

# West Virginia University Staff Council Meeting Minutes

October 15, 2014

8:15 a.m.

Jerry West Lounge – Coliseum

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Present</b>
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	Yes
Baldwin, Larry	Electrical Technician	HSC	Yes
Bise, Linda	Program Assistant II	HSC	Yes
Bolyard, Emmitt	Purchasing Assistant I	Facilities Management	No
Bremar, Nancy	Nutrition Outreach Instructor	Extension Services	Yes
Bright, Karen	Nutrition Outreach Instructor	Extension Services	No (excused)
Campolong, Linda	Housekeeper	RFL	No (excused)
Campolong, Ron	Trade Specialist	Facilities Management	No (excused)
Crabtree, Joan	Supervisor Campus Services	Facilities Management	Yes
Eddy, Pam	Grants Resources Specialist	Dept. of Medicine	No (excused)
Fletcher, Louise	Traffic Enforcement Officer	Transportation/Parking	Yes
Hammack, Diana	Accounting Clerk	Biology	Yes
Martin, Lisa	Project Coordinator Senior	Event Management	Yes
Martinelli, Dixie	Office Administrator	Extension Services	Yes
Martinelli, Paul	Program Manager	Extension Services	Yes
McCormick, Beth Ann	Admissions Coordinator	School of Medicine	No (excused)
Morris, Jim	Director	Employee Relations	No*
Wodzinski, Amy	Program Coordinator	FIS	Yes

*\*Amber Tennant, Assistant Director, Employee Relations, sat in for Jim Morris.*

**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**

Approval of September minutes motioned by Joan B. Paul seconded. All in favor and motion was carried.

## **Treasurer's Report**

By Diana Hammack

Diana reported a beginning balance of \$4588.38 with \$112.70 total expenses:

\$27.90 (August phone bill)

\$22.01 (July phone bill)

\$52.99 (Sheetz – Charleston travel expense)

- \$9.80 (stamps for Staff Council office)

= \$4475.68 ending balance

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

## **Chair's Report**

By Lisa Martin

Lisa and Dixie were asked to attend the Staff Council meeting at the College of Engineering and Mineral Resources yesterday. Most questions were regarding the proposed 40 hour work week. They answered their questions to the best of their knowledge.

Last Friday, she, along with Jim and Paul, met with Narvel Weese (VP of Administration & Finance) with Dixie and Nancy via telephone to discuss the completion of the FAQ pertaining to the 40 hour work week and how it would affect exempt employees. Carol Marunich (Deputy General Counsel, Legal Affairs Administration) assisted with the language which will convey that exempt employees will not be compensated but will be open for discussion as needed. The survey and the FAQ's, to be conducted via Votenet, will be going out to employees within the next week or so and will be available for ten (10) days. There will be voting stations located at Facilities Management, Evansdale Campus, The Mountainlair, One Waterfront Place, HSC, and Jackson's Mill.

Amber relayed the survey will be available electronically only; there will be no paper form. There will also be folks on site of these voting stations to assist as needed but they are still trying to decide how to efficiently conduct the process; whether they should have all locations open at the same time or have one at a certain location one day, and so on.

Lisa brought up the fact that some people do not even have email to receive the link. Amber indicated that initially, it will be featured in ENEWS, they will then send emails out to everyone. Everyone who has My Time to clock in/out has an email address; whether or not they check it or

know how to access it, they do not know but that is why there will be resource people available to assist them. If they do not receive an email for whatever reason, Barb Bodkins (Human Resources, Employee Relations) is the only person with the authority, for security purposes, to give them a unique password.

Nancy suggested sending out the email to supervisors and advising them to share with their employees and offer assistance. Amber agreed that would be a good idea.

Amber asked Larry if there are available stations at the HSC as that was an issue before. Larry confirmed they set up three computers at the maintenance lunch area. Joan C. asked if there was access to the internet as well because some of the kiosks do not; MyAccess is all they can get. They cannot access email or do online training. Larry said he would check on it. Joan wanted to clarify not all of them are just the kiosks; there are some with full access. She will check on it as well in her area.

Lisa wanted to relay that in regards to some emails she has received pertaining to MyAccess Leave Requests being submitted and then being deleted, those are being followed-up on.

Regarding yesterday's meeting with the College of Engineering Staff Council, there seems to still be some misconception with the 2001 salary schedule. There were many who believed we were still being paid under that system, however, we are currently following the 2012 salary schedule guidelines.

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

By Paul Martinelli

Paul informed the group that he would have to leave early this morning due to a meeting at Erickson Alumni Center with the Search Committee consultants for the first time in search of the new Dean and Director of Extension Service.

He wanted to share that he received much positive feedback from members of the ACCE at last Wednesday's meeting at Blaney House. They appreciated that President Gee found time to speak to the group, lunch was excellent, and they were surprised to see several members of Staff Council attending the meeting as it was the most to ever attend an ACCE meeting. They also commended the topics and comments that were brought up during the meeting. Paul thanked those who were able to attend. Lisa, as well, thanked the members who attended. Diana gave kudos to Lisa for her planning and overseeing the meeting.

The next month's meeting is scheduled to be on the campus of Concord at Concord University.

Paul provided some handouts of articles for the group to review. Per one article, Kentucky State's President gave \$90,000 out of his salary toward his lowest-paid staff's salaries and Hampton University's President gave back \$100,000 toward his lowest-paid staff.

He also provided information pertaining to Marshall University's Board of Governor's approving their salary increase of 2%-3%. He advised to read it to get an understanding of how and why it happened. Much of the reason being there were many who were still on the 2001 salary schedule.

The Legislative Committee (Paul, Lisa, Dixie, Nancy, Ron, Diana and Joan B.) will be meeting soon to discuss and plan the 2015 Legislative Brochure that will be sent to legislators in Charleston.

Louise brought up the comment that an ACCE member made regarding the food service and maintenance workers on our campus who already work 40 hours per week with no special benefits. Larry added there are many who do and some work four tens. Roads and Ground, (Trades Specialists) who work downtown, will be working seven tens. Everything is based on 37.5 hours per week but it is stated in the job application, the work hours will be 40 hpw. Amber stated it is in compliance with HEPC's (Higher Education Policy Commission) rule. Lisa added you may work up to 40 hpw and anything over would be considered overtime. Joan C. inquired that if they take a day off, they would put in for 10 hours; Larry said they put in for 7.5 hours.

Lisa stated the group will discuss this further today.

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

By Dixie Martinelli

Dixie recently attended a Facilities meeting regarding the board's involvement with the construction currently taking place and purchasing of property. Many people were outspoken with regards to some new initiatives they may be looking at in the near future.

The new buildings going up on Evansdale campus are on track and should be completed near the estimated dates. They have started on the connector building allowing many students to not have to go downtown for class attendance.

On Thursday, she attended an Audit Committee meeting. They then went to the President's home for a working dinner and shared in some very frank conversation.

They held their regular meeting on Friday. David Fryson (Executive Director for Social Justice, the office of Diversity, Equity and Inclusion) gave a presentation updating the board on some changes his office is currently undergoing.

Cindy Roth (President & CEO, WVU Foundation) gave an update as well, relaying the donations and gifts to the university is up with the outcome far greater than they had anticipated.

Dan Durbin (Senior Associate VP of Finance) and Narvel Weese (VP of Administration & Finance) gave a report on the fourth-quarter financial results which convey the university is doing better than they had thought at this particular time.

Narvel and Russ Dean (Vice Provost, Academic Affairs) gave the SWOT (Strengths, Weaknesses, Opportunities, and Threats) presentation, a committee that looks into enrollment enhancement. The President had said he would like the university – with its sister institutions included – to grow to 40,000 students.

The SWOT team will also be looking into the bureaucracy here as well. President Gee has said he sees too much bureaucracy; we should not have fourteen people signing off on something before it is completed.

She attended the State of the University address by President Gee on October 6<sup>th</sup>. It is available online for those who missed it. It was well-attended with standing room only for many.

On October 8<sup>th</sup>, she attended a part of the ACCE meeting. She found it interesting to see how all the higher education institutions interact with one another. She thanked Lisa on a great job coordinating the event.

The meeting included a discussion on SB330 and how it needs supported by WVU. Some comments made did not shine the brightest light on some fellow council members. She expressed her belief that everyone should be able to speak up for what we believe, yet use discretion when it comes to using fellow council members' names and refrain from degradation toward council members who are doing the best job they can for classified staff.

The SB330 has been challenging. Bob Long of the HEPC (Higher Education Policy Commission) initially asked for WVU's support but he went on to say that there is the possibility staff people will lose their jobs and some staff could be down-graded but we have to support SB330.

With mostly everyone wanting what's best for classified staff, some do not fully agree with what has been added to SB330 when it was voted into law. We do not want classified staff losing their jobs or being down-graded. We want a bill and law that will ultimately treat classified staff at WVU with fairness and equity.

She believes the originator of the bill, Senator Plymale, understands SB330 must be reviewed again to allow WVU and Marshall to retain the best employees.

An erroneous comment made by the representative of the Osteopathic School was that because of SB330, WVU was able to create a new salary structure and that is why we should fully support SB330. However, once the old schedule (2001 salary schedule) was funded, institutions were able to give what they could, or chose to give, as increases. The Osteopathic School was giving increases a few years before we were fully funded and able to create a new salary structure.

Most of the schools that members of the ACCE represent have not been able to implement the fully funded level of the 2001 schedule.

As Lisa previously reported, they held their 40 hour work week meeting on October 10<sup>th</sup>.

Paul brought up the fact that SB330 was passed by legislation in 2011, making this the fourth year of it still not being fully implemented. Also, not one of the deadlines proposed in 2011 has been met due to going through four (4) Vice Presidents of Human Resources for HEPC since then.

## **Committee Reports**

### **Athletic Council**

By Joan Baldwin

Joan reported they will hold a meeting with the entire Athletic Council membership, including Oliver Luck (Director of Athletics & Associate VP) and Matt Wells (Associate Athletic Director) on Friday. As of now, she is unsure of what the talking points will be. She believes one item will be the discussion of retiring another jersey. On another note, they have hired someone, architect David Smith, to create the designs for all the athletic venues on campus.

### **Compensation Committee**

*No report today.*

### **Legislative Committee**

By Nancy Bremer

The committee will hold a meeting today after the Staff Council meeting to discuss the upcoming 2015 Legislative Brochure. She has been corresponding with Faculty Senate Chair, Jennifer Orlikoff, regarding a joint effort, with faculty, in working on the brochure. She will be getting back with Nancy to follow-up.

### **Transportation & Parking**

By Louise Fletcher

Louise confirmed she had forwarded Lisa's concerns to Kim Hartsell (Assistant Director, Parking Management) regarding being informed of your status on the parking wait/move list once you are added.

### **Tuition Assistance**

By Amy Wodzinski

The deadline for Spring 2015 applications is November 17<sup>th</sup>. Lisa asked to send it to ENEWS as a reminder.

There will be a Staff Council Blood Drive on Monday, October 20<sup>th</sup> at the Waterfront Place Hotel. Amy reported it seems to be doing well with only four slots remaining.

Also, this month, all donors are eligible to win a \$5000 Visa gift card courtesy of Suburban Propane.

## **Welfare Committee**

By Linda Bise

They held their committee meeting yesterday morning to recap some items that have been discussed previously. They have been focused on the bullying and harassment issues with ways to support those who have gone to HR and/or Employee Relations and are still unsatisfied with the outcome.

They want to provide resources like the Equal Employment Opportunity Complaint Form which is available for all state employees and inform employees of their rights.

There was an instance where an employee wanted to file a grievance against their supervisor and were told by a representative in HR that their supervisor would have to fill the paperwork out which subsequently, made that employee not want to proceed with it. Amber stated that is not something anyone from their unit would tell anybody. They would advise since they could not even fill out the paperwork, that they find someone who could assist you, but definitely not your supervisor. However, if the grievance pertains to an issue other than your supervisor, then your supervisor could assist you with it.

Nancy suggested adding some links and info on the Staff Council website.

## **Emeritus (ad hoc) Committee**

By Nancy Bremar

Nancy relayed that Jim Morris sent out the suggestions for the Emeritus status for classified staff to Jared Wood (Employee Relations Specialist) who stated he had reviewed it and commented it provided a comprehensive and similar process to the faculty Emeritus status policy. He went on to say that HR will be available to help with the selection process and obtaining approval.

## **Old Business**

The by-laws were discussed at the Retreat in Sept. 2013 and Human Resources Senior Policy Analyst, Samantha Burwell, had revised as suggested by the council. The council will be voting on them today for approval.

Most council members collectively agreed she did a good job with cleaning them up and making it read more efficiently.

Diana inquired if the Secretary/Treasurer was to record and prepare minutes for the Executive Committee. Lisa confirmed they have only held one and, yes, Diana would take the minutes of those committee meetings.

Nancy motioned for approval of the amended by-laws. Diana seconded. All in favor with one opposing. Motion was carried.

The opposed stated he did not fully read it all and doesn't understand some of it. Lisa suggested to look over it and they could talk about it again next month.

The Ombudsman meeting was attended by Nancy, Amber, Jim, Linda C. and Pam. Notes from that meeting are as follows:

- The topic of bullying was discussed and some individuals are reluctant to go to official departments where these concerns and issues are handled
- The proposal is to have person(s) trained to talk with employees about these matters and refer them to the appropriate department
- This may include going with the individual to report the incident if it would make the employee feel more comfortable
- The concept would be that classified staff would have their own ombudsperson and faculty would as well
- The ombudsmen would not have the power or responsibility to investigate or resolve; they would be there to support the affected individual. The person would not be representing or be a representative of the affected employee
- Possibly have five (5) to ten (10) ombudsmen on campus
- Developing a website to communicate the availability of these individuals; their roles and contact information
- Developing a list of duties for the position with the skills and qualifications
- Develop recommendations of the number of ombudsmen with their location as well as recruitment and selection process

With faculty being included in this as well, Nancy will ask Faculty Senate Chair, Jennifer Orlikoff, for recommendations pertaining to meetings, etc.

Larry stated he had sat in on a grievance meeting sometime last week and wanted to inquire why WVU provided an attorney to represent the supervisor but not for the other state worker. The meeting included the hearing officer, the person who filed the grievance as well as their supervisor, HSC Human Resources rep, WVU Human Resources rep, a supervisor, and an attorney for WVU. He feels that they all defended the supervisor and is inquiring why they didn't represent both of the classified staff. With him serving as a witness, he felt the person who filed the grievance felt extremely intimidated and sided against.

Amber replied that the attorney was there to represent not the supervisor, but WVU since the grievance was against WVU. The HR rep was there to discuss policy issues. They conduct the meeting as a formal, legal process. WVU cannot offer legal support to every grievant but stated if the group feels that is something that needs addressed, she recommends a proposal.

Joan B. added you may also bring your own attorney and you must notify them beforehand. Amber stated you may also bring a Union representative, a co-worker, or some other person of support.

Larry had another topic he wanted to discuss with the group. In regards to the by-law that pertains to unexcused absences (under Article X- Term of Office, Per WV Code §18B-6-6 c, #4) and the recent voting to dismiss a council member due to unexcused absences. He is questioning if they broke state code in any way.

He is asking if the group votes if an absence is unexcused because it states that, "An unexcused absence will be determined by a quorum of Staff Council members." Was this done per our by-laws or was the person dismissed without the group taking a vote on if an absence was unexcused or not? Or if the chair determines what is an unexcused absence?

Dixie added if you cannot attend a meeting, you are asked to notify the chair, Lisa, via email, text, phone call. Lisa is the only one that receives this information.

Nancy stated the group took a vote by majority for this person's dismissal from Staff Council.

Lisa added she doesn't feel it's necessary to discuss why someone is not at the meeting during the meeting because it is no one's business. Lisa had reached out to this person via email and asked her whenever she is available, she would like to talk (to discuss the unexcused absences). However, this person never responded to her.

Nancy indicated she specifically remembers the discussion among the group that if you do not come to a meeting or notify Lisa, that is an unexcused absence.

Larry understands and remembers as well but he was told by this person that they did contact Lisa (via email) so it is a matter of this person presenting the evidence that they did, in fact, contact Lisa.

Lisa reiterated she did not receive the six (6) notifications for the absences that had accumulated in the fiscal year between the Staff Council meetings and the President's meetings. She tried reaching out to talk about if there were any problems with their supervisor or whatever it may have been. This person did not respond to Lisa. She tried reaching out to this person a second time after the voting for dismissal and Lisa never got a response.

Lisa asked Amber if she would have Samantha Burwell (Senior Policy Analyst), who had worked on the revisions to the by-laws previously, take a look at the wording of that paragraph to verify that it makes sense in legal terms.

Joan B. added this person will have to submit proof of the notifications to Lisa for the unexcused absences.

### **New Business**

Lisa relayed the group needs to discuss nominations for the Mertins Leadership Award and the Staff Advocacy Award which need to be submitted by December 31<sup>st</sup> and given in April.

The selection criteria for the Mertins Leadership Award:

- Must be or have been a West Virginia University major administrator with a minimum of ten (10) years of service
- Must have demonstrated consistent advocacy in the advancement of classified staff

- Must have demonstrated significant pioneering activities that have advanced WVU classified staff through long-range enhancement of classified staff programs

The selection criteria for the Staff Advocacy Award:

- Must be or have been a West Virginia University classified staff with a minimum of ten (10) years of service
- Must have demonstrated consistent advocacy in the advancement of WVU classified staff for a period of no less than five (5) years
- Current members of Council, Advisory Council of Classified Employees, or Board of Advisors (Governors) representatives are not eligible to be nominated

Lisa feels there also needs to be letters of recommendation included with the nominations. The group was trying to determine if retirees would also be eligible. Dixie recalled a retiree received it one year. Lisa feels the wording may need looked at as well.

Lisa would like the council to consider doing a food drive or something along those lines for the holidays this year. Possibly have collection points for toys then take it as a group to the Toy Mountain.

Nancy suggested to possibly “adopt” a fellow WVU employee family that have fallen on hard times. Amber added that would be something to put on ENEWS stating you may nominate a family and they could do that through Staff Council. No names would be mentioned, of course, for confidentiality purposes.

Dixie added she finds donating to our local organizations like Scott’s Run Settlement House, is better because people are already familiar with those reputable resources. Also, they may go there for assistance and not feel like they are singled out. It is also contributing to the community as a whole.

Louise brought up that one year, One Waterfront Place had displayed trees with kids’ names on it, which is the Salvation Army Angel Tree. Amber added there is someone in the business office at OWP that coordinates that.

The Welfare Committee would be the main coordinators. Linda B. stated she was willing to put the boxes out last year but after speaking with Terry Dunson, he informed her she would have to deliver the goods and she doesn’t have a truck. Joan C. added she has a truck. She indicated maybe inviting Terry to their next Welfare meeting to inform them what the process is such as obtaining permission to put big boxes in lobbies of businesses, etc.

Larry asked Amber if HR would allow the council to use a WVU van to deliver. Amber stated HR doesn’t have any state vehicles but Facilities Management does have those available. Joan C. does have a state truck. Lisa stated if council approves, they could pay for a day’s rental through the motor pool. Joan C. added they may possibly donate it for the cause.

Dixie added her division has two trucks and one has a covered bed and is certain they would participate in it but she will check on the legalities.

Lisa suggested they could possibly plan it for the December Staff Council meeting.

Dixie indicated she has been confronted by several people with regards to the bumping policy. Our bumping policy is not very concise as worded in the WVU Employee Handbook. Someone had sent her Glenville State's bumping policy as it is in their handbook and feels it's very clear and better explained. She asked Amber if she could discuss the wording in ours with Samantha Burwell.

Lisa will locate the links to the WVU policy, the bumping policy in SB330, and Glenville State's Employee Handbook, and have Janelle send those out to members to review and discuss at next month's meeting.

The next President's Meeting is scheduled for Monday, October 20<sup>th</sup> at 11:00 a.m. in the President's Conference Room.

Items for the agenda:

- If a huge majority of classified staff are not for the proposed 40 hour work week, what are President Gee's thoughts on it? Furthermore, if it will be implemented regardless of the outcome, why are classified staff taking surveys and voting on it? – Nancy
- WVU policies regarding equality related to discipline for all employees – Larry
- Clarification on inclement weather policy. Who is and who isn't essential personnel? – Larry (Amber relayed they are currently working with Extension HR on the inclement weather policy for Extension employees and should be completed in the next few weeks.)
- Where do we stand on raises? – Nancy

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