



Meeting Minutes

November 20, 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	No*
Crabtree, Joan	Supervisor Campus Services	Facilities Management	Yes
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	Yes
Weimer, Brian	Trades Specialist I	HSC Facilities Management	Yes
Wilson, Natalie	Assistant Director	T&C, Employee Relations	No*
Burge, Alexia	Human Resources Generalist	T&C	Yes

*Excused

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

Call to Order

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

First Business

Approval of October minutes with a minor edit motioned by Tiffany. Melanie seconded. All in favor and motion was carried.

Treasurer's Report

By Melanie Nichols, *Secretary/Treasurer*

Melanie reported a beginning balance of \$3,637.59. The following expenses are combined from October and November:

-79.90 (Employee Recognition – (2) Staff Emeritus Plaques)

-1.46 (Postage)

-21.37 (Printing & Binding)

-42.40 (Telephone)

-631.92 (Travel)

= \$770.05 total expenses

That leaves an ending balance of \$2,860.54.

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

Chair's Report

By Peggy Runyon, *Chair*

Peggy reported she attends the UPD Alcohol and Other Drugs Committee meetings. The group had invited Delegates Evan Hansen and Barbara Evans Fleischauer to discuss what the University should focus on and they suggested alcohol reform. A bill was introduced last year to allow police officers to enter private clubs so that is something that will once again be looked at.

They also discussed tobacco cessation state-wide and looking into offering quitting plans.

The legalization of marijuana has caused some tension among legislators and WVU officials. Delegates Hansen and Fleischauer feel there wasn't enough research done showing the good and bad so they are looking at WVU entities to possibly conduct some research. A bill was passed last year to allow the money from sales to be placed into a bank but the regulatory guidelines for the grow, process and distribution have not yet been developed.

They are now concerned with the new developments from Colorado's marijuana legalization as they are showing more issues with it.

Campus Carry will likely be brought up again this session but they're not sure if it will be a stand-alone bill; there could be other additions to it.

She was invited to attend a meeting with Rebecca Meyer, Director, Compensation Administration; Stan Hileman, Faculty Senate BOG Representative; and a non-classified representative of WVU to discuss salaries. They talked about what each constituency groups would like to do in collaboration with WVU officials with the \$1.7 million available for raises. They've met twice and conducted a SWOT analysis. The consensus is they want to address those below what they should be paid and the critical retention of staff and faculty. Discussion is ongoing.

She can share there is a Plan A, B and C. They wanted input on how to compensate people if money isn't available – free Rec Center; increasing longevity pay; increasing retirement matching; creating additional child care; and rewarding days off with performance were just a few ideas. Michael suggested free parking. Melanie suggested cost saving ways implemented to provide substantial savings to the University and employee incentive rewards if they reach a goal. Amy said some units have multiple ink cartridges or other office supplies that are going unused so they could be given to another unit to save money. Charlene's unit also has multiple electronics going unused. Amber suggested to reach out to David Beaver, Senior Associate VP, Auxiliary Services, with regards to the surplus items.

Tiffany pointed out additional time off may not be incentive for some salaried employees as they may already have a sufficient amount that they don't use. Amy also suggested being allowed to cash in some leave. Dana suggested surveying employees about what they'd like. Peggy said another classified staff survey will take place sometime after the new year.

Faculty Senate extended an invitation to attend their next meeting on December 9th from 3:15 p.m. to 5:00 p.m. at the Law School. She encouraged members to attend, if possible.

Advisory Council of Classified Employees (ACCE) Report

By Shirley Robinson, *ACCE Classified Staff Rep.*

Shirley reported they met at Shepherd University on October 25th. The provost, Dr. Scott Beard, welcomed them on behalf of their president, Dr. Mary J.C. Hendrix. Dr. Beard shared that their meeting place was the Robert C. Byrd Congressional Center which houses historical items of the United States Congress. Shepherd University identifies as a public liberal arts college and have shown a shift in the paradigm of students attending.

The College has been struggling with the cuts in higher ed. He's hoping the new funding formula from the Blue Ribbon Commission will assist with improving their budget.

Dr. Beard stated classified staff are on the front line dealing with students. Students are dealing with drug addiction and lack of academic preparedness.

Shirley shared some highlights of their draft minutes:

- New programs create staffing issues, especially with limited resources
- Status of the Blue Ribbon Commission is uncertain; institutions told to expect budget cuts mid-year but less than the original 4.5%
- Relationship between faculty and staff at the College questioned; Dr. Beard tries to appoint staff on all committees
- Dr. Beard is working with other academic officers at state level to create ways to purchase goods as a consortium in areas such as libraries
- Shepherd has outsourced campus dining services and bookstore
- Dr. Beard does not want to eliminate the Higher Education Policy Commission (HEPC) – when it was created, each college was given governance by having their own Board of Governors – it prevents larger schools from cannibalizing smaller schools and allows smaller institutions to perform research. The problems: most members have been a prior member of a higher ed governing structure and feel they need to be governing; not what the HEPC was implemented to do
- Need to change rules for HEPC; lack of funding formula makes smaller schools hard to grow; Legislature has passed four funding models over the years but has not implemented any
- He advocates for outcomes-based funding's for institutions – the institution should perform at a certain level; if they exceed their set goal, they get additional funding but not at the expense of others
- Looking at University of Tennessee's funding model
- Most states across the country have reduced higher ed funding
- Delegate John Doyle, former House Chair of the Finance Committee and current member of the Education Committee, was a special guest at the meeting. He helped increase increment pay up to \$60 per year of service; feels the upcoming legislative session will give more attention to higher ed
- Delegate Doyle would like a list of reports that ACCE believes should be required; it was suggested that ACCE meet with Senate Education Chair Ellington to discuss concerns
- ACCE feels accountability is lost; a large number of reporting has been removed
- Appropriations for salaries should be used for salaries, not other items
- PEIA issue effectively postponed. Delegate Doyle suggested to talk to legislators to get them to commit to fixing PEIA; need to know where the funding is coming from
- Suggested that Pierpont Community & Technical College move to the Caperton Center and not merge back with Fairmont State University
- Opposed to unified community college system; issues between community & technical college (CTC) schools and vocational technical schools – need a better way to coordinate and work together
- Montgomery campus is draining funds from South Charleston BridgeValley campus; majority of students located at South Charleston campus
- Any other schools seeking to be exempt need legislative authority
- Some state code items will need cleaned up after the passing of HB 2542
- All schools must follow state and federal law, including exempt schools

Email Shirley with any items you'd like her to take to the next meeting.

Their next meeting is scheduled for November 22nd at 9:00 a.m. at New River CTC in Beaver, WV.

Board of Governors (BOG) Report

By Lisa Martin, *BOG Classified Staff Rep.*

Lisa reported they met on November 8th-9th at Erickson Alumni Center. They could not finish with all their committee reports on Thursday due to the tri-board meeting taking place. That afternoon, they met with the WVU Alumni Board and the WVU Foundation Board. They were all assigned groups with a fair mix of all members seated at a table. They were given questions about how to bring funding to the University, what they can do to better it, etc. and it was a very beneficial conversation.

The following day, they completed their committee meetings. Paula Congelio, VP & CFO for the University, gave her report during the open meeting. The financial forecast is looking better – mainly due to the new tuition guidelines/deadlines. They went over the general budget with tuition generating most of the revenue for the University. Coming in second at 16% is our state appropriations. Student retention numbers have also shown some improvement. There is a very real concern with mental health issues among our student population and steps are being taken to address that with more offerings for counseling.

Some voting items that day:

- The renaming of the athletic hall at WVU Tech in Beckley to Barrett-Kelley Athletic Hall of Fame
- Approval for construction/relocation of the Human Gift Registry
- Renewed lease of the athletic center to the YMCA in Kanawha Valley
- Renewed lease of the 112-acre farm land in Reedsville, WV for Davis College

There were also several academic programs approved.

She asked for her or Peggy to be notified if you plan to attend the Faculty Senate meeting as Peggy mentioned during her report. It will be very informational and beneficial.

Committee Reports

Legislative

By Michael Torries, *Chair*

Michael does not have any new items to report since the October 10th committee meeting along with the Faculty Senate Executive Committee. They had discussed items to be featured on the legislative brochure, as well as the layout, which he shared at the retreat.

Faculty Senate was to review the draft during the Executive Committee meeting, which was held this week.

The one item still in discussion is Campus Carry – whether we are for or against it.

He will await more information from Emily Murphy, Chair of Faculty Senate.

Compensation

By Terrence Dunson, *Chair*

Terrence reported Amber provided him with a few names of people to meet with regarding compensation issues. He plans to set up a meeting with them to discuss our Paygrade 6 which is significantly lower than other competitors. Amber added Paygrade 6 was likely for food service workers which is a non-issue now with the Sodexo transition but advised to ask about other paygrades.

Amber explained in order to adjust the salary schedule, to move the range up, it requires funding as they would have to move everybody to that minimum and that happens during years where there is monies to do that via merit increases. They utilize market studies to determine what range movement they'd like to propose or request funding for.

Tuition Assistance

By Joan Crabtree, *Chair*

Joan reported there were 24 applicants for the Spring 2020 semester Tuition Assistance. Most aren't yet approved/processed because Financial Aid needs to wait for fall grades to post.

The deadline to apply for the Tuition Scholarship for Children of Classified Staff is March 1. This is the program made possible by an endowed fund through the WVU Foundation. It is a limited amount that is evenly distributed among approved applicants (vetted by Financial Aid) of the program. Last fiscal year, Staff Council voted to transfer the remainder of their budget towards this program to supplement it. Amy asked if there's anything we can do to increase it. Amber advised you can call the Foundation office and ask if Staff Council can hold a type of drive to get donations; which could be a joint effort between the Tuition Assistance and Welfare Committees.

Michael questioned if there are Sodexo employees, formerly WVU employees, grandfathered into the program, who are still utilizing Tuition Assistance. Joan does not know but will check.

Welfare

By Amy Matuga, *Chair*

The drive for donations for new winter coats, gloves, hats and scarves will be held from November 4th through December 6th with multiple donation boxes located across campus.

She has several volunteers wishing to sponsor someone in need. Someone who crochets is making several scarves to donate. Melanie also washed the gently used coats that were donated and any remaining will be given to The Rack.

There is someone wishing to donate \$500. Amber said they may want to check with the Treasurer's department if we are setting up drives and collecting a certain amount of money. Donations may need deposited into a specific Staff Council account. Peggy said we should consult with Rob Alsop, VP for Strategic Initiatives. Melanie will check with him.

Once the drive is over, Amy will contact recipients to set up a time to meet.

Transportation & Parking

By Terrence Dunson, *Classified Staff Council Rep.*

Terrence reported the last few times they met, they went over the parking policy which they made some revisions to. It is still in draft form.

The PRT system is at 99% operational. There are 5,000-10,000 students using the PRT's daily. They are using around 40 cars a day; an increase from 23 a day.

Fleet Management will soon implement a new fuel management plan with the WEXcard; non-assigned state vehicles will have a WEXcard associated with it.

A Mountaineer Station II is in the works. Renewal of permits is forthcoming.

They will be installing gates in Area 9 due to complaints from permit holders who pay to park there. They will also be replacing lighting in the garage.

Student Retention Ad-hoc Committee

The group discussed whether or not to continue with the Student Retention Ad-hoc Committee that was created a few months ago due to some feedback.

Peggy mentioned during the last President's Meeting, Cris DeBord, VP for Talent & Culture, suggested possibly holding a game night in the Mountainlair for an open forum for board games, cards and other activities.

Tiffany suggested teaming up with WVU Up All Night and Staff Council can host an activity hour or Q&A during the event.

After more student engagement ideas were suggested, Michael motioned to continue with the ad-hoc committee. Melanie seconded. All in favor and motion was carried.

Peggy is meeting with Cris later in the week and will follow up with Kevin.

Tobacco- and Smoke-Free Steering Committee

By Michael Torries, *Classified Staff Council Rep.*

Michael reported their scheduled meeting was canceled due to legislative affairs in Charleston which Rocco Fucillo, Senior Advisor & Director, State Government Relations, had to attend. They will convene in January.

Jack Swiney, Education Graduate Assistant, Tobacco-Free Mountaineers, WellWVU, had sent him a report of his student group's activities.

Michael shared some highlights of his report:

- Possible future partnering with the Truth Initiative
- Networking with different people, attending meetings across campus
- Grant research is part of his routine
- Attending upcoming events
- He and his group of student ambassadors have put in 9 hours on campus promoting the Tobacco- and Smoke-Free Policy and offering cessation resources with 14 individual engagements; no quit kits were distributed (which are not free)

Michael received an update from Clement Solomon, Director, Parking Management, regarding the recent activity from the Compliance Officer for the policy. Citations were given to a classified staff employee; a student; a Sodexo employee; and a John Doe.

Kevin shared that he follows various student groups on social media and saw where a student posted their citation for a Juul. The apparent trend was that students were unaware of the updated policy. They initially thought it was a parking ticket because it states it's from the Transportation & Parking unit so there's some confusion.

Old Business

The SWOT analysis during the group's retreat provided some insight on items that need improvement. Peggy and Janelle met with Brent Bunner, Assistant Director, University Relations, regarding making technology work for us. There were a few updates to the website that were identified. Janelle will continue to work with Brent. Dana also offered her assistance with website updates.

The drafts of the rewrites of the Hearts and Hands and Staff Emeritus for the website that was distributed during the retreat will need reviewed and finalized during our December meeting.

Barbara Griffin, former Staff Council member, was coordinating the Staff Council-sponsored blood drives but she will be retiring so we'll need another volunteer. Dana offered to take that over.

Amber updated the group regarding the Voluntary Separation Incentive Plan (VSIP) process. The last day for those considering it is November 26th and they'll have an additional seven days to rescind it, making December 3rd the closing day.

Melanie knows of someone taking the VSIP but their position is not being eliminated so she questioned if it will be in the job postings. Amber does not know but will try to get that information.

Michael said he knows someone as well who is taking the VSIP and they're hiring someone to take their place.

New Business

The Office of Health Promotion and Wellness will be hosting a WellFest at the Rec Center on December 5th from 11:30 a.m. to 2:30 p.m. They offered to have a table for Staff Council and

requested to come in and talk to the group about staff well-being during our January meeting. Lisa, Joan C., Angela, Shirley and Tiffany offered to staff the table.

Peggy spoke with David Beaver, Senior Associate VP, Auxiliary Services, about a concern with the renovation of Towers and what the plan was for the staff there in the interim. He said the Request for Proposals (RFP) hasn't even gone out yet but they are looking at working on them one at a time so staff will be moved to where they're needed; no one will be out of a job.

Kevin had brought up a safety concern with the ceiling panels at Evansdale Crossing and air pressure which causes them to flap up and down. He's concerned one of them will fall and possibly injure someone. He said the day after he sent the email to Facilities Management, one of the ceiling tiles did fall, then it happened again. They did come and work on it but it will need addressed further.

Each voting member gave their stance on Campus Carry. Amber tallied up the votes. Staff Council is against Campus Carry by majority vote.

Later today, Peggy and Thea are meeting with the provost, deans, and directors to discuss the importance of being lenient with members of Staff Council attending meetings.

Peggy is meeting with ITS on Friday to set up a Staff Council Microsoft Team which is free with Office 365. It will allow the group to have private communication, cleaned up. She will have someone from ITS come in during the December meeting to give a demonstration.

The updated meeting calendar was distributed which reflects monthly meetings scheduled for both the Mountainlair and Evansdale Library in the upcoming year. Peggy advised if someone wants to hold a meeting at the HSC, she asked to figure out parking, times, and room availability.

She has asked University Relations to begin attending the monthly meetings and report on it. She has yet to contact *The Dominion Post* to inquire if someone there wanted to attend our meetings. They used to several years ago.

President's Meeting

The President's Meeting was scheduled for Monday, November 25th beginning at 11:00 a.m. in the Mountainlair, Rhododendron Room. With no pressing issues to require his time and with the approaching holiday, the group discussed whether or not to have it. Diane motioned to cancel it. Terrence seconded. All in favor and motion was carried.

Adjournment

Lisa motioned to adjourn. Michael seconded. All in favor and meeting adjourned at approximately 12:10 p.m.