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*West Virginia University Staff Council Meeting Minutes*

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August 15, 2018

8:15 a.m. – 12:00 p.m.

Mountainlair, Rhododendron Room

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Present</b>
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	No*
Bolin, Julia	Nutrition Outreach Instructor	Extension Service	Yes
Bremar, Nancy	Nutrition Outreach Instructor	Extension Services	Yes
Browne, Thea	Administrative Assistant Senior	Main Library	Yes
Crabtree, Joan	Supervisor Campus Services	Facilities Management	Yes
Dunson, Terrence	Campus Service Worker	HSC Facilities Management	Yes
Forquer, Burlene	Manager Food Service	Mountainlair Catering	Yes
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
McKinney, Julie	Supervisor Food Service II	Student Life/Mountainlair	Yes
Morris, Jim	Assistant Vice President	HR Employee Relations	Yes
Musick, Dana	Administrative Secretary Senior	CEHS	Yes
Nichols, Melanie	Supervisor Campus Services	Facilities Management	Yes
Robinson, Shirley	Administrative Assistant	Academic Affairs Administration	No*
Runyon, Peggy	Campus Police Officer Lead	University Police Department	Yes
Torries, Michael	Academic Lab Manager II	Chemistry	Yes

*\*Excused*

**Guest Speakers:** Toni Christian, *Director, Benefits Administration*  
 Sheila Seccurro, *Executive Director, Talent & Culture*

Lisa Sharpe, *Project Director, Shared Services Operations*

Bob Richardson, *Director, Compensation Administration*

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

### **Call to Order**

The meeting was called to order by the chair, Nancy Bremar, at 8:15 a.m. and a quorum was established. The sign-in sheet was passed around for members to sign in.

### **First Business**

Julie and Melanie had pointed out a few edits in the minutes which Janelle will correct.

Approval of July minutes with aforementioned corrections motioned by Amy. Peggy seconded. All in favor and motion was carried.

### **Treasurer's Report**

By Joan Crabtree, *Secretary/Treasurer*

Joan reported a beginning balance of \$4,610.00 with the one expense of \$21.20 for the phone.

That leaves an ending balance of \$4,588.80.

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

### **Chair's Report**

By Nancy Bremar, *Chair*

Nancy reported she is continuing to receive feedback from Dining Services employees regarding the Sodexo transition. There are some serious communication issues.

She has been working on the details for the Retreat on September 27 and hopes that everyone will get something valuable out of it. There is a big surprise planned for later that afternoon which Cris DeBord, VP for Talent & Culture, has kindly offered to take care of.

She met with Rob Alsop, VP for Strategic Initiatives, regarding our budget. He is taking care of some of the expenses for our Retreat, which we are very appreciative of.

She recently attended a Campus Conversation regarding the new compensation structure. Bob Richardson, Director, Compensation Administration, is coming in later to discuss it and answer questions.

Many thanks to the Welfare Committee for their efforts with the school supplies drive they recently held for children in our WVU families.

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

By Lisa Martin, *Classified Staff Rep.*

Lisa reported they met on June 22 and went over updates from Academic Affairs. Faculty had given presentations to the Board as well.

They continue to update Rules from the former policies; mostly pertaining to faculty.

She also attended the Campus Conversation with Nancy that was held last week.

The next meeting will be held on Friday, September 21 at the Erickson Alumni Center. Once she receives an agenda, she will share that with the group.

## ***Committee Reports***

### **Tuition Assistance**

By Barbara Griffin, *Chair*

The Tuition Assistance for Fall 2018 semester is completed with around 35 applicants awarded.

The Blood Drives with the American Red Cross have been scheduled for 2019.

Lisa shared she has received inquiries from faculty regarding waivers for their graduate classes. They are limited as they take a seat from a paying student.

### **Welfare Committee**

By Amy Matuga, *Chair*

Amy reported they received around 20 backpack requests during the school supplies drive.

They had collaborated with the Granville Fire Department who generously bought all the backpacks and included several pairs of new socks. The committee filled the backpacks with supplies from the drive and purchased additional supplies with money donated.

She received a lot of feedback from staff who expressed their gratitude for this assistance.

They are meeting with Corey Farris, Associate VP & Dean of Students, to discuss the food bank for staff of WVU.

They also talked about holding a coat drive for kids. Peggy thought of maybe having a coat drive during a football game. Lisa advised that would need discussed with Athletics as well as storing and transporting them.

Amy thanks everyone for their help with the school supplies drive.

## ***Guest Speakers***

### **Paid Time Off**

Toni Christian, *Director, Benefits Administration*  
Sheila Seccurro, *Executive Director, Talent & Culture*

Toni and Sheila came to give an update since the last time they spoke to the group, which was last Fall. They plan to make a proposal to Legislation regarding our paid time off policy and wanted to share some of their findings with us first. Beginning this Fall, they want to hold some policy group meetings across the main and divisional campuses.

They've been collecting data from various surveys regarding cost and utilization since the last time they spoke with the group and have included it in a PowerPoint presentation.

We currently have the traditional program that includes annual leave, sick leave, and holidays. This was first implemented on October 1, 1968. They must look at this periodically to remain competitive and to ensure it is financially practical so it has been long overdue.

Every month, there's around 250 employees on medical leave; meaning they are off work more than five consecutive days. Many have run out of annual and sick leave.

They've received feedback from new employees as well as established employees. These employees are worried that if they become sick for an extended period of time or want to start a family, they must work for a year or two to accrue enough time for maternity leave.

They want to create a system that will incentivize attendance and create rewards as well as preserve what you've accrued. Sheila emphasized that no one is taking away anybody's accrued sick leave.

- There are 7,000 benefits-eligible employees and around 5,900 leave-eligible employees.
- There are 1,200 employees who were hired before July 1988 and are eligible to convert their sick leave into supplementing their retirement health insurance at 100%.
- Employees hired between July 1, 1988 and June 30, 2001 can have the same benefit but it pays at 50%.
- Those hired between July 1, 2001 and June 30, 2010 will not have the option for retirement health benefit but depending on how many state years of service you have, as they increase, it reduces your premium costs.

Those hired after July 1, 2001 do not have that option but they don't want to harm them either so they've discussed some incentives such as perks for parking or at the Rec Center.

On July 1, 2010, the Legislature removed all subsidized retirement benefits. Toni advises those employees to shop around – check out AARP or any VA benefits available to take advantage of.

Sick leave cost and utilization is still going up year by year. There are many employees who have exhausted their annual or sick leave and asking for leave donations; or folks going on and off payroll every month. This is not necessarily in the best interest for everyone. They want to provide comprehensive coverage.

According to their findings, November and December are the months that employees use the most annual leave.

They looked at Mylan and the Big 12 schools in comparison with our figures of leave usage by WVU classified staff.

Short-term disability plans usually pay at 66 and 2/3%. Most organizations allow you to use some of your PTO to supplement your wages at 100%. An example would be if you have 3 months to 2 years of service, you'd get 8 weeks of disability; 2-5 years of service, you'd get 12 weeks; 6+ years of service, you'd get 26 weeks.

Julie added she, along with many other Dining Services employees transitioning to Sodexo, would like to donate their sick leave balance to WVU employees. Toni wanted to point out that if you were to accept another state position within a year, not just WVU, all your sick leave transfers over. If donated and used, that time is gone. If someone comes back 25 years later, they would still have 30 days of that sick leave.

Sheila explained the legislation piece will only be allowing WVU the authority to make changes. Any changes to our leave policy will likely be implemented in 2020.

### **Shared Services Update**

Lisa Sharpe, *Project Director, Shared Services Operations*

Lisa agreed to give the group another monthly update. She discussed the organizational structure with us last month and they did get a recommendation for the structure.

The proposed organizational structure will consist of the following areas:

- Customer Service – a centralized place for all questions or self-service
- Payroll – everything related to payroll
- Workforce Administration – leave calculations; requisitions; create new positions in MAP
- Financial Management – reconciliations of the general ledger accounting information; distribution of fiscal reports
- Grants Management – consistent reconciliation and billing
- Operational Excellence – monitoring operations and ensuring efficiency

They've been working with consulting groups for input and they've provided a hierarchy design: Finance; Post-Award Grants Management; and Talent & Culture.

Internal staffing is an important element to our organization and for that reason we will be using our existing internal resources to staff the Shared Services Center as much as possible.

They had a low response for the Customer Satisfaction Survey that had gone out last month. They had mainly talked to units who would be effected by the Shared Services Center project so they didn't talk to everyone University-wide which is why the survey was not sent out to every employee.

They still do not have a set location.

Lisa will be back next month for another update.

## **FY2019 Compensation Program**

Bob Richardson, *Director, Compensation Administration*

Bob agreed to give an overview of the new compensation program that was designed to move employees' pay closer to market and to recognize performance. With him today are Rebecca Meyer, Assistant Director, Compensation Administration; and Jaime Bolyard, Compensation Specialist Senior.

They've been working on this model for the past year. Campus Conversations were held in August with a couple more scheduled for September.

The compa-ratio is the relationship between what your pay is and the midpoint of the range you are in, or annual salary divided by the midpoint of your pay range as listed in the [Classified Staff Compensation Structure \(Hourly\) Effective August 13, 2018](#).

WVU has increased the market range since last Spring by 2% due to changing market data. Additionally, the range for staff was increased by 1%, effective August 13, 2018 for a 3% total increase from the 2015 chart.

The FY 2019 salary adjustment program budget is 3.5% which means there will be a 2% automatic salary increase with additional increases based on merit. The merit budget is based on a grid as a recommendation for leadership to use as a tool.

Their findings reflect that most WVU employees are paid below the 90% of market. For the FY 2018 program, to be eligible for the market adjustment your compa-ratio had to be below 90%. There was a limited amount of dollars in the pool. All benefits-eligible employees hired prior to July 1, 2018 are eligible as long as they do not have an active disciplinary letter and have an overall rating higher than "Unsatisfactory" or "Development Needed" on their recent performance review.

Jim added the Board's intention is to provide more regular pay increases, if the funding is available, as part of their five year plan.

As Lisa understood it at a Campus Conversation, the supervisor will receive a list of their employees and where they fall within the compa-ratio to determine the pay increase. Bob confirmed that is correct.

Peggy mentioned some UPD Sergeant-level employees have been looking elsewhere for employment opportunities so her department has been offering them raises or a title change, etc. and the other employees who choose to stay aren't getting any offers. She questions how they can offer extras to some and not others. Jim explained they understand the issue within the UPD and are currently focusing attention on that.

Barbara knows of an employee who has been here for a year and half who got a critical retention raise of \$10,000. Bob explained the business units in departments have the ability to look at individual pay situations, outside of these merit or market programs, and make decisions.

Class & Comp plan to look at the market range every year.

Nancy feels this is something; better than what we've been getting over the past few years. We should be helping to build morale and prevent rumors. She encourages everyone to assist fellow coworkers with any questions or have them contact Bob, or Jim and Amber.

Rusty shared that three new hires in his area are making more than anybody else who has been hired within the last five years – even more than their Lead. It's hard to keep morale up with these situations.

### **Old Business**

Michael questioned how many dollars will be saved with bringing in Sodexo. Amber explained it wasn't about savings but rather operational. They can offer more and invest in improvements to the facilities where as we don't have that kind of cash flow.

Jim confirmed the 15 year contract with Sodexo should be signed any day now. August 31 will be the last day for WVU employees transitioning over to Sodexo with September 1 being the first official day of employment with Sodexo.

Upon hearing both Julie's and Burlene's experiences thus far with the Sodexo transition, with Sodexo being a world-wide company and in many universities, Lisa wishes she had more information before making her vote to bring on Sodexo. This should have been done better. She plans to write a letter to the chair of the Board today.

Nancy shared that the survey results from the Staff Council Questionnaire for Classified Staff are in. We received around 400 completed survey responses and those statistics will be shared and discussed during next month's meeting. We hope to gain more perspective with regards to communicating items that pertain to staff.

Burlene and Joan C. said many employees don't even realize they have an email address as they aren't anywhere near a desk or computer. Amber feels that may be something for Maria Mancini, Director, Leadership & Organization Development, to address during New Mountaineer Onboarding.

Amber relayed that many employees have been sent an email invite to attend an Upward Feedback session which addresses employees giving feedback on their supervisors. She would like to use the Council as a focus group. That will be added to the agenda for next month.

### **New Business**

Julie, who serves on the Tobacco Free Task Force, shared they had a three hour meeting on July 23. Joan Crabtree also serves on it but could not attend due to work obligations. Julie shared they broke off into committees to discuss solutions. The committees are: Policy; Compliance; Education; Hotspots; and Prevention.

Joan C. added they are approaching it as a way to help them beat the addiction to nicotine and get them help. Many health insurances offer smoking cessation at no cost.

She had a conference call with Julie Robison, Senior Advisor to the VP for Strategic Initiatives, who thanked them for their contribution. Nancy added she met with her last week and she shared they would like to form some focus groups, so they are still working on it.

Julie shared this will be her last Staff Council meeting with her upcoming Sodexo transition.

The President's meeting is scheduled for Monday, August 20 beginning at 11:00 a.m. in the Mountainlair, Rhododendron Room. Items on the agenda were determined as follows:

- Update on Legislative agenda items
- PEIA update

### **Adjournment**

Michael motioned to adjourn. Lisa seconded. All in favor and meeting adjourned at noon.