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*West Virginia University Staff Council Meeting Minutes*

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July 19, 2017

8:15 a.m. – 12:00 p.m.

Mountainlair, Greenbrier Room

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Present</b>
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
Bremar, Nancy	Nutrition Outreach Instructor	Extension Services	Yes
Crabtree, Joan	Supervisor Campus Services	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
Hilling, Vernon	Campus Service Worker Lead	Facilities Management	Yes
Martin, Lisa	Special Events Coordinator Senior	Event Management	Yes
Martinelli, Dixie	Office Administrator	Extension Services	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	Yes
Runyon, Peggy	Campus Police Officer Lead	University Police Department	Yes
Stevens, James	PRT Systems Operator	Personal Rapid Transit	Yes
Summers, Autumn	Library Associate	Main Library	Yes
Torries, Michael	Academic Lab Manager II	Chemistry	No*

*\*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.

Welcome, new and returning members. Everyone introduced themselves and their reasons for running for Staff Council. Collectively, they wanted to be a voice for Classified Staff.

Lisa added the group represents 2,600 WVU Classified Staff employees in the state. While we will be discussing many topics, we must be respectful towards one another to work toward our common goal.

Lisa asked if any returning members had any advice to give: Nancy suggested to ask questions as it is the only way we learn; Larry advised to read through the Minutes on our website to get current on the issues that we've been discussing; Burlene suggested to take back information to their coworkers; and Dixie recommended to be involved in your role and on your committee.

### **First Business**

Approval of June Minutes motioned by Nancy. Burlene seconded. All in favor and motion was carried.

### **Treasurer's Report**

By Lisa Martin, *Chair*

Lisa reported we began Fiscal Year 2016-2017 with \$4,610.00. June expenditures were as follows:

\$820.16 (travel)  
\$31.92 (rental car)  
\$50.52 (fuel)  
\$21.20 (phone)  
- \$7.99 (office supplies)  
=\$932.00 total expenses

We exceeded our budget by \$848.38 which is very unusual. We've been paying for travel that we previously did not know we were supposed to cover, however, Narvel Weese (former VP for Administration & Finance) agreed to assist us with any overages. Rob Alsop, Vice President for Legal, Government, and Entrepreneurial Engagement, will oversee that now.

We begin Fiscal Year 2017-2018 with \$4,610.00.

Nancy motioned to approve the Treasurer's Report. Dixie seconded. All in favor and motion was carried.

## **Chair's Report**

By Lisa Martin, *Chair*

Lisa reported she and Dixie had a follow-up meeting with Stephanie Taylor, General Counsel, regarding Staff Council's recommendations for the new Talent & Culture Rules (formerly HR policies). Lisa addressed the University with a short letter that is featured on our website informing them of Staff Council's role in these changes. All but one of the suggested items were accepted into the final draft. The denied suggestion was to add a Classified Staff member to the committee that oversees the RIF (Reduction-in-Force).

On Tuesday, the Rules came out for a 30 day comment period. She encourages everyone to give comments. Comments will be posted to the BOG website before the Board reviews them again for approval. Stephanie Taylor also offered to meet with them again before the Board meeting on September 8 to review those comments.

She and Dixie were to meet with Cris DeBord, VP for Talent & Culture, regarding a Peer Review Committee, but it got rescheduled for this Friday. They are discussing how it would work in conjunction with Performance Reviews. They will inform the group of the outcome of that but contact her with any suggestions.

In addition to the three Campus Conversations and Policy Development Workshops that were held in the recent months, Jim shared they are considering offering a few informal Q & A employee sessions.

Lisa advised to stay tuned to ENEWS for information regarding that as well as our website.

Larry is trying to let his constituents know how important the Performance Evaluation Pre-Review Form is; even though it's not mandatory, it is their chance to voice their concerns with their supervisor or whatever the case may be. He is concerned with some units having minimal computers such as the Custodial unit – there are two computers for thirty custodians so it's challenging. Amber thanked Larry for bringing that up and encourages everyone to let others know their Pre-Review form should've gone out to them on July 17 with a direct link to the online form. It's accessible by a Smartphone as well. Employees hired after January 1, 2017 will not receive one. They also post flyers next to wall timeclocks of important information pertaining to employees.

Larry also inquired about the Performance Review steps and how it states it will go to HR in August for editing. Amber confirmed HR does not do any editing. They will compile data and produce reports for senior administration. Only the first level supervisor can edit the form. After researching, Amber said it states that on September 4, all reviews are locked for editing. Which means no more edits can occur.

Managers are being informed of their mandatory training and they will be able to track who has and hasn't completed it.

Dixie attended a manager's training session recently and wanted to commend the trainer on what a great job he did. She thanked HR for coordinating these sessions and having the trainers explain that it's important to see value in everyone.

Crystal added she and some others at the HSC have been encouraging other managers to have their staff complete their Pre-Review form.

Autumn shared that all staff are welcomed to use the computers at all libraries on campus.

Shirley is concerned with those who may not be able to read. Lisa suggested to have them contact their supervisor or Employee Relations.

Julie doesn't have computer access at her job so she has utilized the library computers several times this summer but once students come back it will be challenging to find the time. Also, many employees don't even know about Staff Council. Lisa understands as that topic has been discussed many times. Larry had brought that subject up in the past with some units in HSC who did not have computer access; they now have computers. At the same time, people need to be proactive as well – ask questions and seek the answers.

Larry said the HSC disposes of maybe a hundred computers monthly and the hard drive is cleaned. They are put into surplus and auctioned off. Departments could contact Jamie Kosik, Director, Facilities Management, and complete an Interdepartmental Transferal Form if they are in need of computers for staff.

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

By Dixie Martinelli, *BOG Representative*

Dixie gave a brief overview of how Staff Council and the BOG representative work together.

The BOG position reports to Staff Council monthly if any discussion that pertains to staff is discussed. If it is not considered confidential, it is shared with Staff Council. The position also includes presenting a yearly report to the Board with assistance from the Staff Council chair and/or several Staff Council members.

The BOG is scheduled to meet six times a year or as needed to discuss institutional concerns or decisions. Although, with this being her seventh term it seems they've met many more times than those scheduled six with the changing times and our freedom agenda for WVU (HB 2542).

As we continue to meet, new members will see how we all play a vital role to the Board for our Classified Staff at WVU as well as our sister institutions – Beckley and Potomac State.

A brief Board meeting was held on July 10 regarding policies and rules. Jim further explained there are four new BOG Rules: Administration & Employment Practices; Performance Management; Reduction-in-Force; and Classification & Compensation. There are eleven current BOG policies that are in the process of being transferred into a numbering system to be retitled as Rules.

She encourages everyone to review these new Rules over the 30 day comment period and make your comments – the Board wants to hear them. They will meet on September 8 for final approval.

Jim wanted to add that Stephanie Taylor, General Counsel, and the rest of their team are in the process of creating a specific website for all the WVU policies/rules as a reference tool.

Lisa hopes to see one of new Rules being the new Classified Staff Emeritus status that the Welfare Committee worked on last term.

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

By Shirley Robinson, *ACCE Representative*

Shirley reported before her July 1 implementation to this seat, she had the opportunity to attend a few meetings, shadowing Paul Martinelli, the former ACCE Representative. They discussed Classification & Compensation as well as HB 2542 and how some of the rules will not apply to WVU. She is in the learning process and will attend an official training session in Charleston on July 31 – August 1.

Jim explained CHRO (Chief Human Resources Officers) from each school hold monthly conference calls with the HEPC (Higher Education Policy Commission). A new Class & Comp system is being implemented for all higher education institutions in the state with the exception of WVU, Marshall University and the WV School of Osteopathic Medicine – which are exempted from the HEPC rules. The HB 2542 became law as of June 12.

### **Election of Officers**

Officers of Staff Council, along with the Chair, include a Vice Chair; Secretary/Treasurer; Parliamentarian; and two Members-at-Large. These positions make up the Executive Committee.

#### **Vice Chair**

The floor was opened for nominations for the Vice Chair. Joan B. nominated Nancy Bremar. Michael Torries, who was not able to be here today, provided Janelle with a letter of self-nomination for the positions of Vice Chair, Treasurer and Member-at-Large, respectively.

Joan B. motioned for the nominations to be closed. Burlene seconded. All in favor and motion was carried.

Nancy commented that she would like to be Vice Chair once again. One of the duties of this position is being assigned to the Legislative Committee. They worked very hard with legislators last year, visiting Charleston and providing them information pertaining to Classified Staff. The legislators they spoke with did not support the WVU freedom agenda. She's worked to build these relationships and is very passionate about what she believes in.

Michael wrote that he's been a resident of West Virginia for 26 years; graduated from WVU in 2003; and has been a staff employee for 9 years. He believes he possess talents that would benefit the Chair, Legislative Committee and the Council: drive; curiosity; a rational thinker; and exploring solutions to problems. This is his second term on Staff Council in which he served as chair of the Welfare Committee for the 2015-2017 term. During this time, he led the committee to ratify and propose a Staff Emeritus program which had been discussed several times in the previous years. He's passionate about progressing Classified Staff through this time of economic affairs and holds every Council member in high regard.

Jim, Amber and Janelle tallied the votes. Nancy Bremar is the Vice Chair.

### Secretary/Treasurer

The floor was opened for nominations for the Secretary/Treasurer. Joan B. nominated Burlene. Burlene did not accept due to her busy work schedule and fear she wouldn't have time to fulfill the duty. Michael self-nominated. Joan C. self-nominated. Shirley nominated Peggy. Peggy declined.

Joan B. motioned nominations to be closed. Burlene seconded. All in favor and motion was carried.

Joan C. commented that she can read the budget reports and understands basic math.

Michael's statement was previously read by Janelle.

Jim, Amber and Janelle tallied the votes. Joan C. is the Secretary/Treasurer.

### Parliamentarian

The floor was opened for nominations for the Parliamentarian. Burlene and Dixie nominated Joan B. No other nominations from the floor. Joan B. is the Parliamentarian.

### Members-at-Large

Nancy nominated Amy. Michael self-nominated. Burlene self-nominated. Barbara self-nominated. James self-nominated.

Joan B. motioned to close nominations from the floor. Amy seconded. All in favor and motion was carried.

Amy commented she sees a lot of things going on and wants to be a voice for others. She's let others know she'll bring back their requests. As part of this group, she'd like to help make WVU employees happy to work here.

Michael's statement was previously read by Janelle.

Burlene enjoys being part of this congregation and believes we do a lot of good. She would like to be a voice to and from staff.

Barbara served last term and is proud of their accomplishments. She would like to continue.

James would like more exposure to what's happening throughout the University and believes serving on Staff Council will help him accomplish that. He also doesn't believe Classified Staff should have to compromise on anything.

Jim, Amber and Janelle tallied the votes. Michael and Burlene are the Members-at-Large.

Lisa reminded the group of the Retreat that will take place in September in lieu of our regular monthly meeting.

Committee assignments are completed. Lisa appointed members based on their preference. Those without a preference were assigned as needed.

Executive Committee:

- Lisa Martin, Chair
- Nancy Bremer, Vice Chair
- Shirley Robinson, ACCE Representative
- Dixie Martinelli, BOG Representative
- Joan Baldwin, Parliamentarian
- Joan Crabtree, Secretary/Treasurer
- Burlene Forquer, Member-at-Large
- Michael Torries, Member-at-Large

Legislative Committee:

- Joan Baldwin
- Nancy Bremer
- Lisa Martin
- Dixie Martinelli
- Julie McKinney
- Shirley Robinson

Compensation Committee:

- Larry Baldwin
- Joan Crabtree
- Vernon Hilling
- Melanie Nichols
- Autumn Summers

Welfare Committee:

- Burlene Forquer
- Amy Matuga
- Dana Musick
- Peggy Runyon
- Michael Torries

Tuition Assistance:

- Julia Bolin
- Yolanda Gill
- Barbara Griffin
- Crystal May
- James Stevens

The two members representing Classified Staff on the Transportation & Parking Advisory Committee (TPAC) are Vernon Hilling and James Stevens.

The expectations of serving on a committee include meeting monthly whether in person or by conference call and providing a report to Council at the subsequent monthly meeting.

In addition to letters that were sent to members' supervisors regarding the monthly Staff Council and President's meetings, Lisa encourages everyone to communicate with their supervisors about when they'll be attending meetings. If for some reason someone is unable to attend, please request a conference call.

### **Old Business**

Larry had brought up the Tobacco Policy during the last few meetings and it still remains a problem. Employees from Ruby, Chestnut Ridge and NIOSH, along with contractors and the Public Private Partnership (PPP) employees, all go to WVU property to smoke – specifically, the loading dock behind HSC and the parking lot where Chestnut Ridge, Biomedical and HSC meet. He doesn't see any HSC employees so he's not sure where they go. Facilities Management Director, Jamie Kosik, had confronted them as well. There is even a grounds employee that is assigned to clean up trash in those areas.

Peggy, who is a UPD officer, said that is a policy, not a law, and they can't do anything other than fine them for littering, if caught. She will relay to other officers to reinforce it.

James added he sees people smoking on the PRT platforms all the time at football games. He was instructed that he can't announce that there is no smoking allowed.

Nancy and Lisa, along with Dixie, shared they have also told people they see smoking on campus about the policy but either get a snide remark or ignored so they don't bother saying it anymore.

Dixie added it's also not fair to employees who smoke and are obeying the rules. We either have to enforce it or have the smoking huts around campus.

Dixie inquired about the PRT stations and whether or not it is city property or WVU property. James confirmed it is WVU property. Dixie shared that according to the non-smoking policy under the Health Department of Mon County, that pertains to all public places within Mon County and all public transit – taxi's, buses, and all areas including ticket, boarding and waiting areas. She is concerned if we are obeying the law.

Peggy will send an email to the UPD administration and will copy Staff Council and Employee Relations. There are cameras set up around campus so, if anything, a littering fine would be in order.

### **New Business**

Dixie would like to see Staff Council have a 'home' for our meetings; one that is available and in good standing. Lisa explained Janelle reserved Lair meeting rooms for the convenience of location and parking. Some noted this particular room has a lot of background noise making it hard to hear some people. We could see if any other rooms besides the Greenbrier Room is available. Mostly everyone likes being at the Lair. If anybody has any suggestions, please let her know.



Amy suggested ENEWS could just have a staff link for info pertaining to staff instead of having to navigate through it and click on different links. A lot of people don't like the new format. Dixie advised we could contact Sharon Martin, VP for University Relations, and invite her to come to a meeting to explain why they changed the format and we could voice our concerns as well. Lisa feels it's beneficial to know what's happening on campus but will follow-up with Sharon.

Mike and the rest of the Welfare Committee were working on getting some communication tools near the wall time clocks and consulting with Erin Newmeyer, Senior Marketing Strategist. Lisa will follow up with Mike.

Amy questioned if we can get a list of resolved/unresolved issues categorized from the Minutes that they can distribute to their coworkers. Lisa explained that would be a lot of work and time to categorize. She will follow-up with ITS about a searchable PDF. Autumn offered to make those documents searchable if they are not already. Lisa suggested those who are wanting to know what Staff Council is doing are encouraged to come to a meeting.

Melanie asked about the proposed 26 pays/year. Jim believes they are making progress towards that goal. The 40 hour work week is not on the table as of now.

With the change in the PIQ's and values within the form, Dixie questioned if she should wait until September to put in PIQ's or do them currently according to the point factor system. Jim isn't sure how advantageous it would be either way. We could invite Bob Richardson to an upcoming meeting to talk about that. Lisa will follow-up with Bob.

Amy asked about someone who is currently in Career Transition and how the new Rules will affect them. Jim said that is still to be determined.

Amber added there is a link on the Employee Relations webpage under Performance Review if someone loses their email regarding their review, they can go there to access it.

Barb shared that due to some new management at the Red Cross, our August blood drive was canceled but we will be hosting one in October and December. They do have a shortage of blood and asked to get the word out. The current goal is 23 donors but would like to increase it by 28-35. There is a blood drive next week at the Lair and there will be one at the Student Rec Center in August. She will forward those flyers to Janelle to post on our website. She will also be sending out the sign-up sheet for staffing the table for the October Staff Council blood drive.

The President's Meeting is scheduled for Tuesday, July 25, 2017 at the Mountainlair, Mountaineer Room. Items on the agenda were determined as follows:

- Introduction of 2017-2019 Staff Council members.
- Please provide overview of reorganization plan and transition of Administration and Finance team.
- Tobacco Free Campus Task Force – does it still exist? Plans for enforcing compliance of Tobacco Free Campus (BOG policy #57)?

## **Adjournment**

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