



## Meeting Minutes

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

Name	Title	Department	Present
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	No*
Browne, Thea	Administrative Assistant Senior	University Libraries	Yes
Crabtree, Joan	Supervisor Campus Services	Facilities Management	No*
Dunson, Terrence	Campus Service Worker	HSC Facilities Management	Yes
Goodman, Andrew	Library Associate	University Libraries	Yes
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	Yes
Tennant, Amber	Director	T&C, Employee Relations	Yes
Torries, Michael	Academic Lab Manager II	Chemistry	Yes
Villers, Charlene	Nutrition Outreach Instructor	Extension Services	No*
Weimer, Brian	Trades Specialist I	HSC Facilities Management	Yes
Wilson, Natalie	Assistant Director	T&C, Employee Relations	No*

**\*Excused**

**Guest Speakers:** Travis Mollohan, *Director, Government Relations*

A.J. Emerling, *Professional Technologist III, ITS Training*

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

### **Call to Order**

The meeting was called to order by the chair, Peggy Runyon, at 8:25 a.m. and a quorum was established. The sign-in sheet was passed around for members to sign in.

### **First Business**

With a few minor edits, approval of November minutes was motioned by Lisa. Melanie seconded. All in favor and motion was carried.

### **Treasurer's Report**

By Melanie Nichols, *Secretary/Treasurer*

Melanie reported a beginning balance of \$2,860.54 with the following expenditures:

-4.37 (Printing & Binding)

-21.20 (Telephone)

-184.21 (Travel)

= \$2,650.76 total expenses

As of November, we have spent 41.95% of our budget. Our starting budget was \$4,610.00.

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

### **Chair's Report**

By Peggy Runyon, *Chair*

Peggy reported she met with A.J. Emerling, Professional Technologist III, ITS Training, last month and discussed the Microsoft Teams for the group. He is here today to give a presentation on how it works.

She met with Rebecca Meyer, Director, Compensation Administration; Stan Hileman, Faculty Senate BOG Representative; and a non-classified employee representative, Clifton Colebank, for the second time recently. They plan to have one more final meeting before it is made public. The \$1.7 million is not sufficient to give everyone a raise so they will be giving pools of money to the faculty, classified staff, and non-classified staff Departments and the deans/directors will assess which employees are most below market value and increase their pay as much as possible. Any monies leftover will go towards critical retention.

She received an email from Melanie Page, Associate VP for the Research Corp, concerned about non-classified employees not having adequate representation. She asked if non-classified employees could attend the Staff Council meetings. Peggy explained the legislative rule which classified staff falls under and how the group has discussed this before.

Thea added she attended the dean's meeting with Peggy recently and shared that everyone was impressed with their presentation and what we are doing. Some had not heard of Staff Council. They also expressed concern over non-classified staff not having a voice.

Lisa added if there is a large consensus of non-classified staff sharing this concern, perhaps they could form a group to move forward with this initiative. We don't necessarily oppose joining voices but maybe that is where they should start.

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

By Shirley Robinson, *ACCE Classified Staff Rep.*

Shirley reported she had shared the draft minutes from their November meeting and wanted to touch on some points:

- Schools who no longer have classified staff employees:
  - Fairmont State University
  - West Virginia Northern Community College
  - West Liberty University
  - Glenville State College
  - West Virginia State College
  - WV School of Osteopathic Medicine
  - Blue Ridge CTC
- There are concerns about members not being able to attend ACCE meetings due to adequate office coverage
- Pay inequalities
- Lack of review of PIQ's and job descriptions
- HR director at a particular institution has been threatening employees about not filing grievances when they have concerns about what is going on in their workplace

Their December minutes are still in draft form but some highlights from that are as follows:

- BridgeValley Community & Technical College's Executive Vice Chancellor of Administration, Matt Turner, spoke to the group and discussed exempt status for higher ed institutions in state code. Those schools are:
  - Marshall University
  - WV School of Osteopathic Medicine
  - West Virginia University
- No definition of exemption; legislature has struggled with defining what is an exempt institution
- Legislature believes if an institution receives state funds then it must be accountable
- The exempt schools have different missions than other state higher ed institutions
- Higher Education Policy Commission (HEPC) has little oversight but more coordination function
- Discussion of duties that could be removed from HEPC and could assist with its mission
- HEPC has been asked to look at duties that should remain:
  - Program review and approval
  - Classification and compensation

- Re-authorization
- Exemption status of institutions
- Response to reporting complaints from institution presidents
- HEPC confirms presidential appointments
- HEPC looking into policies to address the nursing shortage
- Legislators are frustrated with lack of funding model
- Need to look at how non-classified staff are represented
- Institutions are ignoring the grandfather clause in code about being a classified employee
- Some schools are trying to bend the federal law to move positions from non-exempt to exempt even though the job does not meet the exemption requirement
- ACCE needs a liaison from the HEPC to attend their meetings
- Enrollment concerns
- Chancellor of BridgeValley CTC expressed wanting to attend an ACCE meeting

Amber added she believes what may be the driving force for institutions to try to move staff to non-classified is the classified staff structure is limited; perhaps it would be more effective for ACCE to work with administration in each college to discuss more flexibility with their classified staff in order to maintain.

Their next meeting is scheduled for January 27, 2020 at the HEPC office headquarters in Charleston, WV, beginning at 9:00 a.m.

### **Board of Governors (BOG) Report**

By Lisa Martin, *BOG Classified Staff Rep.*

Lisa reported they will meet on Friday, December 20<sup>th</sup> at the Erickson Alumni Center which she unfortunately will have to miss due to work obligations with commencement. It is expected to be a brief meeting and will include some voting items such as renovations happening with some facilities and honorary degree recipients in May.

Lisa wished to thank Joan C. and Angela for joining her with staffing the table during the WellFest at the Rec Center recently.

### ***Committee Reports***

#### **Legislative**

By Michael Torries, *Chair*

Michael reported it was announced that no mid-year cuts are expected. The legislative brochure is still being worked on and the committee is planning a visit to Charleston in January. Peggy added to send the committee any items of concern for them to take.

## **Compensation**

By Terrence Dunson, *Chair*

Terry reported they have been discussing a time to meet with the folks in Class & Comp to talk about other Big 12 schools' compensation schedule. Peggy added to keep in mind factors such as enrollment and employee numbers. Amber suggested asking who they use for comparable information.

Other than talks about compensation and benefits, Kevin suggested other items such as selling back unused paid leave. Amber said there was a sick leave buy back program some time ago; many of those items have legislature attached but it's always good to give suggestions. Kevin said in a previous job, they would allow those who were leaving or retiring to use any remaining sick leave as terminal leave.

Brian went over the items the committee has been talking about:

- Give veteran employees Veteran's Day off or allow them to go to the Alumni Center to socialize and hang out all day
- Sell back unused sick and/or annual leave
- Unused sick leave to pay for parking; athletic event tickets; or use of Rec Center
- Give pay raises to employees who earn a degree or certificate like Ruby Memorial Hospital does
- Allow employees to work flex time if their unit allows such as non-academic departments
- Allow Roads & Grounds employees to wear appropriate, cooler clothing during summer
- Provide cross training to employees – allow employees to switch places with other employees who do similar work to learn how they do their jobs in a different perspective
- Mandatory CPR/First Aid training for employees – could be used as marketing tool for recruiting if everyone on campus is certified
- Increase longevity pay; it is currently \$60 for each year of service after three years; increase it per milestone years of service
- When RIF's (Reduction in Force) occur, distribute that person's pay among remaining departmental/unit employees who are picking up their work

Peggy has also been corresponding with Rebecca Meyer, Director, Compensation Administration, as well as meeting with her as she previously reported. She's also shared the paperwork that Terry had provided and talked about several of the aforementioned topics with her which she shared with the committee.

After discussion, she asked Michael to work with the committee going forward. Michael agreed.

## **Welfare**

By Amy Matuga, *Chair*

Amy reported they distributed 21 coats from the coat drive that was held recently. Any used coats/hats/scarves were cleaned and donated to The Rack at HSC.

Melanie added they received several items for children as well as new children's boots.

## **Transportation & Parking**

By Terrence Dunson, *Classified Staff Rep.*

Terry reported they will meet on February 14, 2020.

Thea shared there are plans to install a card swipe at the gate of Area 9, Mountainlair garage lower level.

Peggy asked to send any items to Terry and/or Shirley when they meet with Transportation & Parking Advisory Committee (TPAC) again.

## **Student Retention Ad-hoc Committee**

By Kevin Patrick Jr., *Chair*

Kevin motioned to allow an extension for his report until after they meet tomorrow. Melanie seconded. All in favor and motion was carried.

## ***Guest Speakers***

## **Legislative Update**

By Travis Mollohan, *Director, Government Relations*

With regards to Campus Carry, he doesn't believe it's going to run this year. A number of legislators have voiced they don't want to see it.

He thinks the wording in the draft legislative brochure is good; we are opposed to it. WVU administration has said if it comes up again this year, we will be more aggressive with it.

The Blue Ribbon Commission is not officially done. They were to recommend to the legislature the \$10 million increase for Marshall University and WVU. We received a \$1 million increase last year specifically for the telestroke program administered by WVU HSC; Charleston Area Medical Center (CAMC); and Marshall University School of Medicine. That money will remain in there; it could move to DHHR but he believes we'll retain that \$1 million.

The funding formula is a topic of interest, especially to the members of the House of Delegates; a lot of which comes from representatives of the eastern panhandle. There has been disparity in the past years. He doesn't think the funding formula will be an issue this year but there's a possibility the legislature and governor will ask presidents of higher ed institutions to come up with some mechanism on the funding formula.

This will be the first year where they'll calculate internet sales tax.

He reiterated there will be no mid-year budget cuts to higher ed.

The soda tax will be a main priority for us as that provides \$15 million to the HSC. The beverage industry is now targeting it for removal. There are some colleges that would like it to be divided up.

Subsequently, we were asked to address the nursing shortage. We are graduating a number of nurses but many are not staying in WV. They can't ask us to help when they're proposing to remove the soda tax that help fund these programs.

Regarding the Voluntary Separation Incentive Plan (VSIP), if an employee accepts the severance package and comes back to work part-time, state code says they can only earn up to \$5,000. They want to propose raising that to \$20-25,000.

The University is rated AA by the bond rating but for our debt service, we are rated AA-; partly because we can't commit tuition revenues to our debt. They'll likely propose legislation on that.

WVU Parkersburg is a Community & Technical College (CTC) offering two and four year degrees. WVU handles some of their administrative items and such. There's been discussion between their president; their BOG reps; some state legislators; and WVU folks about proposing legislation to create a more cohesive relationship.

He will look more into the classified staff state code.

## **Microsoft Teams**

A.J. Emerling, *Professional Technologist III, ITS Training*

A.J. agreed to come in today to give a presentation on the Microsoft Teams to improve communication among members.

Skype for Business will be going away in a year or so. Microsoft has taken SharePoint; Skype for Business; Word; and Excel and consolidated them into one application called Teams which allows users to create teams to collaborate and share files.

- Teams is mobile-friendly, just download the app on your phone or tablet
- Go to <https://it.wvu.edu> and click Get Help which takes you to their service portal; Knowledge Base will provide the link to the download
- Teams is accessible through Office 365
- HSC employees or students with mix accounts must be added as a guest on your Team
- When you hover over a team member's name it will give you their status; whether they are available or busy
- Pairs up with your Outlook calendar
- Customizable with sounds and notifications
- You can 'Like' or choose an emoji on conversations or posts among your team as well as add a gif or sticker
- You can share a file with another team member with the chat function
- Schedule and conduct a meeting with team members
- Teams have channels you can create such as for legislative items; committees; etc.
- When a team is created, it also creates a SharePoint site
- Schedule and conduct meetings among members

- ITS has an FAQ or contact them directly and Microsoft Teams has a Help Center

### **Old Business**

Peggy took the suggestions for edits on the Hearts & Hands; blood drives; and Staff Emeritus rewrites on our website which she shared with the group. Dana and Melanie added a few additional minor edits. Michael had a few but had to leave; he'll send to Peggy. Once these corrections are made, it will be distributed to the group.

### **New Business**

Dianne has been corresponding with someone in Training & Development about conducting a refresher training course for Excel and Word skills; possibly sometime in February.

Peggy asked Amber about the possibility of sending out an email to classified to survey the need for a refresher course for these software applications. Amber suggested to talk to your coworkers to get a better idea about their needs.

### **Adjournment**

Thea motioned to adjourn. Dianne seconded. All in favor and the meeting adjourned at approximately 12:10 p.m.