

West Virginia University Staff Council Meeting Minutes

July 15, 2015

8:15 a.m. – 12:00 p.m.

Jerry West Lounge – Coliseum

Name	Title	Department	Present
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	Yes
Baldwin, Larry	Trades Specialist Lead II	Physical Plant HSC	Yes
Boyles, Lisa	Human Resources Assistant I	Human Resources	Yes
Bremar, Nancy	Nutrition Outreach Instructor	Extension Services	Yes
Bright, Karen	Nutrition Outreach Instructor	Extension Services	Yes
Campolong, Linda	Housekeeper	RFL	Yes
Campolong, Ron	Trades Specialist I	Facilities Management	Yes
Driscoll, Robert	Forest Manager	Forestry	Yes
Flanagan, Allen	Supervisor Night Operations	Mountainlair	Yes
Forquer, Burlene	Manager Food Service	Mountainlair Catering	Yes
Friend, Rebecca	Administrative Secretary Senior	School of Public Health HSC	Yes
Fry, William	Trades Specialist Lead II	Facilities Management	Yes
Gibson, Rodney	Maintenance Worker II	Jackson's Mill Facilities	No*
Griffin, Barbara	Developmental Advising Specialist	Academic Degree Programs	Yes
Leiggi, Shane	Manager Physical Plant II	Facilities Management	No*
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	Yes
Morris, Jim	Assistant Vice President	HR Employee Relations	Yes
Neyman, Lisa	Information Assistant	Physical Plant HSC	Yes
Steadman, Sherry	Library Associate	Main Library	Yes
Walton, Cheryl	Academic Lab Manager	Biology	Yes
Wodzinski, Amy	Program Coordinator	FIS	Yes

**Excused*

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 quorum was established. The sign in sheet was passed around for members to sign.

First Business

Introductions were given by everyone with regards to the several new members. Lisa briefed the group on the basic procedures of Staff Council meetings and President's Meetings, as well as absences. She hopes everyone shares the same goals – to represent and be a voice for nearly 2,800 classified staff employees of WVU.

Lisa suggested to do the elections for the Executive Committee first because a member had to leave early today.

First nomination was for Vice Chair. Lisa asked for nominations from the floor. Joan nominated Nancy and she accepted. Bill nominated Ron and he accepted. Lisa offered the nominees to address the Council before the voting began.

Nancy shared that she has been at WVU for sixteen years. She is proud of what they've accomplished so far but there is still a long road ahead. She believes if not for classified staff, WVU would not exist – from turning on the lights, preparing food, parking, etc. One of the many things they fight for is a fair wage – a living wage – so that we can feed our families and not have to get a second job. She also believes if you work here, you should be able to go to school here for free, and your children as well. She feels very passionate about the issues and cares deeply for WVU. She would appreciate the opportunity to serve as Vice Chair.

Ron shared that he has served on Staff Council for sixteen years. He believes we need to work on communication between Council and administration to be fully involved. He has worked with local legislators over the years as well as legislators in Charleston when he and other Legislative Committee members visit yearly during session and interims. There has been many changes in Legislature this past year and will probably be more next election, but working with them – being involved – is important for WVU and classified staff.

Jim tallied the votes and Lisa announced that Nancy has been elected as the Vice Chair.

Next nominations are for the Secretary/Treasurer. Lisa asked for nominations from the floor. Amy nominated Karen and she accepted. No other nominations were made, therefore, no votes are needed. Lisa announced Karen as the Secretary/Treasurer.

The next voting will be for Parliamentarian. Lisa asked for nominations from the floor. Dixie nominated Joan. Nancy seconded. Joan accepted the nomination. Lisa N. nominated Larry and he accepted. Lisa offered the nominees to address the Council before the voting began.

Joan shared that several years ago, she served as Parliamentarian for Staff Council. With her living in Charleston, she frequently deals with the Legislature and Senate. She also received some training of Parliamentarian procedures through one of the legislators and a gentleman from Knapp Hall.

Larry shared that he works at HSC and although he hasn't had the opportunity to serve as Parliamentarian, he is very boisterous and speaks his mind whether it be to HR or

administration. He will speak on behalf of his coworkers and likes to get to the point during meetings.

Jim tallied the votes and Lisa announced Joan as Parliamentarian.

Last but not least, the group voted for the two (2) Members-at-Large. Lisa asked for nominations from the floor. Linda nominated Ron and he accepted. Nancy nominated Allen and he accepted. There were no other nominations. Lisa announced Ron and Allen as the Members-at-Large.

That concluded the elections for the Staff Council Executive Committee.

Approval of June Minutes motioned by Paul. Dixie seconded. All in favor and motion was carried.

Treasurer's Report

Lisa reported a beginning balance of \$4,140.24. The past month's expenses included \$20.00 at Massullo's for dry cleaning of the Staff Council tablecloth. There was also the rental car and hotel expenses for travel to Flatwoods for the ACCE Conference and fuel was \$19.97. Purchase of name tags for the new Staff Council members was \$118.16. Pocket folders for the Retreat from Office Depot was \$15.59. The phone bill was \$21.28. A tin of flying WV cookies for the prize drawing at the New Employee Informational Fair was \$17.95. Pad folios for the new members was \$296.16 at the WVU Bookstore. A book of stamps from Giant Eagle was \$9.80. That leaves an ending balance of \$3,466.98.

Lisa indicated there may be a few more small expenses that have yet to come through before the end of the fiscal year but the budget will start over and the Treasurer should have a new beginning balance at next month's meeting.

Rebecca (Becky) asked if travel to the Westvaco Natural Resources Center for the Retreat in September would be considered reimbursable. Jim will check on that.

Dixie asked if Lisa had heard anything regarding the remaining balance of Staff Council's budget at the end of the fiscal year, going toward the funding for the Tuition Scholarship for Children of Classified Staff. Lisa has not yet heard back from Narvel Weese, VP for Administration & Finance. She will make note to follow up with him.

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

Chair's Report

By Lisa Martin

Lisa has a brief report today mostly pertaining to the meeting with Narvel that she attended, along with Nancy and Paul (Dixie could not attend), regarding merit raises and how that process will be conducted. Lisa shared Dixie's thoughts and suggestions at the meeting since she could not be there.

There is no plan in place in the implementation of the merit raises. Narvel assured them they will be at the table when they discuss it. She welcomes any suggestions that anyone may have.

The consensus is there is no right way to do that immediately. The raises are due to come out on October 1. Lisa reiterated it is not a 3% raise but rather a 3% pool of money to be distributed to employees based on their performance at the discretion of their supervisors. Lisa advised to inform others that have misunderstood the communication that was sent out by Narvel a few months ago regarding the raises.

Nancy added what she took from that meeting, was that there will be meritorious raises given on October 1 and she is adamantly against it. Her proposal to Narvel:

I'd like to propose that this year, beginning October 1, all staff receive a percentage raise and then they will be told that all raises, moving forward, will be based on merit. They will also see, in writing, how the process will unfold. The first year for merit would begin October 1 and end June 30. Goals will need to be set in the month of October for all staff based on their unit, etc.

She then explained to him that she knows many staff members who have already been evaluated without prior knowledge of the merit factor. She believes it is critical that each employee receives a merit planning and implementation guide. Those hundreds of universities around the nation who utilize a merit system have some sort of guidelines set in place.

Paul's suggestion is to have two pools of money: one for faculty and one for classified staff and that the larger pool of money go to classified staff.

Judi asked if the pay raises to be given October 1 are definite. Dixie answered that no, it is not, and she doesn't believe it would be responsible to tell anyone that there will be a definite raise whether it be merit or not. It's up to this Council to make sure that when something is implemented, it's done the right way. It is not fair to those who have never had a performance evaluation or those who have already had one without prior knowledge of merit. She believes, as Nancy suggested, that we need to have some sort of guidelines, a written policy. We are the only ones who do not have it. Faculty is coached on what merit means to them when they do a file.

Some new members added that they need to look at the possibility of some employees who may file grievances based on discrimination.

Lisa stated the only thing concrete is that there is a pool of money – not a 3% raise for everybody.

ACCE (Advisory Council for Classified Employees) Report

By Paul Martinelli

Paul reported that the HEPC (Higher Education Policy Commission) has appointed a new Director of Compensation, Bruce Cottrell, whom he met while attending the ACCE Annual Retreat in Hawks Nest State Park, July 13-15. He mentions this because Mr. Cottrell worked in the State Department and his specialty was merit. Paul feels once we know what direction

we're going, this is one person who we can consult. He even commented that WVU is so far ahead of even what the central office is doing.

HEPC signed a contract with Mercer to perform a compensation study to begin as soon as possible.

Across the state of WV, there are 19 campuses who follow under the ACCE with each having a representative that serves on the ACCE. He wanted to bring up the fact that the campus of the Culinary School at Marshall University has 21 staff and have one vote. WVU has 2,700 staff and we have one vote. That disproportion has never settled well with him. Most of the other schools have as many classified staff as we have just in Knapp Hall. All the other schools are interested in what WVU is going to do regarding the 40 hour work, merit raises, etc. because they believe they will follow suit.

Another item he'd like to address is the Senate Bill 439, which replaced Senate Bill 330. These two bills have almost completely reorganized higher education regarding what will happen to classified staff. He will send it out via email to the Council to read over it thoroughly and become familiar with the terms.

Paul mentioned that during the elections for Staff Council, there was a total of eleven (11) people running for the ACCE representative position, many who he knows. He asked them if they knew of what he does as the representative and they didn't know. He didn't understand why they were running for it because you have to do some research to determine if you have the time, the interest, and the desire to represent classified staff. He actually opted to attend this meeting today instead of attending the ACCE meeting that is also being held today because he felt it was important to meet the new members of Staff Council.

When the ACCE prepares a schedule, they ask for topics that they'd like to discuss. One of the topics he has brought up over the last three consecutive months is why he has to drive on bad roads in the winter and not be allowed to conference in during meetings. They refuse to hear him out on this issue.

Burlene commented on what Paul just informed them and how they can help to get the voting changed with regards to representation being so imbalanced. Lisa stated it would have to go through legislature. Paul added they don't want WVU to have more than one.

Judi asked Paul if they are reimbursed for driving to and from these ACCE meetings. Paul stated that they are and that is another problem; some of these schools don't have the budget for travel expenses.

Jim asked Paul if there are ACCE reps for Potomac State and WVU Tech. Paul confirmed there are but they don't vote or side with him.

Linda asked when the HEPC hired Mercer to conduct the compensation study, if there had been a bid put out for it beforehand. Paul had stated he was informed not to say anything but Jim confirmed there was a bid put out.

Judi suggested to invite WVU Tech and Potomac State for a meeting and explain how we all would benefit more by being on the same team. Paul added one of the reasons is that many do not serve on their Staff Councils very long and don't really learn what the problems are. Lisa informed the new members that the ACCE rep, BOG rep, Chair, and Vice Chair visit those campuses – one in the fall and other in the spring, so they do have those conversations.

Usually, the only time they visit here is when Dixie gives her annual Classified Staff presentation to the Board of Governors in the Fall.

BOG (Board of Governors) Report

By Dixie Martinelli

Dixie reported there was no meeting this month but she does plan to attend the Board of Governors summit to be held in Charleston, August 7-8, making it her fifth time attending one and is looking forward to it.

The HEPC coordinates this yearly and it gives all the higher education institutions in the state an opportunity to come together and hear key speakers from all over the country. They interact with Board of Governors representatives from all institutions and compare ideas on what worked/not worked on their campus and how to engage BOG representatives with administration, faculty, staff and students. Many of the presidents of the institutions also give their presentations on ideas for creating a better Board of Governors and the Governor's office sends representatives to give the overall budget analysis and economic forecast for the state which has not been good for the past few years.

A new Council member asked if the Governor has appointed anyone to the vacant BOG seats yet. Dixie confirmed not yet. There are BOG reps that should've been removed as far back as two years ago but he says it's not on his priority list and will eventually get to it. The new member also inquired if she believes it is hurting the BOG which Dixie does not believe but those few expired term members are so invested in WVU faculty, staff, and students that it could challenge the BOG once they leave because it can be a difficult task to reintroduce issues to new representatives.

Paul commented that regarding his position as the ACCE representative, State Code says that he must attend all BOG meetings, which he will be doing. He had served on the BOG for eight years and still knows many of the members who invite him to functions so he believes that gives him an advantage because he is aware of what is going on.

Dixie added it is important to attend these functions as it gives you the opportunity to be heard by faculty, administration, legislation, etc.

Nancy mentioned Dixie's Classified Staff presentation that she gives to the BOG each Fall and encourages everyone to attend and to encourage other fellow classified staff to attend as well.

Committees

Lisa had assigned members to a committee, or two, and each member received the list to review. Some members had contacted Lisa previously to inform her of which one they would prefer; some gave more than one choice and Lisa tried to accommodate everyone based on their preference. Janelle will update the website with the committees and new committee members.

There is one new ad hoc committee, the Hallmark Committee, which Linda had brought up before and they had heard about it at the ACCE Leadership Retreat in Flatwoods a few weeks

ago. The committee will send out birthday, get well, and sympathy cards to fellow classified staff. The other ad hoc committee is the Transportation & Parking, which has been an ongoing committee over the years due to parking being such an issue at the University.

She also wanted to mention that Joan serves on the Athletic Council as our representative. Joan will serve another year per President Gee's request; making it her third year. Joan attends these meetings and provides a report at the Staff Council monthly meetings. She informed the group that the Council is made up of a few professors, outside entities, former WVU graduates and herself. The main focus regarding topics that affect classified staff is whether or not they will cut their employee discount so that is something she tries to make sure doesn't happen. She is waiting to hear when their next meeting will be.

One thing Lisa would like to work on at the Retreat in September is revamping a lot of these committees because they have been somewhat overlooked over the past few years with members not meeting or having meeting location issues. She asked that they all work together to determine how and when they will hold their committee meetings and to be prepared to have a report for the following Staff Council meeting. They may also choose to conference call if there are location issues.

Lisa is leaving each committee to elect someone to serve as the Chair or they may also choose a co-Chair, but it would probably be beneficial for it to be a member who has served on Council before and is familiar with the process. They may also choose to invite up to three classified staff members – even those not serving on Staff Council – to join their committees but they will have to notify their supervisors.

Committee Reports

Transportation & Parking

By Larry Baldwin

Larry reported that at their last meeting in May, Parking Management was working on the move/wait list. The wait list is for new employees to be added and they've removed the seniority factor so it is now first come, first serve. The move list is if you have a spot already but wish to move elsewhere, however, employees seem to be having difficulties when trying to do this online via MyAccess. They are being told there are none available and are prompted to email Parking Management but no one is getting a reply; although it appears that WVUH employees are receiving permits to park at the HSC. This is something he will be addressing at the next meeting and will be sending a follow-up email to HSC parking personnel.

Becky added that she had previously been told that she could not park in lot 86 after numerous requests and only faculty and physicians can park there. She had recently spoke with Clement Solomon, Director of Parking Management, and informed him of this. He said that is discrimination and to email Kim Hartsell, Assistant Director of Parking Management, which she did and is now parking in lot 86.

Compensation Committee

By Linda Campolong

Linda asked Jim if there was follow-up on the past issue of the University Place & Park Place and University employees working there but report to someone other than WVU; much like University employees who work at WVUH. There was an employee who was moved from the old Med Center apartments to Vandalia. There were three people in that building and they moved one person into one building and another person to another building and so on. When an employee is being displaced, they aren't supposed to move somebody else too – they're not supposed to 'bump'. That employee should've been moved to Park Place. They've since worked it out with the employee.

These new buildings are affiliated with the Public Private Partnership. If it is a University employee, then our rules apply although there are certain cases that may differ. For instance, there are still around 20 State employees at the hospital. They are under WVU rules but must operate under the hospital's rules as well such as hygiene, training for the health care environment, etc. They will have to follow-up on these issues with these buildings' management.

Larry commented that there are State workers that work for Marriott at the HSC cafeteria and they also had similar issues. For example, when the State gave an extra half-day or a snow day, the management had told those employees they would have to use annual leave. They complained to Larry about it and he called HR who took care of it. Larry said employees need to call HR when these management teams try to make their own rules. The same type of PPP business is the Sheetz on the ground floor of University Place – there are also State workers employed there.

Lisa advised the Council if anyone comes to them with these types of problems, they need to inform them to contact Amber Tennant, Director of Employee Relations, HR. Amber added they can also contact Barb Bodkins, Operations Coordinator of Employee Relations, as she is very knowledgeable and can answer many questions. If more in-depth investigating needs to be done, they have many satellite HR employees in buildings all over campus.

Dixie asked if HR provides the classified staff employees' annual/sick leave balances to the new entities who manage the PPP businesses. Amber isn't sure how that is communicated at this time but made note to check on what type of orientation the management groups are receiving.

Blood Drive

By Amy Wodzinski

Amy reported the Blood Drive held on June 29 was well received with 31 donors and 26 productive units. She informed new members that Staff Council sponsors Blood Drives with the American Red Cross and are usually every 56 days. It is normally held at the Waterfront Place Hotel and she assists with coordinating it on behalf of Staff Council. She will also be providing posters for the Blood Drives to the Council members to post in their work areas.

Old Business

Larry wanted to confirm if the amendments to the Bylaws have been updated on the website. Lisa confirmed they were. He also inquired about the Ombudsman Committee and if that will be revisited. Jim and Nancy met several months ago and discussed some points. Jim had sent something to legal but will follow-up.

Some new members weren't sure what this was so Nancy explained an ombudsperson is a person (classified staff) who would voluntarily act as a support system, or a buddy, to a classified staff employee who is having an issue with their supervisor or another co-worker and wish to file a grievance. They would not represent them in anyway or give legal advice but would receive some training.

Allen asked if there were any updates regarding OASIS and the bi-weekly pay. Lisa stated as of recently, it was to be January 1. Jim confirmed the 26 pays (bi-weekly) is targeted for January 1 and added they are looking into creating our own payroll system, providing information to OASIS. The 40 hour work week will likely be implemented January 1 as well.

Burlene asked how the 40 hour work week will affect exempt classified employees. Lisa informed her information pertaining to those types of inquiries is posted on our website but they did make a proposal to President Gee last month. Exempt employees are expected to work until the job is done, so their proposal was that exempt employees would work and get paid for 40 hours; meaning receive compensation in some form. Your leave would be calculated based on an 8 hour work day as well.

Lisa N. stated that there are employees in their facility who work and are paid for their lunch so she is wondering how the 40 hour work week would apply to them. They work 8 hours, clock in/out and told it is a benefit for working that shift. Amber said the State law requires that a meal break be offered to employees after six (6) hours but an employee may waive that and choose not to take it, therefore, getting compensated for it. That is offered at WVU at very limited circumstances, usually based on operational need. For instance, the University Police Department are offered that because they could be called out for an emergency any time such as during their meal break, so that prevents them from having to worry about clocking in/out for lunch.

Larry commented he had previously worked at Towers as a day shift worker. He was required to carry a cell phone, pager, and walkie talkie even through lunch hour so they allowed them to stay on the clock when they would have lunch. You are essentially on call when you're a shift worker.

Judi needed Jim to briefly explain how the longevity pay is calculated when one wishes to retire as was previously discussed at Staff Council meetings earlier this year. The formula is \$60/year multiplied by years of service. If you retire in April after 10 years of service it would equal \$600. That 600 multiplied by 10 months of the fiscal year would equal to 10/12 of the \$600. However, one pointed out you can retire June 2 and receive the full amount.

Jim also confirmed longevity is still in place and the checks should be received at the end of this month as in State Code.

Lisa added they also propose every year that the longevity pay be increased. Paul had heard some discussion, likely rumors, during the ACCE Retreat that the new legislature is talking about using that money for something else. Dixie stated that is highly offensive to classified

staff as it was intended to assist and retain. Paul was a member of the initial committee who proposed that years ago and finally got the legislators to vote for it. It was implemented, then faculty started receiving it and many don't even know what it's for. Dixie said that money is counted on as income for many classified staff.

Burlene wanted to revisit the merit topic. Nobody does things the same way with regards to supervisors. Out of all the supervisors she's had over 20 years, there is one who grades everybody high and another grades everybody low. So she just doesn't see how that will work correctly, maybe only in a perfect world.

Jim added there is merit pay within the University as of now: faculty, non-classified, and FE/AP receive increases based on merit. Nancy pointed out they are aware of it ahead of time with guidelines.

Burlene stated there are departments that find a new title or add a new position in order to give increases which isn't fair to everyone else. One department she knows of used to have one Assistant Director, now they have multiple ones.

Dixie confirmed there are peer committees for faculty merit increases. They each present a file, their peers grade the file and receive 'Excellent', 'Good', or 'Satisfactory' and that is what their merit raise is based on. They know when they are hired that this process will take place and it is explained to them what it takes to get merit.

She believes if they follow through with these merit-based evaluations, they will have many grievances. Possibly forming committees would be the first step in doing it right.

Larry asked if HR gave supervisors any guidelines regarding employee performance evaluations. Jim answered they will be developed once they finalize the approach. They do have multiple training sessions for supervisors and have employee training sessions as well. More information is on HR's website under Employee Relations, Training & Development. Nancy asked if supervisor training was mandatory. Jim confirmed training is not mandatory although they are strongly encouraged but they are required to conduct performance reviews.

Lisa N. added one issue she believes will affect the merit raises, and one she witnesses frequently, is personality conflicts between supervisors and staff.

Linda said she had called Training & Development about the training sessions offered to classified staff with regards to the performance evaluations. She was told by the person that there was a performance review training session for management; Linda repeated that she was inquiring about the one for staff. The person didn't know and said she'd check on it and call her back. Linda said that was a week and half ago and still hasn't heard back. Lisa M. added she actually did get a response via email because she was copied. Linda indicated she rarely has time to check her campus email as she is in 13 different locations. Amber confirmed they offered 34 employee training sessions between 2010 and 2013.

Judi added she knows of a supervisor who reprimands his employees if they do not clock in/out on the exact hour; he will not allow them to clock in five minutes before or after the hour even though we are allowed a seven minute window. This concerns her because he conducts his staff's performance reviews. She believes supervisor training should most certainly be mandated.

Amy agrees with Dixie that we are not ready for merit raises and we need administration to hear about proper solutions to this.

Nancy added she knows of many people who have reminded their supervisors that they will need their performance evaluation completed and their supervisors tell them they don't have the time and just fill it out and they'll sign it.

Jim understands there will never be a perfect system and his hope is that the supervisors put forth an earnest effort when completing them. If anyone has any valid concerns, then they need to let him know.

Lisa reiterated if there is something you do not agree with on your performance evaluation then you will have to be the one to speak up and put in writing why you don't agree; you don't even have to sign it.

Larry asked Jim to give his honest opinion on the issue of merit raises. Jim is in favor, philosophically, of pay per performance. He agrees there are some procedures that need to happen in order for it to work. With over 30 years of experience in Human Resources, both in private and public sectors, he can attest that there never was, is, or ever will be a perfect system. We as human beings – with our differences in perceptions and our biases – evaluating or determining performance ratings on other human beings, other individuals; it will never please everyone. However, the supervisor's expectations have to be reasonable and if an employee feels they aren't, they need to notify him and it will be addressed.

Linda referred to Nancy's research on meritorious institutions and asked if there was a common ground on how they based their merit raises. Nancy said it seems like everyone has their own criteria but mostly based on performance evaluations. Most of them have peer reviews for classified staff and are allowed to submit supporting documentation. Linda suggested the peer reviews for classified staff would be a good idea for us. Jim added that would be unlikely to happen over the next few months.

Burlene expressed that maybe the supervisors who don't give evaluations are given an automatic 'unsatisfactory' based on them not doing a vital component of their job descriptions. Jim said to go to HR's website, under Employee Relations, and you will find a rating category for supervisors' performance reviews. So if your supervisor has yet to complete your performance evaluation, then they should get marked for 'needs improvement'.

Burlene also suggested employees being permitted to evaluate their supervisor; or if an employee doesn't like their evaluation, being allowed to be evaluated by a supervisor who is up a few more levels. Jim confirmed another reviewer one level up will also sign off in it after your supervisor. She is referring to a personal, face-to-face evaluation because sometimes it's easy for someone to pass it off as okay because that employee's supervisor signed it.

Jim implied someone who feels they don't have time to do performance reviews aren't doing their job properly as a supervisor.

Judi added there are departments where faculty are the supervisors. Many classified staff employees have not had their evaluations in many years, although the faculty supervisors are out working on their peer committees and receiving accolades, yet that facet of their job is overlooked.

Cheryl wanted to share that for as long as she's been here, the best evaluation was when she moved to her new department and had her three month evaluation. It was not only her and her supervisor, but also the department Chair. She just felt that may be something everyone could do as well.

New Business

Sherry referred to Paul's email communication regarding President Obama's exemption for white collar employees and if that is something he feels we need to discuss. Paul advised they talked about that at the ACCE Retreat and with it being in such early stages, no one seemed to be really concerned. He sent it out because it could really happen. It could result in everyone having to clock in/out. Amber added that is in regards to the Department of Labor issuing proposed regulations that would change/modify the minimum salary level for an exempt or salaried employee. The guidelines are up now for a 60-day comment period so those are not finalized. After the comment period, they will then finalize the guidelines.

Larry wanted to clarify when Facilities & Services is listed on University communication, who exactly 'Services' is. Amber verified it refers to PRT (Personal Rapid Transit) personnel, construction, janitorial, building services, etc.

Nancy asked if a supervisor can request an employee to give at least a week's notice for a doctor's appointment. Jim answered that yes, in general, but there are those situations that you cannot schedule within a week's notice. It is understandable to know in advance who will/won't be there for the work week but sometimes there are those exceptions. Lisa B. asked that if the supervisor asks that of one employee, if they should be required to do that for all their employees. Jim stated generally, yes, it would apply to everyone unless that one employee takes frequent days off.

The President's Meeting is scheduled for Monday, July 20 at 11:00 a.m. and will be held in the Mountaineer Room at the Lair. Please check the calendar Janelle handed out for the locations of the upcoming President's Meetings. The items on the agenda are as follows:

- Update on merit raises
- Update on 40 hour work week
- What is one issue President Gee would like Staff Council to work on?

Joan motioned to adjourn. Amy seconded. All in favor and the meeting adjourned at noon.