
West Virginia University Staff Council Meeting Minutes

July 17, 2019

8:15 a.m. – 12:00 p.m.

Mountainlair, Rhododendron Room

Name	Title	Department	Present
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	Yes
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
Forquer, Burlene	Manager Food Service	Mountainlair Catering	No*
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	No*
Tennant, Amber	Director	Employee Relations	Yes
Torries, Michael	Academic Lab Manager II	Chemistry	Yes
Villers, Charlene	Nutrition Outreach Instructor	Extension Services	Yes
Weimer, Brian	Trades Specialist I	HSC Facilities Management	Yes

***Excused**

Guest Speaker: Lisa Sharpe, *Executive Director, Shared Services Operations*

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

Call to Order

The meeting was called to order by the Chair, Peggy Runyon, at 8:20 a.m. and a quorum was established. The sign-in sheet was passed around for members to sign in.

Guest, J. Spenser Darden who serves as the Director for Diversity, Equity and Inclusion, was also in attendance for approximately an hour.

Natalie Wilson, Assistant Director, Employee Relations, accompanied Amber and will continue to shadow her during our meetings.

First Business

Approval of June minutes motioned by Lisa. Terrence seconded. All in favor and motion was carried.

Treasurer's Report

By Janelle Squires, *on behalf of Joan Crabtree, Secretary/Treasurer*

The beginning balance was \$1,588.91 with following expenditures:

64.11 (travel)

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21.20 (phone)

4.79 (printer/copier)

11.75 (card stock paper)

11.79 (copy paper)

11.00 (postage)

57.55 (postage)

-186.01 (travel)

= \$432.31 total expenses

That leaves an ending balance of \$1,156.60.

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

During last month's meeting, the group voted to transfer the remainder of the budget to supplement the Tuition Scholarship for Children of Classified Staff which is a non-endowed fund through the WVU Foundation to go toward next year's recipients' award.

Chair's Report

By Peggy Runyon, *Chair*

Welcome new and continuing members of Staff Council 2019-2021. Peggy reviewed the expectations of members such as being respectful to others while they are speaking, showing up on time, notifying her or Janelle if you cannot attend a meeting, playing an active role, attending your committee meetings, etc.

Peggy informed members of what committee(s) they will serve on and what those committees focus on. Committee assignments are listed on our website.

Michael reminded the group that you may invite one classified staff person not on Staff Council to serve on your committee.

Advisory Council for Classified Employees (ACCE) Report

By Shirley Robinson, *ACCE Classified Staff Rep.*

Shirley reported they met at WVU Parkersburg on June 18th. President Chris Gilmer expressed his appreciation of classified staff and said they are the frontline for students and the college.

They held committee discussions. One item was the hardship in arrears adjustment that started in 2004, meaning they fronted the money in order to pay employees who in return had to pay it back under a certain timeframe. She'll share the link that explains the arrears process.

A Web Communications Committee member has some pictures to upload to the website with more updated photos and information after their annual retreat.

A few agenda items for their retreat:

- mentoring and training for new ACCE reps
- presentation on ACCE
- college structure
- Higher Education Policy Commission (HEPC) and Community & Technical Colleges (CTC) distributed hand-outs on travel for ACCE
- Citizen's guide to WV state legislature and website navigation, how to track bills, etc.

They are planning to send out a survey to each college's classified staff which is still in the works. Once that is complete, they will send letters to the presidents for approval. WVU Staff Council conducted a survey for classified staff a few years ago and she shared that information with ACCE members.

They want to know if WV colleges and universities are aware of what ACCE does in order to strengthen their constituent Staff Councils. Michael added that ACCE can help strengthen this Staff Council by letting us know some items they plan on doing on our behalf such as working with legislature to allow non-classified employees to serve on Staff Council. It would be beneficial if ACCE would come in and talk to the group about that.

Shirley continued they are currently working on the document about allowing non-classified staff to serve on Staff Council to take to the Legislature.

Their annual retreat will be held July 22-23rd at Canaan Valley Resort and Conference Center in Davis, WV.

Board of Governors (BOG) Report

By Lisa Martin, *BOG Classified Staff Rep.*

Lisa reported they met on June 20-21st and took a trip to the Beckley area.

On June 20th, they left early in the morning and traveled by bus to the Summit Bechtel Reserve, a National Scout Reserve, who will be hosting the International Jamboree with around 40,000 scouts. They were given a tour and were one of the first groups to conduct a meeting in one of their meeting rooms on site.

They met on Thursday, June 20th for a closed, executive session. They also held their committee meetings and had a working dinner where they were given presentations by the scout leaders and a few namesakes for areas of Bechtel. They have a passion for changing the lives of young people which is infectious.

WVU has a significant presence there with the Science, Technology, Engineering, Mathematics (STEM) activities.

On Friday, they boarded the bus and traveled to our sister campus at WVU Tech and held their meeting there. Most of it was open session but did have a brief executive session to discuss the ongoing contract for President Gee (no votes are ever taken during executive session) whose contract has been extended by unanimous vote until 2024. Details of his contract were still being completed and no increase to his salary.

The budget was reduced from last year by \$17 million. Part of that reduction will be cuts to departmental budgets, colleges and schools as well as in the form of Voluntary Separation Incentive Plans (VSIP).

No specific discussions about pay increases but it is not off the table.

They discussed leadership changes with Provost McConnell leaving and being replaced by Maryanne Reed.

They also visited a camp on campus that Dr. Larry Rhodes and Dr. John Brick of WVU Medicine run for young, under-privileged children from mostly southern counties in WV. They stay in a dorm on campus and are fed for the week. At the end of the visit, they gathered their little instruments and played "Simple Gifts" which was enjoyed by everyone.

Amy said there are many under-privileged children in our town and surrounding areas and it would be nice to have something like that here. Tiffany may be able to talk to someone who oversees the residence halls. This may be something for the Welfare Committee to look into.

Their next meeting will be a special, brief meeting to discuss University-owned properties and what will become of them. That will be held on July 31st.

Committee Reports

Tobacco-Free Task Force

By Michael Torries, *Classified Staff Council Rep.*

Michael shared he has been serving on this task force for the past few months. It was created to address concerns from staff and faculty about smoking on campus.

WVU had implemented a tobacco-free policy on campus, except for athletic events, a few years ago but with no repercussions if not abided by.

President Gee decided it was time to address it again after hearing complaints from faculty and staff and appointed Rob Alsop, VP for Strategic Initiatives, to lead the initiative who then created five different task force sub-committees such as Compliance, Enforcement, Cessation, etc.

The task force is now being transitioned into a steering committee. It will be comprised of around ten people from different areas. Michael will represent Classified Staff Council.

Rocco Fucillo, Senior Advisor & Director for State Government Relations, briefed Michael yesterday with actions they are working on.

They created a slide deck and will be presenting it to groups. They're happy to come in and present it to Staff Council; possibly next month.

His goal for this steering committee is to provide communication; awareness; and accountability.

This new BOG-approved Rule 5.6 will replace the old policy and goes into effect August 1st.

This Rule applies to everybody – faculty, staff, students, visitors, employees of vendors, contractors and their employees.

To facilitate this enforcement, they plan to have a team of students led by a graduate assistant to provide cessation tools such as quit kits. They've hired a person to serve as the compliance officer who will be equipped with a hand-held device and will give smoking tickets to people who they see smoking/vaping on campus.

The first offense will be a verbal warning; the second offense will result in a ticket which if you are faculty or staff, will also go to your provost or supervisor and Talent & Culture; or if you are a student, it goes to the Office of Student Conduct and parents; the third offense will result in progressive disciplinary action. Upon receiving a third ticket, you will have the choice to have all tickets rescinded if you attend a smoking cessation class which he believes is a 6 p.m. weekday class. If you don't go to the class, he is not sure what will follow. For employees of vendors and contractors, their company will be notified and second offense(s) will result in asking them to leave campus and if not, they could be charged with trespassing by UPD.

Timeline of enforcement steps will be as follows:

- July 22 – the website will go live and will provide all the information needed to quit as well as submitting information about smoking violations on campus
- July 23 – a message will be sent to the leadership team and deans of this program
- July 24 – a message will be sent to supervisors

- July 25 – everyone will receive communication about this Rule
- August 15 – International New Student Orientation meeting and distribution of quit kits and engagement with students in residence halls and during other student events
- August 19 – there will be a feature in *WVU Today*
- August 26 – a reminder will go out to all students of our Rule
- August 30 – a Public Service Announcement (PSA) will be conducted prior to the first football game of our policy; except for the designated smoking areas
- September – they'll host a series of Campus Conversations on Morgantown, Beckley, and Keyser campuses

With regards about the details of having to attend the smoking cessation class, Amber confirmed it would not be considered paid time, that is on your own time. They will pay employees not in violation of the policy to attend those types of cessation programs in their attempt to quit or you may be able to use sick leave if under the direction of a physician.

Michael continued this is an attempt to change the culture of smoking much like seatbelts who no one wore 30 years ago but through learning that they save lives, it has changed our culture. This will be a long process.

He will send out the slide deck and the compliance and enforcement plan to the group.

Their first meeting will be on July 31st.

Welfare Committee

By Amy Matuga, *Chair*

Amy reported the Back-to-School Supplies Drive is underway for the second year. Flyers have been posted all over campus. Any monetary donations will be used to purchase more backpacks to fulfill any unmet requests.

Peggy added Walmart has given them a \$100 gift card to purchase items. Chief Chedester, UPD, has also offered to purchase multiple backpacks.

Transportation & Parking

By Terrence Dunson, *Classified Staff Council Rep.*

Terrence reported they met at the PRT station and they took a tour of it. They do maintenance to the PRT's during summer and explained all they do with electrical work.

They have a new computer system they plan to implement two days before classes start.

He asked if Staff Council could possibly have a tour and they said they'll get in touch with Peggy to arrange a time.

Guest Speaker

Shared Services Update

Lisa Sharpe, *Executive Director, Shared Services Organization*

Lisa agreed to come in and give the group an update of where they currently are.

With regards to the organizational staffing, they visited with various groups in January/February and they informed them of what positions they have within their units and what they do. Lisa and her team then reviewed their job descriptions and other criteria to get an idea of whether they should transition to the Service Center.

The next step is to meet with those leaders and review what positions have responsibilities moving, which they will do next week. They are traveling to Potomac State on Friday and a call to WVU Tech tomorrow.

After that is complete, Talent & Culture will be contacting individuals to set up a time to talk to them about their responsibilities that will be moving.

They will then review what positions are available in the Service Center and those will be communicated. Those with responsibilities that will be transferring will be aware. That should be completed by the end of August.

Amber added they will be meeting with each individual; not the entire group.

Lisa continued that if your work is transitional and you are grant-supported, that work will remain where it is. Individuals in those positions will still have the full scope of support and tools offered at the Service Center.

Some positions won't be affected such as if you directly support your program like course scheduling, faculty support, and purchases. Those are specific to your unit.

There will be no jurisdiction over employees of Ruby Memorial Hospital. There are WVU employees who are contracted to work at the hospital. If we are reimbursing for one of those employees then it could possibly move to the Service Center since it's state work.

The Service Center will go live January 2020 so the work they do in their units will remain there until they move. Once at the Service Center, it will be dispersed differently. They will talk with individuals about the action plans and options, such as VSIP. The positions will be different so it won't be a lateral transfer to the Service Center.

Lisa believes there will be a mix of classified and non-classified positions, around 130-150. Their goal is internal staffing.

They know from what the consultant provided that there's a range of employees needed. After they started looking at efficiencies, she feels if someone wants to be in there, they likely will be. It may take some resume-building skills; possibly things they haven't done in years. It won't be too intense but they have to make it fair across the board. Once they have the Case Management System (CMS) data, they will also see what else needs to change.

Amber added they will be offering workshops for resume writing and interview skills once they meet with individuals.

Anyone with 20 or more years of service had an opportunity to express interest in the VSIP. They've discussed during Campus Conversations previously that once the Service Center gets underway, they will once again offer the VSIP to individuals that will be affected.

Lisa reviewed the different pieces of the Service Center:

- Customer Service – the very first piece; the front door
- Customer Care – responding to phone calls, chats, emails
- Operational Excellence – where they use information from the case management system to identify what areas they need to focus on
- Workforce Administration – the hire to retire functions
- Financial Reporting – the Accounts Receivable/Payable support and Payroll
- Grants Management – focus on the grants area; reconciliation and billing

With regards to organizational staffing, they need to build the knowledge-base so there's no customization right now.

There will also be store fronts located across campus which they have identified three spaces for those.

The main Service Center which will be located at One Waterfront Place, 3rd Floor, will begin it's renovation in August. They are doing a time lapse of the changes on the floor and will have fabric boards for everyone to touch and see what it will look like. It will be an open space for collaboration.

Old Business

Joan B. shared there was an incident in Jackson's Mill recently which resulted in a lockdown. She wanted to give kudos to UPD and Chief Chedester as well as the Weston Police. A soon-to-be graduating senior at WVU and an incoming freshman had apparently taken pictures of a stuffed animal holding a gun and posted on social media. They will no longer be students at WVU.

Dana questioned the timeline for performance reviews. Amber said the meetings with employees will occur in September. Supervisors had until the end of June to complete the review in the system; then it goes to the second level review; then the VP and dean level review.

Regarding VSIP's, Amber said all department heads have submitted their request list and who they feel they can make offers to. Those will be reviewed Friday, July 19th by the committee. The offers will go out to eligible employees in September.

The Staff Emeritus award letters should be going out from the President's Office to the two retirees who were approved a few months ago. Janelle has sent out the regret letters to the other two applicants not approved. Amber advised to check with the President's Office to ensure they went out, Michael said he would follow-up.

Janelle had received communication from one of the applicants who was not awarded Staff Emeritus. The group decided to discuss that and Lisa motioned to go into executive session. Michael seconded. All in favor and motion was carried.

After a brief discussion, Lisa motioned to go out of executive session. Joan B. seconded. All in favor and motion was carried.

New Business

Melanie asked if we will have a retreat. Peggy has been getting estimates to facilitate that and asked the group what items they'd like to focus on. Michael said problem solving solutions. Joan B. said to invite Meshea Poore, VP for Diversity, Equity & Inclusion, to give us an overview of the Title 9. The group agreed having it in the Lair would be the most cost efficient.

Peggy opened the floor for nominations for the election of officers.

Nominations for Vice Chair:

Lisa nominated Michael Torries and he accepted. Joan Baldwin self-nominated.

Amber and Natalie tallied up the votes. Michael Torries is the Vice Chair.

Nominations for Secretary/Treasurer:

Melanie Nichols self-nominated. Joan Crabtree, who could not attend the meeting, informed Peggy she would like to self-nominate for Secretary/Treasurer.

Amber and Natalie tallied up the votes. Melanie Nichols is the Secretary/Treasurer.

Nominations for Parliamentarian:

Melanie nominated Dana Musick. Dana accepted only if no one else is nominated. Lisa nominated Joan Baldwin. Joan accepted and Dana declined. Peggy said Dianne Stewart, who could not attend today, wanted to self-nominate.

Amber and Natalie tallied up the votes. Joan Baldwin is Parliamentarian.

Nominations for the two Members-at-Large:

Lisa nominated Tiffany Hughes and she accepted. Thea self-nominated. Melanie nominated Amy Matuga and she accepted. Dana self-nominated. Kevin self-nominated.

Amber and Natalie tallied up the votes. Thea and Kevin are the two Members-at-Large.

Peggy thanked everyone for their nominations and their interest to be more involved.

The group has been discussing student retention efforts by staff for a few months now and Kevin suggested to form an Ad-hoc committee. Peggy asked Kevin to chair it which he accepted. Along with Kevin, Joan B.; Thea; Andrew; Angela; Tiffany; and Shirley will serve on the Student Retention Ad-hoc Committee.

Lisa reminded the group that during the June meeting, guest speaker Paul Kreider, Vice Provost for Academic Affairs, had offered to provide a list of counties that needed faculty/staff matched up with. Shirley is a colleague of his so she'll follow-up with him.

President's Meeting

The President's Meeting is scheduled for Monday, July 22nd beginning at 11:00 a.m. at the Mountainlair, Rhododendron Room. The group determined the following agenda items:

- Legislative update
- What is the plan if state appropriations are cut?
- Fall student enrollment numbers

Adjournment

Joan B. motioned to adjourn. Terrence seconded. All in favor and meeting adjourned at approximately noon.