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*West Virginia University Staff Council Meeting Minutes*

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January 17, 2018

8:15 a.m. – 12:00 p.m.

Mountainlair, Blackwater Room

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Present</b>
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	No*
Baldwin, Larry	Trades Specialist Lead II	Physical Plant HSC	No*
Bolin, Julia	Nutrition Outreach Instructor	Extension Service	No*
Bremar, Nancy	Nutrition Outreach Instructor	Extension Services	No*
Browne, Thea	Administrative Assistant Senior	Main Library	No*
Crabtree, Joan	Supervisor Campus Services	Facilities Management	No*
Forquer, Burlene	Manager Food Service	Mountainlair Catering	No*
Gill, Yolanda	Administrative Associate	Accessibility & Auxiliary Service	Yes
Griffin, Barbara	Developmental Advising Specialist	Academic Degree Programs	Yes
Irons, Rusty	Trades Specialist I	Facilities Management	No*
Martin, Lisa	Special Events Coordinator Senior	Event Management	Yes
Matuga, Amy	Administrative Associate	Physiology	Yes
May, Crystal	Office Administrator Senior	Microbiology	No*
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	No*
Summers, Autumn	Library Associate	Main Library	Yes
Torries, Michael	Academic Lab Manager II	Chemistry	Yes

*\*Excused*

**Guest Speakers:** Lisa Sharpe, *Project Director, Shared Services Operations*

Maria Mancini, *Director of Leadership and Organization Development*

Donald Barnes, *Leadership and Organization Development Consultant*

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

### **Call to Order**

The meeting was called to order by the chair, Lisa Martin. The sign-in sheet was passed around for members to sign in. A quorum could not be established as there were not enough members in attendance due to the weather.

### **First Business**

December meeting minutes could not be approved due to no quorum, therefore, it will be tabled until next month's meeting.

### **Treasurer's Report**

By Lisa Martin, *Chair* (on behalf of Joan Crabtree, *Secretary/Treasurer*)

December meeting minutes could not be approved due to no quorum, therefore, it will be tabled until next month's meeting.

### **Chair's Report**

By Lisa Martin, *Chair*

Lisa appreciates everyone's vote, whether or not they are in support or not, for the campus carry resolution that Faculty Senate put forth as we are not in support of this bill. Staff Council Executive Committee joined the Faculty Senate Executive Committee in signing the resolution against campus carry and letters were sent to the Governor, Senate President, House Speaker, and all members of the Legislature.

Regarding the upcoming BOG election, Lisa recently met with Jim and Amber along with Barbara Bodkins, Administrative Assistant Senior for Employee Relations. Anyone that is a full-time, benefits eligible employee may run for the position.

As previously mentioned, Lisa and Dixie were going to give the classified staff presentation to the BOG in February, however, they were given the option to postpone that until April. This will also allow the new BOG classified staff representative to be involved.

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

By Shirley Robinson, *ACCE Rep.*

Shirley provided some handouts to the group regarding Series 55 pros and cons; a copy of the letter to Chancellor Paul Hill of the HEPC (Higher Education Policy Commission) from ACCE chair, Amy Pitzer; and a copy of the study of employment practices report sent to LOCEA (Legislative Oversight Commission on Education Accountability).

The group will review this information and provide her with comments by January 23.

Their next meeting is scheduled for January 24 at Marshall University Graduate College in Charleston.

### ***Committee Report(s)***

#### **Welfare Committee**

By Michael Torries, *Chair*

Mike reported he attended a Faculty Senate Welfare Committee meeting regarding the proposed Employee Dependent Tuition Scholarship. This program will allow out-of-state dependents to be charged in-state tuition rates and in-state students will receive a \$1,000 scholarship. They are still discussing the eligibility requirements but it will be a one-time award for the four years as an undergraduate.

#### **Guest Speaker**

Lisa Sharpe, *Project Director, Shared Services Operations*

#### **Shared Services Center Project**

This initiative will simplify academic support activities in human resources, finance and grants management allowing more efficient processing and staffing, thus allowing them to be experts in a certain area. Along with herself, Rob Alsop, VP for Strategic Initiatives; John Campbell, Vice Provost; and Paula Congelio, VP and CFO, will be leading the project. A Steering Committee has also been formed which consists of leadership in various units.

ScottMadden Management Consultants has been hired to assist us with this transition.

Project teams will interview representatives from all units at WVU to collect data and improve current practices.

It will also:

- Eliminate duplication
- Improve customer service
- Provide one knowledgebase for business practices
- Cut costs
- Create storefronts located across campus; staffed with experts

This is an evolving project and will take another year or so until it's completed. Their goal is to implement it sometime between November 2018 and May 2019. Lisa advised if anyone has any questions, to feel free to contact her.

## **Guest Speakers**

Maria Mancini, *Director of Leadership and Organization Development*  
Donald Barnes, *Leadership and Organization Development Consultant*

### **Culture Survey Feedback**

Maria is consulting Staff Council for some feedback from the recent Culture Survey. This is the second year they have conducted this survey with 54% of employee participation. They will be going all around campus conducting focus groups, starting here.

One statement that stood out to her:

*There are high expectations for performance.*

This particular statement scored very high. They would like to know if this can be perceived as a positive thing or otherwise.

She asked the group if there has been a change in their own personal work expectations. One council member explained there was a personnel change.

Do people feel they have clarity about the expectation of their performance? Many feel they do. Mike noted that these high expectations may even be self-imposed as many feel a loyalty to WVU and are proud to work here.

Many employees feel that with the freedom agenda that WVU obtained, there is a higher standard for performance or else they could get RIF'd.

Some feel performance exceeds expectation but performance review rating isn't consistent with said performance.

Do you believe the expectations for your work performance are reasonable? Many feel they are; a few others don't, such as Julie, who has administrative duties but has no office or computer.

Many don't believe that everyone is held to the same standard. Someone noted that especially around the holidays, a number of salary employees feel they can come in whenever, take a long lunch and leave whenever they want; supervisors don't know because they're not there either.

Maria and others in her unit have been and will continue to work with first line supervisors providing them with training. From what they've heard today, they know they need to raise expectations for them to make them better supervisors. Something else to keep in mind, is one of the new WVU values is 'Accountability'.

Their goal with the survey is to make WVU a better place to work for its employees. The results will be shared with the WVU community in February.

## **Old Business**

Janelle provided everyone with the 2018 Faculty and Staff Legislative brochure, also available on our website. Lisa, Joan B. and Nancy had also mailed them, along with a personal note, to legislators. Rob Alsop, VP for Strategic Initiatives, covered the cost of the brochure and University Relations designed and updated.

Legislation is currently being crafted regarding our new paid leave system. Jim confirmed that anyone with conversion rights on their sick leave will not lose them under the new Rule.

### **New Business**

PEIA has rolled out a new wellness program, Go365, accessible via internet or smartphone app. You must accumulate 3,000 points to avoid an increase in premiums and deductibles. There are activities you can do to earn points such as exercising, donating blood, getting blood tests, etc. You may also purchase items and gift cards with your points.

We are assuming this is replacing the Healthy Tomorrows. Faculty Senate is planning to invite Ted Cheatham, Director of PEIA, to talk to the University community as there are many people who are not happy with this.

PEIA is also supposed to introduce a bill for total family income based premiums and if you do not comply and provide them with your income tax return information, you will automatically default to the highest tier.

With regards to the new two-factor authentication app, Duo, Autumn questioned how people who don't have a smartphone will be able to access it. Lisa will follow up with that.

Autumn also inquired about the coffee shop in the main Library, Eliza's, which is supposed to be closed over the summer. People are concerned about employees who work there and also just not having it to use. Lisa will look into that.

Julie suggested inviting Staff Council chairs and reps from Potomac State College and WVU Tech. Everyone thought that was a good idea and Lisa will extend an invite on behalf of the group.

On behalf of a colleague, Amy questioned the on-call pay for employees who are technically on call but aren't paid and can't do anything but stay home. Amber said circumstances are unique but to have them contact her.

The President's Meeting is scheduled for Monday, January 29, 2018 beginning at 11:00 a.m. in the Rhododendron Room, Mountainlair. Agenda items were determined as follows:

- PEIA – what are the Administration's plans on a solution to their demands?
- Legislative update – Leave bill, any other proposed bills
- Budget update – have we closed the gap, where are we saving money
- Pay Raises – if and when

### **Adjournment**

Mike motioned to adjourn. Peggy seconded. All in favor and meeting adjourned at 11:45 a.m.