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## *West Virginia University Staff Council Meeting Minutes*

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January 16, 2019

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	Yes
Browne, Thea	Administrative Assistant Senior	Main Library	No*
Crabtree, Joan	Supervisor Campus Services	Facilities Management	Yes
Dunson, Terrence	Campus Service Worker	HSC Facilities Management	Yes
Forquer, Burlene	Manager Food Service	Mountainlair Catering	No*
Gill, Yolanda	Administrative Associate	Accessibility & Auxiliary Service	No*
Griffin, Barbara	Developmental Advising Specialist	Academic Degree Programs	No*
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
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	Yes
Runyon, Peggy	Campus Police Officer Lead	University Police Department	No*
Torries, Michael	Academic Lab Manager II	Chemistry	Yes

**\*Excused**

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

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

### **Call to Order**

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

### **First Business**

Lisa and Melanie just had few minor edits to the minutes which Janelle will correct.

Approval of December minutes with the aforementioned corrections was motioned by Lisa. Joan B. seconded. All in favor and motion was carried.

### **Treasurer's Report**

By Joan Crabtree, *Secretary/Treasurer*

Joan reported a beginning balance of \$3,571.83 with the following expenditures:

35.59 (Office Supplies)
14.75 (Printing & Binding)
21.20 (Phone)
23.82 (Gasoline)
177.62 (Travel)
<u>- 31.92 (Car Rental)</u>
\$304.90 total expenses

That leaves an ending balance of \$3,266.93.

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

### **Chair's Report**

By Michael Torries, *Chair*

Michael reported he has been working with Brent Bunner, Senior Marketing Communications Strategist in University Relations, regarding the Staff Council Campus Conversation to solicit more participation in the upcoming Staff Council election. It was decided that it will be called a Town Hall meeting instead being there will only be one and a Campus Conversation consists of a series of meetings.

The Staff Council Town Hall is scheduled for Thursday, February 14, 2019 from 11:30 a.m. until 12:30 p.m. in the Gold Ballroom, Mountainlair. Sharon Martin, VP for University Relations, will be facilitating and it will be webcasted.

The Town Hall will feature him and Peggy providing information pertaining to:

- Background and history
- Purpose and programs

- Members and committees
- WVU Staff Council Elections
- How to get involved

There will be a Q & A following the presentation. Many thanks to Brent and his team for their assistance with preparing the slides.

An invitation to the Town Hall has been extended to the chairs of the Classified Staff Council of our two regional campuses, Potomac State and WVU Tech.

The nomination period for the Staff Council election will begin February 15 and end on February 28 at 4:00 p.m.

A former member of the Election Committee has since taken a non-classified position, so he has asked former Staff Council member, Lisa Boyles, if she would like to serve on it. More on that under New Business.

He recently sent an email to Coach Brown welcoming him to our WVU family and offered our help with anything he may need.

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

By Shirley Robinson, *ACCE Representative*

Shirley reported during their last meeting they discussed the PEIA Task Force and their Legislative Committee talked about a new ACCE legislative brochure which would include all items affecting higher education.

Their Web Communication Committee updated the website with the addition of the ACCE representatives and their photo as well as adding each institution's Staff Council chairs and BOG representatives.

Their ad-hoc Bylaws Committee will be postponed until after the legislative session in the event they must update their bylaws with regards to all classified/non-classified employees being put into one staff classification, although it is only speculation at this time.

They are currently looking into a location for their upcoming Retreat.

Lisa requested an update of the meeting minutes on their website.

Their next meeting is scheduled for January 29 beginning at 9:00 a.m. at the Marshall University Graduate College in Charleston, WV.

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

By Lisa Martin, *BOG Representative*

Lisa informed the group they have not met since the December meeting which she had already reported on.

Their next meeting is scheduled for February 7-8 at the Erickson Alumni Center.

## ***Committee Reports***

### **Compensation Committee**

By Joan Baldwin, *Chair*

Joan reported she has not heard back from Employee Relations pertaining to any upcoming meetings with the Compensation unit. She will contact Bob Richardson, Director, Compensation Administration.

### **Athletic Council**

By Joan Baldwin, *Classified Staff Rep.*

Joan reported Shane Lyons, Director & Associate VP, Athletics, plans to have a meeting very soon to talk with Coach Brown.

They are still in the process of filling a few of the Assistant Coach positions.

### **Tobacco Task Force Committee**

By Michael Torries, *Classified Staff Council Rep.*

Michael's sub-group, Cessation & Prevention, had met recently. Another member, Susan Morgan, Clinical Professor at the School of Dentistry, is writing two grant proposals – the Academic Conference and Community Engagement grants – in an effort to fund training for cessation counselors. She has requested letters of support and Michael offered to submit a letter on behalf of the Council, with the Executive Committee's approval, and communicated it to the rest of the group.

The Academic Conference grant consists of a \$10,000 grant to showcase Morgantown and to make WVU more visible on a national and international level. The WVU School of Dentistry, in cooperation with the Health Sciences Center's Office of Interpersonal Education, houses one of 19 certified tobacco treatment programs and is the first dental school in the nation to receive this accreditation. This would advertise that there's a tobacco treatment program here.

The Community Engagement grant consists of a \$10,000 grant which would provide training costs for 15 individuals which would allow counselors, healthcare providers, addiction specialists, social workers and school leaders to attend an academic conference to be held in May 2019. The newly-trained leaders could aid in connecting other experts on campus for health promotion which can enforce the tobacco free policy at WVU. The 15 individuals would be trained on the latest cessation tools as well as being educated on the current trend of vaping.

There isn't enough funding for a brick and mortar location, but they were thinking along the lines of a website.

Their next meeting is scheduled for January 22.

## ***Guest Speaker***

### **Shared Services Update**

By Lisa Sharpe, *Director, Shared Services Operations*

Lisa agreed to come in today to give an update on what they've working on the past two months.

As previously reported, the Case Management system, the knowledge base, is the backbone of how Shared Services will be operated.

Yesterday, they put out a Request for Proposal (RFP) to nine different vendors (also open to any other vendor wishing to bid) in hopes to find something for a reasonable cost.

During an organization staffing meeting, they discussed the policy piece, the process piece and the organization staffing piece which affects positions. They also talked about service delivery, or who will deliver the service, in the areas of Post Award Grants Management, Human Resources and Finance.

They visited 19 different units (colleges, schools, non-academic) across campus so far and still have more to go. Some had their deans in attendance and some had many people at the table.

They talked with them about areas within the Service Center which are Customer Service; Administration; Financial and Grants Managements; and Operational Excellence. They provided what activities these areas do.

They then provided them with a list of positions, excluding faculty positions. They asked the units to then go through the list and choose which positions they need to run efficiently. So far, they've received 16 responses.

They will take that information and divide it among the organization staffing team, which is comprised of Lisa and Talent & Culture, and determine where the needs are and how much.

The units expressed their concerns about the transition and work not being completed. They suggested phasing areas in each month. Some said they don't want to begin in January since it's the start of the semester. And, they are concerned with Payroll.

The groups did share some positive aspects of it such as how the Case Management would work and having access to the knowledge base. In general, they know they need this as a front door that provides all the information.

Some administrative positions within a unit are completely grant-supported. As they talked with units, they determined there will be some funded solely by external funding, but they will look at those individually.

They are looking at efficiencies and how to reduce redundancies by compiling five different steps into one.

They plan to meet with these units 4 or 5 more times to continually get feedback.

After completion of the organization staffing meetings, they will draft position descriptions; determine the hiring and selection process; develop people plan options; have leadership approvals; and conclude with training and transitioning which will continue through the fall.

She had recently sent out position descriptions for the two leaders for the Service Center – Customer Service Director and Operational Excellence Director.

Lisa M. relayed that many people are wondering if they will still have a job here after this transition and the possibility of applying for the new positions and not being selected. Will the units try to keep these employees?

Lisa said they will need to see what size the Service Center will be and determine who does what. If the competition is high when applications are accepted for the positions, there is always that chance that they won't be placed, however, she believes there will be a lot of opportunities.

The location is yet to be determined.

### **Old Business**

The Upward Feedback survey went out via email on Monday morning and as of yesterday, they had around a 17% response. The survey will close next Friday. They will then compile the results of the survey to provide to Cris DeBord, VP for Talent & Culture, who will likely share with ELT and Maria Mancini, Director, Leadership & Organization Development. No results will be sent to supervisors. Amber will share the results with the Council during the March meeting.

The results of the campus-wide employee satisfaction survey are being distributed by Maria Mancini and Cris DeBord. Paul Kreider, Vice Provost, Academic Affairs, is meeting with the deans of academic units. They have been meeting with each supervisor/dean and providing them with their division's results. The results should be communicated with the rest of the organization over the next month or so. The survey will run every two years.

There were 328 employees who were listed in the system as not having a one-on-one meeting with their supervisors regarding the last Performance Evaluations. They've identified some of the issues as being the supervisor did not hit the submit button to complete the review; some of the Dining Services employees transitioning over to Sodexo; and employees who had been on medical leave.

There was around a 98% completion of the Performance Evaluations University-wide.

Melanie asked for a review of the RIF process. Amber stated that the RIF process may be started at any time. While organizations are assessing their needs, it is presented to the oversight committee to determine if it is appropriate. The committee tries to meet at least quarterly. It is comprised of members of the Provost's office; Finance; General Counsel's office; Cris DeBord; and Employee Relations. Jim assured the group that the committee is very rigorous when questioning the leadership of the organization when a potential RIF is presented to them. They look at years of service, past Performance Evaluations, etc. They have also denied two or three requests. They take it very seriously.

In 2018, approximately 10-15 classified staff employees were RIF'd. This number does not include non-classified staff employees.

When a non-renewal of a non-classified staff employee occurs, they are initially notified that their appointment will not be renewed; typically, anywhere from 60 days to 6 months out. Once they're notified, they are put on home assignment and removed from the workplace.

### **New Business**

Melanie asked for an update on Sodexo as she's been hearing that they're losing a lot of money. They are trying to push students out of Chick-Fil-A and Evansdale Crossing and into their dining halls by trying to put a limit on the number of uses of their meal plans at those restaurants. Jim said they'll ask for an update.

Shirley has been asked to serve as a Classified Staff Representative on the Order of Vandalia Selection Committee. She is replacing Amy.

Michael said Barbara Bodkins, Administrative Assistant Senior, Employee Relations, had informed him of an error in our By-laws which goes against State Code. The stipulation that one must have served at least two years on Staff Council to hold the BOG position must be removed from our By-laws under Section IV, Eligibility. Michael will make the correction and email the revised By-laws to the group for approval.

Last fall, Amber had reminded the group that the Staff Council election was coming up and asked if they wished to keep the same Election Committee members who served during the previous election. The group decided to do that if they were willing to serve again. A former Staff Council Election Committee member has taken a non-classified position which makes them ineligible. Michael asked Lisa Boyles, Human Resources Assistant I, who had previously served on Staff Council, if she would serve on the committee. She is willing to if approved by the group.

Amy motioned to approve Lisa Boyles to serve on the Election Committee. Joan B. seconded.

There were no other nominations on the floor. Joan B. moved to close nominations. Crystal seconded. All in favor and motion was carried.

Recently, two classified staff retirees have been nominated for Staff Emeritus and all required documentation has been received. Janelle will send the names to Amber to vet the nominees. Once she gets the okay, she'll send the files via File Locker to the group to review. They will then vote on them during the February meeting.

Amy was contacted by an employee with 31 years of service who is afraid of losing her job. Her supervisor has been giving her duties to her coworkers and canceled her PCard. This has been going on for months. If she decides to take another position within the organization, she was told she must take the entry level pay which is a significant loss of income. She said she contacted the Faculty and Staff Assistance Program who told her they don't have time to speak with her. Amy then called them and after some back-and-forth, set up an appointment for her. The group advised her to have this employee to contact Amber.

### **President's Meeting**

The President's Meeting is scheduled for Tuesday, January 29 beginning at 11:00 a.m. at the Mountainlair, Rhododendron Room. Agenda items were determined as follows:

1. Will there be any forthcoming communication regarding plans to restructure, reorganize, or contract out Facilities Management services?
2. Staff Council is willing to support legislative efforts in Charleston. Please let us know how our legislative committee can help with these efforts.
3. Is there a downward trend in student enrollment? If so, how can the classified staff help with recruitment and retention of students?

### **Adjournment**

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