

# West Virginia University Staff Council Meeting Minutes

March 16, 2016

8:15 a.m. – 12:00 p.m.

Wise Library – Room 104

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Present</b>
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	Yes
Baldwin, Larry	Trades Specialist Lead II	Physical Plant HSC	Yes
Boyles, Lisa	Human Resources Assistant I	Human Resources	No*
Bremar, Nancy	Nutrition Outreach Instructor	Extension Services	No*
Campolong, Linda	Housekeeper	RFL	No*
Campolong, Ron	Trades Specialist I	Facilities Management	No*
Driscole, 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	No*
Fry, William	Trades Specialist Lead II	Facilities Management	No
Gibson, Rodney	Maintenance Worker II	Jackson's Mill Facilities	No*
Griffin, Barbara	Developmental Advising Specialist	Academic Degree Programs	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	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
Torries, Michael	Academic Lab Manager II	Chemistry	No*
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 Staff Council member, Dixie Martinelli, at 8:15 a.m. and a quorum was established. The sign in sheet was passed around for members to sign.

### **First Business**

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

### **Treasurer's Report**

By Allen Flanagan

Allen reported a beginning balance of \$3,122.27 with one expenditure of \$21.20 for the phone. That leaves an ending balance of \$3,101.07.

*At the time of the meeting, motion for approval of the report was not formally given. Janelle followed up with the group via email for approval on March 22<sup>nd</sup>.*

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

### **Chair's Report**

By Lisa Martin

Lisa didn't have any new items to share other than informing the group that Shane Leiggi gave his resignation from Staff Council on March 11<sup>th</sup>. There is no one left in line in that particular sector, the Administrative/Managerial, with Bob and Burlene serving as the other two.

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

By Paul Martinelli

Paul provided copies of some information he thought would be of interest. He attended the latest ACCE meeting on March 11<sup>th</sup> at the Marshall University Graduate College in Charleston.

The ACCE is still in the stages of developing their website.

The 2016 Legislation was not what we had hoped for and aiding in the problems is the gun bill, which continues to take center stage. Senate President Bill Cole has been difficult to reach for comment pertaining to this bill.

The WV 18b code that covers higher education remains open, which allows the Governor to have line item veto.

The soda tax will remain, a very beneficial tax for WVU – for every soda that is purchased, a penny of the tax goes toward the WVU School of Medicine.

PEIA continues to be a major financial issue. The legislation has vetoed every single item that was to generate money.

The bill to eliminate ACCE and Faculty Representation groups lack sufficient attention to move out of committee. Both groups appear safe for another year but what approach needs to be taken to keep them in place?

Smaller higher education institutions, mostly south of Charleston, are fearful they will be shut down and all HEPC (Higher Education Policy Commission) institutions are concerned with continuing budget cuts by the Governor. How do we head off last minute changes to the budget before final approval?

Some institutions in southern WV are currently working four day work weeks.

Another discussion is how sick leave is being used and recorded.

There has been major discussion of RIF (Reduction-in-Force) and furloughs versus layoffs. A change in state code must be made to revert to either of these two alternatives. They are unsure how contract (grant) employees will be handled. What about reassignment pools and at what point do layoffs or bumping start?

He has emailed Staff Council members an update of the Mercer compensation study that was given by Bruce Cottrill, HEPC VP for Classification & Compensation, on February 4<sup>th</sup> during the LOCEA (Legislative Oversight Commission on Education) meeting:

- Only 10 paygrades will be used
- No employees in paygrades 1-6
- The current 25 paygrade structure will be reduced down to 12 ranges
- Future paygrades will be referenced in letters instead of numbers
- Expected to cost \$1.9 million
- The market should be reviewed every three years

The new salary schedule will soon be released and they will determine what salary range an employee will fall under by education, market equity, performance evaluations, merit and pay for performance. What about volume of work, level of responsibility and cost of living? It is difficult to compare the job responsibilities of a WVU employee to those of an employee of a smaller institution with regards to the size of the campuses and the volume of students. New standards will be released soon.

Jim added there are two parts of compensation: the job evaluation process which determines the internal hierarchy of jobs; and the determination of what paygrade that employee falls under. We can set the pay for each of the new paygrades but the employee evaluation methodology will remain the same throughout the state. Each of the new paygrades will have a minimum, median, and maximum.

The next ACCE meeting will be held at the West Virginia School of Osteopathic Medicine in Lewisburg at 9:00 a.m. on April 21, 2016.

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

By Dixie Martinelli

The BOG met on Thursday, February 18<sup>th</sup> from 8:00 a.m. until 5:30 p.m. They had to complete their meeting that one day due to Higher Ed Day at the legislation that following Friday.

The day was comprised of all the committee meetings as well as the regular board meeting, of which they were in Executive session for the majority of it.

We are up by 30% in student applications. Many of the pressing issues upon WVU have been resolved – the biggest issue was the Beckley campus, which was passed.

Their biggest concern is the budget cuts to all higher education institutions and all entities of the state. We have always been a “poor” state as it is so it’s scary to think of what’s to come. We don’t see such an affect here in the northern part as much as the southern part of the state does. She believes that we, as an institution, need to offer up whatever we can to keep our state afloat.

One of the major discussions of the many bills out there is the permit-less carry bill. A board member had asked that if the gun law was passed, if that means a student, faculty, or staff would be allowed to carry a concealed gun on campus. The bill will supposedly have a stipulation that will prohibit anybody from carrying a concealed weapon on any state campuses; making us exempt.

The board was also updated on all the building construction on campus. Everything is on schedule and she will be moving to the new Ag Sciences building on May 23<sup>rd</sup>.

## **Committee Reports**

### **Tuition Assistance Committee**

By Barbara Griffin

Barbara doesn’t have any new items to report. They plan to meet Monday after the President’s meeting.

### **Compensation Committee**

By Lisa Neyman

Lisa N. reported they had their first meeting recently. Amber Tennant, Director of Employee Relations, attended as well as Andrea Yanego, Director of Talent Strategy, and Sheila Securro, Executive Director of Compensation Administration.

They discussed the starting wages for new hires being more than current employees’ wages and ways to get your salary balanced.

She brought up that when one uses the WVU Hire website, the search engine to provide you with jobs that you would qualify for based on your profile, doesn't work and is completely inaccurate. HR was unaware of the issue and will work on it.

Judi added they talked about scenarios such as if she, being an internal applicant, were to apply for a position and she tries to negotiate a higher salary, she would not be able to. However, if an external applicant applies for that same position with the same qualifications, they would be able to negotiate a higher salary and be hired.

Amber added that HR does have some restrictions per HEPC (Higher Education Policy Commission) policy that pertain to paygrade movement. For example, if you apply for position that is a paygrade higher than your current paygrade, a promotion, you can only receive a 5% increase per paygrade. She does believe that restriction will be lifted with the new system that will be implemented soon.

Larry shared that two electricians, who have been employees for several years, were denied bidding rights on a new electrician position of the same paygrade because they were already electricians, but thought they could use their experience to get a raise. An external applicant was hired and is making more than them.

Lisa inquired who sets the pay once the job is offered to someone. Jim explained the hiring manager and the HR representative who interviews. This particular applicant was hired under a different set of rules. The practice changed last year to bring on new hires at market to be more competitive. President Gee and Narvel Weese, VP for Administration & Finance, have said the plan is to bring everyone up to market eventually, but it takes time.

Lisa suggested why they didn't take into consideration the fact they have two other electricians at paygrade 13 but chose to take on another. They could've taken what they were going to pay a new hire and bump up the other two's pay. Amber added that does happen in some cases. Some managers will ask for a review of internal employees to see if any market adjustments would be necessary although it isn't a requirement; it's based on the departmental budget. An employee could go above to their departmental director/dean and ask for a salary review in that scenario.

Lisa doesn't understand how they justify the practice of hiring new people above current employees' salaries and possessing little to no experience, and yet the ones with all the experience are expected to pick up the slack but make less. What happens if or when these employees decide to leave and take all that experience and knowledge with them? Jim understands that and it is something that needs worked on.

Joan said an Extension position was posted recently with many people applying and Extension HR decided who qualifies and gave those names to the department, however, the department knows of other people who applied and meet the qualifications but HR said otherwise. Jim explained that is a case by case basis. HR does the initial screening based on the paperwork but if a manager knows of someone who qualifies, they should discuss with the HR person. Joan said they did but got nowhere. Jim advised the manager submit an appeal to Andrea Yanego, Director of Talent Strategy.

Dixie, among many Extension employees, can't understand why the directors of each unit aren't given the names of all the applicants. The directors would likely know more of the key qualifications they're looking for. Jim indicated they will look into it.

Allen asked if WVU Hire allows the hiring manager to review all the applications or only the ones they decide on. Lisa N. said she asked the same question and Andrea explained that the manager can look at all of them but cannot call someone for an interview if they do not meet HR's qualifications.

Amber added the minimum job requirements are there for a reason and it's tied into the Mercer study. They cannot hire people who don't meet those qualifications even if they think they have potential because it wouldn't be fair to those who do meet the minimum qualifications.

Joan spoke of how some positions don't require a bachelor's degree. When applications are reviewed and there is someone who meets the qualifications but doesn't have a degree, they won't get interviewed but those with a bachelor's degree ultimately get hired but many don't stay. They use it as a stepping stone to eventually get a higher paying position or to get into a graduate program. She feels that's another reason for the hiring manager to see all the applications.

Burlene added many positions do require minimum qualifications but there are some that do not. She has interviewed candidates that would do better with training on the job rather than those who come in with experience but are set in their way of doing it, which is not always the right way.

Jim understands that and Andrea's group is working with Training & Development on new interviewing practices. They will be offering motivation based training for managers to help them identify these characteristics but candidates will still have to meet the minimum qualifications of education and experience.

Larry asked if a supervisor could currently, even after the merit raise in October, be allowed to do another evaluation because that employee has shown significant improvement. Jim explained if your job duties change by taking on additional duties, your supervisor could rewrite the PIQ and you could go up a paygrade or the manager could say their employee isn't competitively being paid and request a market adjustment but they cannot perform another evaluation at this time.

Joan suggested the group send these specific cases to Jim and Amber. Lisa advised to not only take yourself into consideration but also the situations of your constituents as well.

The next meeting is scheduled for April and they plan to invite Amber and Sheila again.

### **Welfare Committee**

By Amy Wodzinski

Amy reported they recently held a meeting. Sherry has been working on the staff emeritus for retirees and had sent some information to Lisa and Jim. They should have more information regarding that next month to discuss at our meeting.

They also talked about bringing back retirement dinners. She has the last brochure, from 2003, which was held at the Thomas Room at the football stadium. That was sponsored by WVU administration and Staff Council.

Employee recognition is another item they discussed. Some departments would give an employee a pin or a certificate to acknowledge years of service. An annual recognition event with refreshments for employees with specific years of service would also be nice.

The blood drive that was held on March 7<sup>th</sup> at One Waterfront Place, third floor, was successful with 23 productive units; their goal is at least 22 units. She is unsure where the next one will be located.

Lisa shared that she had recently donated at a blood drive held at the 'Lair and she cannot say it was a pleasant experience – the Red Cross had issues with staffing the event and it got behind significantly, so many people who she recruited couldn't stay and donate although she waited it out. Allen added that the space wasn't actually booked for a blood drive so that is usually not a common occurrence.

### **Transportation & Parking**

Sherry relayed they attended one recently and have currently just been giving updates on the PRT. There is one scheduled for Friday and they will be visiting the PRT station to review new equipment. Lisa offered Sherry the option of requesting the minutes from that meeting if her schedule doesn't allow her to attend.

### **Athletic Council**

By Joan Baldwin

Joan has no new items but informed the group the next meeting is tentatively scheduled for April 29<sup>th</sup>.

### **Legislative Committee**

By Lisa Martin

Lisa doesn't have any recent updates from legislation other than the items she has sent everyone.

They were asked to meet with the new General Counsel, Stephanie Taylor, on Monday morning, one hour before our President's meeting.

### **Old Business**

Dixie has been asked about the 40 hour work week numerous times because the end of the school year is approaching and people need to start planning. Jim explained he has been told the 26 pays likely won't be implemented until around September, the earliest. The 40 hour work week issue will follow sometime after that. The IT department is not currently working on the 40 hour work week, they've been focusing on the new payroll system.

Joan brought up with the financial status of the state and WVU, if the 40 hour work week and 26 pays will be put on hold for an indefinite time. Extension is very concerned because where she works, in Kanawha County, they lost a substantial amount of their budget from county commission, 25% to the 4-H camp, and 100% from the Board of Education. They are looking at losing their administrative assistant as well as possibly an agent. Dixie said she hears concerns from others as well and as time goes on, they will start losing more agents in Extension.

Jim indicated that is something President Gee and Narvel will have to answer.

Lisa reminded the group that when these new policies take place, we will need to encourage supervisors to work with employees through the transition period.

Allen has been getting inquiries about whether or not there is plan to meet the potential FLSA (Fair Labor Standards Act) guidelines regarding overtime. Jim isn't sure about a plan in place but they continue to monitor it. There have been discussions and cost estimates regarding what it may cost the University. They will know more once the number of exempt employees who will be moved to hourly status have been determined.

At last month's meeting, Chief Bob Roberts had asked Staff Council to consider the purchase of an explosives vest for their new K-9, Nina, who is currently being trained. They aren't ready for the vest right now because she is still a puppy but probably by next year. The cost is around \$500 but could be more. Faculty Senate had approved the purchase of a K-9 vest the last time.

Bob asked if they budget for expenses like this. Lisa informed him they do not but we support our fellow classified staff officers by doing this. There are no significant expenses expected between now and June 30<sup>th</sup>. It is an investment in our University and for the greater good.

Allen is cautious of approving a blanket amount for the vest when we are unsure how much it will be then. He suggested setting a dollar value of up to whatever amount they decide on.

Judi suggested transferring \$500 now and if it costs more than that, they can then revisit it. Many agree with that.

Allen motioned to approve the \$500 expense toward an explosives vest for the UPD K-9 for this fiscal year. Judi seconded. The majority voted in favor and motion was carried.

### **New Business**

Dixie was recently contacted about an exit interview form that can no longer be found on HR's website. Amber explained the form isn't featured on the website but rather when a person resigns, they send them an email invitation with a link to follow to participate in the web-based exit survey through SurveyMonkey. If their exit is involuntary, they would not receive an exit survey.

Allen was asked to inquire about a possible option for early retirement, which was the Senate Bill 631. Dixie has been asked that, too. She spoke with Rocco Fucillo, State, Corporate and Local Relations Specialist, who followed up with her after she had called Travis Mollohan, Director of State, Corporate and Local Relations, to address it. Rocco said some of the language had changed; instead of anybody that met the criteria, it was changed to age 65. Paul then had sent an email and said it had died in committee. It may be discussed again in a special session from what she was told.



With the failed proposed tobacco tax, Burlene asked if any other alternatives have been given consideration. Joan said they have not.

In Student Life, where Allen works, they've been given a mandatory 15% budget cut next year and is curious if there is any other departments in a similar situation. Dixie said they were just told to be conservative. Lisa feels confident that there are many other departments in the same situation.

The President's meeting is scheduled for Monday, March 21, 2016 at 11:00 a.m. in the Shenandoah Room, Mountainlair. Items on the agenda are as follows:

- Hiring practices
- Impact on state budget with regards to the 40 hour work week
- Mandated internal budget cuts
- Furloughs

Joan motioned for adjournment. Bob seconded. All in favor and meeting adjourned at approximately 11:30 a.m.