
West Virginia University Staff Council Meeting Minutes

May 17, 2017

8:15 a.m. – 12:00 p.m.

Erickson Alumni Center, Room 203

Name	Title	Department	Present
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	Yes
Baldwin, Larry	Trades Specialist Lead II	Physical Plant HSC	Yes
Bolin, Julia	Nutrition Outreach Instructor	Extension Service	Yes
Boyles, Lisa	Human Resources Assistant I	Human Resources	No*
Bremar, Nancy	Nutrition Outreach Instructor	Extension Services	Yes
Campolong, Linda	Housekeeper	RFL	Yes
Campolong, Ron	Trades Specialist I	Facilities Management	Yes
Crabtree, Joan	Supervisor Campus Services	Facilities Management	No*
Forquer, Burlene	Manager Food Service	Mountainlair Catering	Yes
Friend, Rebecca	Executive Assistant	Office of Global Affairs	No*
Griffin, Barbara	Developmental Advising Specialist	Academic Degree Programs	Yes
Higgins, Mary	Administrative Assistant	Special Education	Yes
Martin, Lisa	Special Events Coordinator Senior	Event Management	Yes
Martinelli, Dixie	Office Administrator	Extension Services	Yes
Martinelli, Paul	Program Manager	Extension Services	Yes
McCracken, Judi	Library Associate	Main Library	Yes
Morris, Jim	Assistant Vice President	HR Employee Relations	Yes
Steadman, Sherry	Library Associate	Main Library	Yes
Torries, Michael	Academic Lab Manager II	Chemistry	Yes

**Excused*

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

Call to Order

The meeting was called to order by the chair, Lisa Martin, and a quorum was established. The sign-in sheet was passed around for members to sign in.

First Business

Approval of April minutes motioned by Nancy. Paul seconded. All in favor and motion was carried.

Treasurer's Report

By Lisa Martin (*on behalf of Lisa Boyles, Secretary/Treasurer*)

Lisa reported the following expenditures:

-\$21.20 (phone)
-\$9.44 (Office Depot – folders)
-\$529.12 (Travel for Nancy and Joan B.)
=\$559.76 total expenses

That leaves an ending balance of \$671.62.

Approval of Treasurer's Report motioned by Joan B. Nancy seconded. All in favor and motion was carried.

Chair's Report

By Lisa Martin, *Chair*

Lisa reported she had wrote a letter to Shane Lyons, Director, Intercollegiate Athletics & Associate VP, Internal Administrative Affairs, regarding the new ticket holder policy that Matt Wells, Senior Associate Athletic Director, External Administrative Services, had shared at last month's meeting. She did receive a response but nothing to report.

She had also followed up on the city user fee usage and sent the link to their website out to the group. They also list the areas in which the city is responsible for. That information can be found here: <http://www.morgantownwv.gov/government/safe-streets-community-service-fee-info/>.

She will call an executive meeting once she receives notification of the HR policy draft. Jim confirmed he will have that out no later than May 23.

The group will attend the 10:00 a.m. Campus Conversation that is being held today and reconvene our meeting afterwards.

We are still awaiting the state budget, hopefully they will decide on something before July 1.

She does not have an update on the Compensation Survey. She will follow-up on that.

BOG (Board of Governors) Report

By Dixie Martinelli, *BOG Representative*

Dixie reported they met on April 20-21. The committees met Thursday afternoon/evening and on Friday the board convened in the Rhododendron Room, Mountainlair, for the faculty annual presentation and the student annual presentation. Both constituents did an excellent job. Faculty members from WVU Tech and Potomac State also presented. There wasn't a very high presence of faculty and students in attendance, which was surprising.

Faculty had many of the same concerns that Classified Staff has been voicing over the years – the cost of living is exceptionally high in Morgantown, along with higher insurance costs with PEIA, which makes it difficult to recruit young assistant professors to the area as their pay is quite lower than their peers across the country. Engineering especially is facing a drought with recruitment.

Several board members asked administration what can be done to increase the salaries of both faculty and staff. One board member had commented when discussing the low pay for Classified Staff that “If we keep shooting holes in our foundation, the building will come down in a matter of time.” She thought that to be a very valid comment as we cannot continue slicing our Classified Staff and expect the University to be a whole.

The board was also briefed on the new HR bill that was approved by legislation and signed by Governor Justice to allow West Virginia University, Marshall University and the WV School of Osteopathic Medicine the governing power of their constituent Human Resources units and no longer be held under the Higher Education Policy Commission rules. She relayed to the board that their jobs just got more difficult with an even greater need to do the right thing for Classified Staff and that they will be under a microscope by staff, the HEPC and other state institutions to see how they will approve and govern the new policies set by administration. She asked them to carefully review any policy that may not be in the best interest of staff.

She believes this board truly wants a positive environment for students, staff and faculty. We will need to reinform and reinforce the critical needs of Classified Staff.

ACCE (Advisory Council of Classified Employees) Report

By Paul Martinelli, *ACCE Representative*

Paul shared he has spoken with Shirley Robinson, who will begin her term as the WVU Classified Staff representative on the ACCE beginning July 1. She confirmed she will attend the meeting on May 18 at Marshall University Graduate College in Charleston.

He did his best to provide her with some information that she may need as he is set to retire on July 1 after 30 years of representing WVU on the ACCE and over 50 years of service as a WVU classified staff employee.

Committee Reports

Athletic Council

By Joan Baldwin

Joan reported they will meet this Friday, May 19.

Per the group's request for names of who serve on the Athletic Council, Cathy Martin, Executive Administrative Assistant, Internal Administrative Affairs, provided her with the following list:

- Marie Abate, Pharm.D., Professor of Clinical Pharmacy
- Stanley Hileman, Ph.D., Physiology & Pharmacology
- Lena Maynor, Pharm.D., Chair of Faculty Senate & Clinical Associate Professor, School of Pharmacy
- Dennis M. Ruscello, Ph.D., Professor, Department of Communication Sciences & Disorders
- H. Ilkin Bilgesu, Associate Professor, Petroleum & Natural Gas Engineering
- Richard Turton, Ph.D., WVU Bolton Professor, Chemical Engineering
- Joan Baldwin, Nutrition Outreach Instructor, Extension Services
- Charles Price, Alumni rep from Columbus, OH
- David Tyson, Alumni rep from Huntington, WV
- Abundance Squires Hunt, student rep, Exercise Physiology major
- Douglas Ernest, student rep, SGA Senator for Athletics
- Maria Kolar, M.D., Ex-Officio, General Internal Medicine & Geriatrics Professor

Per Matt Wells, Senior Associate Athletic Director, External Administrative Services, some figures regarding ticket sales for season ticket holders: Last year they were at 2,600 faculty/staff tickets sold at this point in time and currently are at 2,453; approximately 5% off of last year's total YTD.

At their next meeting, she plans to question why the Athletic Council was not notified or asked to discuss this new policy change before its implementation.

Tuition Assistance

By Barbara Griffin, *Committee Chair*

The Summer 2017 Tuition Assistance is complete. There was around 16 applicants who were awarded.

The Tuition Scholarship for Children of Classified Staff is completed as well. Janelle mailed out letters yesterday to inform the applicants of their status – 20 students were awarded \$140 each of the available \$2,800 in funding through the WVU Foundation.

A blood drive was held on May 1 with 24 appointments and 19 donations. Nancy, who staffed the table that morning, had noted that while the American Red Cross staff was pleasant to their donors, they were frequently going out to smoke and every time the door would open, smoke

would come into the building. She noticed mainly one staff member was taking blood while the others were outside smoking or on their phones while taking blood. She believes the sanitation issues need addressed. Barbara will follow up with Evan Thorn, Account Manager for the American Red Cross.

The next blood drive is scheduled for Monday, June 26, 2017 at One Waterfront Place, Rooms 3115 & 3117 from 10:00 a.m. until 3:30 p.m.

Welfare Committee

By Michael Torries, *Committee Chair*

Mike reported they didn't discuss many items – the Classified Staff Emeritus policy draft is no longer in their hands and the staff annual recognition party will be discussed during next month's Staff Council meeting.

They are scheduled to meet June 20.

Legislative Committee

Lisa doesn't have any news to report but she did send an email to Rob Alsop, VP for Legal, Governmental and Entrepreneurial Affairs, to let him know where they were at and if they need any help, to just let them know as he and the rest of the legal team are on the ground floor in Charleston.

Nancy added she had spoken with Travis Mollohan, Director of State and Local Relations, after the President's meeting last month and he said to make sure everyone knows how much they appreciate the groups' phone calls and emails to legislators.

Old Business

Lisa will follow-up with Dave Beaver, Assistant VP, Procurement, Contract & Payment Services, for an update regarding changes and contracting with outside sources.

New Business

Nancy brought up the issue with trying to sign into MyAccess web clock with your credentials. It takes several attempts to finally get through without it saying 'Authentication failed' and this has been happening since last year. Jim believes they are working toward a new system but will follow-up with Linda Strawser, Director of Payroll and Employee Processing Services.

Ron's supervisor had told him they're changing the procedure for processing Performance Evaluations; not the form itself but how it is conducted. Amber added they're in the process of developing a new electronic tool; the whole process will be electronic with no paper usage. It should be finalized within the next week for testing. Mandatory training for all supervisors will begin June 19 through the end of July and will be based on the specific functional areas, i.e.,

Facilities will have their own training sessions; Student Life will have their own and so forth. The new process will be conducted as follows:

- The employee pre-review – employees will have 10 days to complete; supervisors will be notified that it is available to their employees
- It goes to the supervisor to draft a review
- That gets reviewed by the second-level supervisor
- A compilation of data will be sent to the VP/Dean
- The VP/Dean will conduct an aggregate review to ensure they are proportionate (all reviews aren't exactly the same)
- It will then be authorized and approved before returned to the employee with a deadline of no later than early October
- The supervisor and employee will have 15 days to make any necessary changes
- The employee will have access to their Performance Review

If an employee does not have computer access for the pre-review, the supervisor will need to assist with that.

Burlene questioned if a supervisor can make any changes on their own terms without the employee's knowledge during that 15 day period. Amber explained the employee signs off on it electronically so any changes made after that date will be an indicator.

Nancy doesn't think it's fair that a second-level supervisor sees it before the employee. Jim explained it is a quality control step.

Larry and Nancy questioned why Staff Council wasn't consulted before this new process was implemented. Jim explained nothing is changing about the Performance Evaluations other than making it electronic for efficiency and tracking who has completed them and who hasn't.

Dixie added that most companies give an annual cost of living adjustment (COLA) and we do not. We've also only received one merit increase back in 2015. Jim understands that but COLA is not an HR decision; it would be a Finance, the president's and a BOG decision. We will have to see what the budget looks like before merit raises are considered this fiscal year.

He welcomes any comments and suggestions for improvement once they see how this new Performance Evaluation electronic process goes.

Staff Council then attended the Campus Conversation that was held at 10:00 a.m. until 11:00 a.m. The meeting reconvened afterwards.

Lisa was speaking with a supervisor in Facilities Management and is astounded by the labor crews' wages. They are severely underpaid.

Once Lisa receives the new policies, she will then forward to the group and asks that everyone try to attend a subsequent executive session.

Dixie can recall times when the BOG has suggested changes be made to policies and were changed. She will take back any information Staff Council provides regarding the new policies.

Lisa addressed a rumor/concern she received. It's being said that the custodial work at the Coliseum has been or will be outsourced and asked what insight she could provide. She replied

and copied Jim that Athletics was working on proposals for outsourcing maintenance and custodial services but has been delayed with Mike Szules' departure from WVU.

Lisa can't understand how Athletics can go about doing this when they are state employees. Joan B. believes it's because they are not given state subsidies. Burlene added the Mountainlair outsourced catering and dining years ago to Sodexo. Joan will question this outsourcing at their meeting on Friday.

Amber explained they're making decisions for their building much like Erickson Alumni Center made changes to their custodial unit; their maintenance unit are in house and employed by the Alumni Center. They are still state employees.

Melanie Nichols, Supervisor Campus Services, whose Staff Council term begins July 1, shared that she is a former Sodexo employee and receives emails from them about openings in the area. Sodexo is recruiting a district manager for dining services/catering at WVU; a \$40 million piece of business in the area. Lisa asked if she could send that email to the Staff Council listserv.

Ron can't see how we are One WVU with all these units being outsourced and separated.

Burlene referred to Cris DeBord's comments about only outsourcing in expertise areas which we do not possess, however, we've been in business for years. She has 45 years of experience in the food service industry. Amber indicated auditing firms only conduct auditing, their specialty. They have internal auditors but still hire outside firms being they have the skillset and experience to handle such a large institution.

Linda has said for years that we take pride in what we do. She can attest that they've had Merry Maids, AmericanMaid and another company from Fairmont in her unit and they can't touch them. Lisa agrees; she spent a lot of time with them over the weekend for Commencement and were always asking if she needed anything.

Jim added we have to find ways to be more efficient to generate more revenue in order to give raises. Dixie said we were once a larger group of employees than we are now and we're doing more for less. This company should take responsibility and look at what they have to work with and decide if they need another fancy, new building or really think about what would benefit faculty and staff who make this university what it is.

With regards to state funding that all departments are given, you either use them or lose them. Dixie questioned where the excess monies go? Leftover Extension monies go to the Provost office. She has seen new carpet and desks in some offices but why not put that money aside for any critical retention for staff or faculty. Lisa added the excess money also goes to departments to balance their exceeded budget. Jim believes those managers need to be held accountable for those decisions. Dixie agrees.

Dixie asked when all jobs will have a new PIQ (Position Information Questionnaire). Jim is uncertain; it will be dependent upon the transition from the point factor system to the new compensation program. They are working on the three core policies: Reduction in Force (RIF); Compensation; and Performance Management. They've also been asked to review the twelve current BOG policies that pertain to HR. Staff Council will remain informed. They will also be developing a master policy website.

The President's meeting is scheduled for Monday, May 22 beginning at 11:00 a.m. in the Mountainlair, Greenbrier Room. Items on the agenda were determined as follows:

1. What happens to the excess budget money from each department if it's not used by end of fiscal year?
2. What strides are we making with 'One WVU'? There is still some disparity across campus especially with Athletics and Health Sciences. We can provide examples if needed.
3. We would like to have assurance that Staff Council will continue to remain at the table on issues that concern classified staff.
4. What can Staff Council do for you/WVU?

Nancy motioned to adjourn. Joan B. seconded. All in favor and meeting adjourned at 12:20 p.m.