa wanted to thank Joan Crabtree for picking up a box from our Holiday Toy Drive that was at Allen Hall that nobody was aware of; we did not know who set it out but Joan delivered that to the Salvation Army recently.

Athletic Council

No report today.

Transportation & Parking

By Larry Baldwin

Larry reported they held a meeting last month. The Parking Authority had recommended a new wait/move list procedure to Narvel Weese, VP for Administration & Finance; Larry has not seen it.

He also reported changes to parking regulations and fleet management procedures which he has not seen as well but stated they have obtained new pay stations which will allow people to

pay with their credit card. A \$.20 fee will incur per transaction and/or up to 1.75% - 1.83% in fees. It was reported to cost \$42,000 to implement these so that is the reason for the charges.

ADA parking updates were completed although he does not have specifics.

He will inquire if they have any other information he can bring back to the group.

Lisa added that she originally had planned for Clement Solomon, Director of Parking, to speak to the group for February's meeting, but had to postpone his visit due to having Barbara Bodkins come in today. She asked if Larry would check to see if next month would be good for him.

Dixie reported she has been receiving several calls/emails regarding student workers in Parking giving citations out to employees who are parking in certain spots to do their jobs (loading/unloading materials).

Paul inquired what extent of training they receive. Louise stated they are shown how to use the handheld machine.

Lisa questioned if these positions were once held by classified staff; Louise confirmed they used to be.

Larry inquired that if an employee is parked and doesn't have their permit, do they just punch in the license plate number to verify? Louise stated that it goes through the Department of Transportation in Charleston. They have an officer that works with them and does their towing also. They call him and give the plate number; he then calls dispatch and they go through the NCIC (National Crime Information Center) who runs your VIN (in the windshield) to obtain the name of the owner. Their office then goes through the employee phone directory to check the name.

Lisa has noted concerns/issues and will invite Clement back next month. She asked if anyone has any other topics to discuss, to email those to her by Friday.

Guest Speaker

Barbara Bodkins, *Operations Coordinator, Human Resources*

Barb is here today to review the Staff Council Elections process and distributed the forms (nomination sign, nomination form, nomination process document to building managers, and the classified titles and sectors form) that she has provided to eligible voters via email.

The Administrative/Managerial sector seems to be the toughest for receiving nominations because it such a small group. Lisa added with many responsibilities that their positions entail, it is understandable how that happens. Barb added that makes the Council five members short if not filled.

Lisa asked if they can be given names of employees within this sector or if that would be unethical; Jim verified it would not.

Lisa suggested possibly sending an email out to those in these positions (we would not know the names, only Jim) and informing them of our issue and ask if they or anyone else in their sectors would like to self-nominate or nominate another co-worker.

Lisa will compose an email and forward to Jim.

Barb stated she will send a nominee a notice informing them they have been nominated and ask if they accept or decline.

She will have a preliminary list of nominees available at the end of the nomination period and will send out the council members once completed.

She has also mailed out hard copies of the nomination form to those who do not actively use their email accounts.

The group will have to make a decision today whether or not they want paper ballot voting and if so, how many days. Also, how many days to run the electronic voting process. She has provided a proposed calendar for the group to review.

Barb informed the group that they had two (2) days of paper ballot voting in 2013 and also at various locations; mostly HR offices. They were in Jackson's Mill for a few days and the locations were open for at least seven (7) hours. They ended up with a total of fifty (50) ballots for those two days and a final total of 591 ballots; 541 were electronic votes.

She added that the system automatically tabulates the votes and informs her of who has and has not voted. The paper will of course be all manual.

Larry inquired if custodians had access to computers to do the online voting. Joan C. stated they have access to their leads' or supervisors' computers to vote.

Lisa questioned how second-shift employees would be able to vote. Barb stated they will provide the polling stations; some will open early, some will open later in the day.

Jim and Lisa both suggested having computers/laptops set up at the stations to allow for online voting.

The first item on the table to vote on his paper ballots. Larry suggested Facilities Management supervisors let their employees know of a set time to come into their office and vote (for those who do not have access to a computer).

Jim added electronic voting will be accessible 24/7 but we need to determine if we want specific satellite locations where people can vote or just vote from home, office, wherever.

When/if they go to satellite locations to vote, do we want only computer based voting or paper ballot.

Beth Ann motioned, firstly, that we only have electronic voting and do away with paper ballots. Karen seconded.

The second part of the motion by Beth Ann is for the electronic voting be open for all classified staff on any shift at either their computer or their supervisor's computer, at designated times at satellite locations, or mobile device.

Dixie added she is concerned with those who may not be familiar with a computer; Larry verified he has not been informed of anyone having issues.

Lisa suggested to post signage at time clocks informing classified staff employees of the voting process and locations; Jim verified they (office managers and supervisors) do use multiple means of relaying the information.

Per the motion on the floor: all voted in favor with no one opposing and motion was carried.

Barb pointed out the group will have to amend the by-laws reflecting the change of not using paper ballots any longer.

Barb will also send communication regarding Staff Council's BOG member and ACCE member voting to Potomac State and WVU Tech.

After discussion to decide on how many days to allow for voting, it was determined to provide two (2) days at the HSC and two (2) days at the Lair and to post the notices at least one month before voting begins. The electronic voting will begin April 10 and run for the following week.

The satellite location voting polls consist of: Extension (HR office), HSC (hallway, near cafeteria and the HR office during normal business hours), Facilities Management (second floor computer room), One Waterfront Place (HR lobby area), Jackson's Mill (contact main office) and the Lair (near box office).

Voting at HSC's hallway, near the cafeteria, and Facilities Management will be held at 5:45 a.m. – 7:45 a.m. and 4:45 p.m. – 5:15 p.m. with voting at the Lair, near the box office, held at 7:00 a.m. – 8:30 a.m. on Tuesday, April 14th and Wednesday, April 15th.

Barb will communicate what was discussed today to the Election Committee members and continue to keep them updated through the process.

With regards to campaigning, it is permitted only when you are not on the clock. Pam inquired if they are allowed, at lunchtime, to ask around if people have voted and it was determined that is allowed as long as they are also not on the clock.

Jim added a motion that if you are representing at a WVU function, you are not permitted to campaign at that function. Louise seconded. All in favor and motion was carried.

Old Business

Jim provided a draft of the revised by-laws as they pertain to absences from Staff Council and President's Meetings.

Some language has been added such as you are given the opportunity to contact the Chair via email 24 hours before or 24 hours after if you are unable to attend a meeting as well as language regarding the decision to remove a Staff Council member due to unexcused absences by a quorum.

Pam motioned for approval of revised by-laws as they pertain to unexcused absences. Motion seconded by Beth Ann. All in favor and motion was carried.

New Business

The President's Meeting is scheduled for Monday, February 23, 2015 at 11:00 a.m. in the Greenbriar Room at the Lair. A pre-meeting (Lisa had set up during today's break) to discuss the SB 439 with Rob Alsop will begin at 10:00 a.m.

Items on the agenda are as follows:

- Update on SB 439
- Update on the legislative session
- Revisit the issue of fairness and equality as it pertains to disciplinary actions for all faculty and staff. Any updates?
- Any update on background checks for all employees, namely faculty?

Diana motioned to adjourn the meeting. Beth Ann seconded. All in favor and meeting adjourned at approximately noon.