

# West Virginia University Staff Council Meeting Minutes

September 21, 2016

8:15 a.m. – 12:00 p.m.

Evansdale Library, 2<sup>nd</sup> Floor, Room 234

| <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            | No*            |
| Bolin, Julia      | Nutrition Outreach Instructor     | Extension Service             | Yes            |
| Boyles, Lisa      | Human Resources Assistant I       | Human Resources               | No*            |
| Bremar, Nancy     | Nutrition Outreach Instructor     | Extension Services            | Yes            |
| Campolong, Linda  | Housekeeper                       | RFL                           | No*            |
| Campolong, Ron    | Trades Specialist I               | Facilities Management         | No*            |
| Crabtree, Joan    | Supervisor Campus Services        | Facilities Management         | Yes            |
| Driscole, Robert  | Forest Manager                    | Forestry                      | Yes            |
| Forquer, Burlene  | Manager Food Service              | Mountainlair Catering         | No*            |
| Friend, Rebecca   | Administrative Secretary Senior   | School of Public Health HSC   | No*            |
| Fry, William      | Trades Specialist Lead II         | Facilities Management         | No*            |
| Griffin, Barbara  | Developmental Advising Specialist | Academic Degree Programs      | No*            |
| Higgins, Mary     | Administrative Assistant          | Special Education             | Yes            |
| Hunt, Lisa        | Administrative Assistant          | Dean's Office Arts & Sciences | Yes            |
| Martin, Lisa      | Special Events Coordinator Senior | Event Management              | Yes            |
| Martinelli, Dixie | Office Administrator              | Extension Services            | Yes            |
| Martinelli, Paul  | Program Manager                   | Extension Services            | Yes            |
| McCracken, Judi   | Library Associate                 | Main Library                  | No*            |
| Morris, Jim       | Assistant Vice President          | HR Employee Relations         | Yes            |
| Steadman, Sherry  | Library Associate                 | Main Library                  | Yes            |
| Torries, Michael  | Academic Lab Manager II           | Chemistry                     | Yes            |

**Guest Speakers:** Sheila Securro, *Executive Director – Classification & Compensation*

Toni Christian, *Director – Benefits Administration*

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

### **Call to Order**

The meeting was called to order by the chair, Lisa Martin, at 8:15 a.m. and a quorum was not established. The sign in sheet was passed around for members to sign.

### **First Business**

Nancy motioned for approval of the August minutes. Paul seconded. All in favor and motion was carried.

### **Treasurer's Report**

By Lisa Martin (On behalf of Lisa Boyles, *Secretary/Treasurer*)

Lisa reported a beginning balance of \$4,610.00 with expenditures of \$21.20 for last month's telephone and \$21.20 again for this month's telephone charge along with \$66.99 for office supplies. That leaves an ending balance of \$4,500.61.

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

### **Chair's Report**

By Lisa Martin

Welcome, Julia Bolin, Program Assistant III/Nutrition Outreach Instructor for Tyler County Extension Service, who based on votes from the election last year, replaces Allen Flanagan in the Paraprofessional/Technician sector; which at that time, her title was Nutrition Outreach Instructor.

Also, welcome back Joan Crabtree, Supervisor Campus Services, Facilities Management, who based on votes from the election, replaces Rodney Gibson in the Physical Plant/Maintenance/Service sector. She had served on Staff Council from 2013-2015.

In addition to Allen's departure from WVU, he also served on the Mountainlair Advisory Committee. She asked Nancy if she would take his place and she kindly agreed.

Also, each year, there is an Order of Vandalia Selection Committee of which there is representation from one classified staff or Staff Council member. She asked Paul if he would like to represent and he also kindly agreed to do that.

Ron and Linda are attending the ACCE meeting today. They had recently attended the Retiree Association informational session by Jim Wetzel, who did a great job. He confirmed retirees receive discounted ticket prices for football and basketball games.

She is still awaiting word about attending the SWOT Committee discussion.

## **Guest Speakers**

### WVU Culture Survey

Toni Christian, *Director – Benefits Administration*

Toni is here to speak to the group about the upcoming WVU Culture Survey that President Gee had recently communicated to University employees (including regional campuses) via email. This will be the first of its kind for WVU. This is per President Gee's request as he also did this during his presidency at The Ohio State University.

It is being conducted by the Senn Delaney firm and will run from October 3<sup>rd</sup> – 14<sup>th</sup>. They want to survey 2,000 employees (faculty and staff) and will only take around 5-7 minutes to complete. She has provided them with information such as your email address, name, title and whether or not you are faculty or non-faculty. She does not know who will be asked to complete the survey. The email will come directly from them and it will contain a code that will notify them if you forward it on to anyone else.

She does not know what the questions will be but explained some may be along the lines of employee recognition and leadership. The intent is to learn more about where we are today and then build upon that.

HR will be sending out reminders within the next few weeks via a vanity account named WVU Culture Survey. They also have a WVU Culture Survey button link on HR's website with FAQ's.

The aggregate results will first be given to the president and then distributed to the institution January/February 2017.

Next year, they will send out a follow-up survey to another 2,000 random employees. This information will tell them if any changes have occurred.

The survey will be measuring seven key characteristics such as:

- Alignment
- Performance Orientation
- Teamwork and Collaboration
- Openness to change
- Ethics and Integrity
- Organizational Health
- Service and Commitment to others

Faculty completed a COACHE (Collaborative on Academic Careers in Higher Education) survey last December which is a satisfaction survey, so it differs from this one.

Lisa added we recently put a note on our website marketing this upcoming survey and to inform staff that if they are in need of computer access or need any type of assistance with completing the survey, to contact the Staff Council office and it would be kept confidential.

## FLSA Overtime Rule

Sheila Seccurro, *Executive Director – Classification & Compensation*

Sheila is here to talk about the FLSA (Fair Labor Standards Act) new overtime law that will begin December 1. This new law will affect 4.2 million people nationwide unless you are faculty, a medical doctor or a practicing attorney.

Non-exempt, or hourly, are positions which are paid every hour and eligible for overtime pay for hours worked in excess of 40 hours a week. Exempt, or salary, are positions which are paid a specified annual amount and not eligible for overtime.

The new rule will increase the minimum annual salary for exempt employees from \$23,660 to \$47,476 (or from \$455/week to \$913/week).

At WVU, this law will affect 580+ positions. She's been out having discussions with managers and supervisors of these employees. They can either move a position up to the \$47,476 which maintains the exemption status or they can go on the clock. It is all dependent upon the employee's work duties and departmental budget. Sixty percent of those employees have chosen to go hourly.

Also, public institutions, like WVU, offer compensatory time off, or comp time, which is time off in lieu of overtime pay. You must obtain your supervisor's approval prior to using comp time.

Lisa questioned why this wasn't centrally funded. Sheila is uncertain why and it's not the first time she has been asked. It is ultimately up to the departments to fund this.

Some members brought up the possibility of being reprimanded by departmental administration for working too much overtime. Amber advised if you feel that will be an issue, speak to your direct supervisor and get authorization in writing. Sheila added they firmly relay to all management that if an employee has worked, you have to pay them.

Amber hopes that those affected by this change know that they are not looked at any differently and how they are viewed as a professional/paraprofessional. They will hold everyone in the same regard. Sheila concurred and explained this stemmed from President Obama who had ordered the DOL (Department of Labor) to look into this because they determined people were not being paid properly.

They will be conducting some manager training for those with no prior experience with managing a time clock for their employees. They have provided FAQ's under Class & Comp on HR's website. The new change will be implemented at WVU on November 16<sup>th</sup>.

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

By Paul Martinelli

Paul reported last month's meeting had been canceled. This is the second cancellation in his 20+ years on the ACCE. He continues to voice the need for telephone conference calls due to the fact that many of these institutions do not have the budget for travel, lodging and food; yet many choose to arrive at the meeting location the day before.

He asked Ron and Linda to represent us at the ACCE meeting today at West Liberty University in West Liberty, WV, as he felt it was important to hear Sheila's and Toni's reports.

Lisa relayed that the suggestion for WVU to host the ACCE in the spring is still on the table.

Paul would still like to see the pursuit of the pop tax for one year to solely fund higher education (not to interfere with our medical school's pop tax). Someone he had recently spoke with advised him to wait to go to Charleston when the session begins; right now is not a good time to go.

The next ACCE meeting is scheduled for October 17, 2016 at The Shepherd University in Shepherdstown, WV.

### **BOG (Board of Governor's) Report**

By Dixie Martinelli

Dixie reported they met on September 8<sup>th</sup> and 9<sup>th</sup>. Administration outlined changes they have planned over the next year: cut down the amount of credit cards; expand the Mountaineer Marketplace buying/using; and overall cuts to the budget. She believes the University is evolving into something very different than it was a few years ago.

They were given an overview of what administration believes this legislative session needs to focus on. The pop tax will likely be mentioned as a revenue source for all higher education entities and not just WVU Healthcare. The main thrust for WVU will likely depend on who is Governor.

The Board was excited to hear that enrollment is up 31%. WVU Beckley campus has 75 more students than previously expected and WVU Tech is up 100 more students than last year. However, some other higher education institutions in the state have not been so fortunate and that will likely cause a problem for the Legislature.

### **Committee Reports**

#### **Welfare Committee**

By Michael Torries

Mike reported the committee met on September 22<sup>nd</sup> before our President's Meeting. They went over the Classified Staff Emeritus draft and discussed the clothing drive. Mary said she spoke with Christian Help and they do not need clothing; they mostly need non-perishable food and toiletries.

They also talked about morale boosters for employees such as an employee and retiree recognition dinner with punch and cookies but being the attendance for it in the past had faded out, it was discontinued. Emily Murphy, Chair of Faculty Welfare Committee, had attended this meeting and suggested they conduct a simple survey to see if staff would attend. Lisa appreciates Emily attending their meeting.

As Lisa had informed the group previously via email, she had spoken with a faculty member who suggested donating gently used or new Halloween costumes for victims of the flood. She and many other members thought it was a good idea, however, she has not heard anything since.

### **Transportation & Parking**

By Sherry Steadman

Sherry reported the main item they've been working on is the Fleet Management program. WVU believes they can run their own program for much less than it would cost the state to administer it. They will combine the top five colleges with the most fleet vehicles for this pilot program. They will have to determine if they will be billed quarterly, bi-annually or annually and make sure all the vehicles are registered. All licensed vehicles will require the management of monthly mileage records, service and annual inspections for a charge of \$10 a month for each vehicle. On campus vehicles will be serviced at our motor pool. They will provide a list of service vendors throughout the state for off campus vehicles. Their goal is to have the pilot program implemented January 1.

The Student Recreation Center short term parking lot will no longer be free – they will be charging \$.50/hour due to the new buildings that are nearby. Lisa questioned what about the fees the students pay for use of the Rec Center? Many agree that students shouldn't have to pay to park there.

Lisa would like to add another member to the committee. She asked the group if they have any questions/concerns for the TPAC, to send them to her or Janelle to be compiled into an email.

### **Old Business**

The Welfare Committee's draft of the Classified Staff Emeritus program contained updates from last month's Staff Council meeting and the subsequent Welfare Committee meeting.

The main area of focus was the Submission Process. Jim confirmed no one can look at employees' records unless they give permission. They then discussed providing HR with a list of guidelines that they can review and determine if the employee meets them.

With regards to the Requirements section and preponderance of evidence of employee work history/performance, Dixie added that she had an employee who had received letters of reprimand and after one year, she was required by HR to remove those from her folder.

Joan C. questioned if letters of counseling would be permissible since they aren't considered disciplinary letters. Lisa H. asked if they know they have a letter in their file and know they couldn't get emeritus, could they wait a year and reapply. Bob said faculty can apply six months before retirement and up to a year after. Amber added if you retire/leave when an active discipline is in your file, it remains there. The group collectively agreed no active disciplinary letters would be allowed and it should be a one-time application process.

Sherry gave the scenario that if she were to apply for another position within the University, she must be in good standing before she can apply so she feels we should use the same criteria for this determination. Amber defined 'good standing' means you've successfully completed your probationary period as a new employee and you don't have any active discipline within the last six months, however, it is not an assessment of performance.

Nancy suggested that with regards to our meritocracy, one of the criterion could be that your last two performance reviews must have included an 'exceeds'. Jim added maybe two or three out of five performance reviews must include 'exceeds' and no 'needs improvement'. Lisa indicated it could depend on whether or not raises are tied to the evaluations. Someone mentioned the fact that there are many supervisors who don't believe anybody does more than anybody else and exceeds.

Jim recommended once an employee applies for emeritus, Staff Council could send out a survey to five people (supervisor/peers/customers) asking them to comment on certain criteria such as if they met their expectations – like a 360 degree review. Lisa feels that would probably fall under recommendation letters.

Lisa suggested changing the term 'nomination' on the form to 'application'. Dixie suggested removing the 'Maintenance of WVU email address' under Privileges since that is already given to retirees anyway. Some commented that retirees are also given library access and discounts for athletic events but decided to leave them in the document.

Nancy proposed another privilege could be a yearly breakfast with the president. Jim advised possibly free or reduced tuition at OLLI (Osher Lifelong Learning Institute) or WVU. Narvel Weese, VP for Administration & Finance, would need to approve.

Jim and Joan C. think a discounted membership at the Rec Center would be good. And, to keep them updated on what is happening at the University, they could attend employee informational sessions.

The group feels there should maybe be more criteria for this exclusive title with regards to what all the employee has done for WVU, such as winning awards or volunteer work. Joan B. believes that type of information would likely be included in recommendation letters.

Amber suggested to provide them with a list of requirements and request them to look at the employee's last ten performance reviews and/or disciplinary actions to determine if they meet the requirements. Service, discipline and performance should probably be the three main key factors. As many pointed out, some employees aren't given evaluations or haven't had one on a regular basis so it would have to be whatever is available when measuring performance.

Lisa questioned if it would be viewed as an application or a nomination. Dixie knows that when faculty retire, they are asked if they want to apply for emeritus. They also are allowed an office space within their college. She feels it would be an application process because there may be instances where some want it and some don't.

Mary understands that staff emeritus doesn't include office space, but maybe rather they can donate their time to assist staff. Amber advised they could not perform any type of work that they'd pay an employee to do.

Dixie suggested they could assist when our opposing football teams come into town and serve as ambassadors on campus. Lisa added city ambassadors assisted with Commencement in

May and some were WVU retirees. They could also contact Janelle if they are in need of any information from Staff Council.

It was ultimately determined there will be three components for HR to review:

- Service – at least 15 years of service at WVU as an active, benefits eligible employee
- Discipline – no active disciplinary letter on file
- Performance – no ‘needs improvement’ for the last three years or whatever is available in the file

Lisa will reach out to Greg Corio and Andy Darling at the Rec Center regarding the discounted membership. Joan B. will contact Narvel regarding free or reduced tuition. Once they receive answers, they will forward on to Mike.

Regarding the Submission Process, Nancy proposed one of your recommendation letters should come from your dean, director, or supervisor. Instead of ‘nominator’, maybe ‘committee’ would be a better term. Mike asked if a new committee would be formed to evaluate the application and if so, sharing the information would need to be timed correctly as this process will take place twice a year. Lisa will need to think about those details.

The group will continue to think about the Submission Process and provide any ideas to the Welfare Committee for discussion at the next meeting.

Joan B. brought up the travel pay policy for drivers and passengers. Jim said he and Sheila Securro, Director of Class & Comp, have discussed that and they need to go back to review the costs. One of Sheila’s concerns is the 580+ employees that will be affected with new FLSA law. They are likely in positions that travel more than the existing hourly employees and that would entail additional costs to departmental budgets. They will try to get more information. As of now, the policy remains the same – everyone in the car gets paid. Lisa’s experience traveling with coworkers is that they are usually talking about work. On the way there, they are planning the day and debriefing on the way back.

The Welfare Committee will coordinate a Holiday Collection Drive from November 1<sup>st</sup> – 18<sup>th</sup> and list the items needed by Christian Help – non-perishable food and toiletries. Lisa advised the committee to create a flyer for placing on the collection boxes and Janelle will put on our website as well. Everyone will look for large boxes to use and document where these boxes are placed throughout campus. Lisa will send out a brief email to the Council about what we need. We will also need to obtain authorization before placing the boxes in the buildings.

Nancy shared that employees received an email from President Gee last week regarding a meeting that was held yesterday, September 20<sup>th</sup>. It was open to faculty, staff and students. Extension employees will have their annual meeting next week that will include a two-hour session for faculty *only* to discuss the future of Extension and what direction they are heading. The evening of the day they received the email from the president, they (classified staff) received an email of a survey from the dean of Extension asking them for extensive input because their opinions are ‘valued’. She feels the timing of these emails proves they were an afterthought. She doesn’t understand why classified staff aren’t at the table when the actual meeting takes place.

Jim advised to speak to Steve Bonanno, Dean and Director of Extension, to ask him why classified aren't brought to the table for these meetings. Lisa will email him regarding this issue. Dixie will join her with the email as the classified staff representative of the BOG.

The President's Meeting is scheduled for Wednesday, September 28, 2016 beginning at 10:00 a.m. Items on the agenda are as follows:

- 1) What changes were made at TOSU due to the culture study done by Senn Delaney?
  - a. What do you hope to accomplish here?
  - b. What is the total cost for their services?
  - c. Is this a one-time fee or are we billed for each survey?
- 2) How does the recent (and future) budget cuts affect staffing aside from the positions that have already been eliminated and others not getting filled?

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