Meeting Minutes
300 Engineering Technology Building
August 28, 2013

The Classified Staff of Fairmont State University met on August 28, 2013 at 2:30 p.m. in Room 300 of the Engineering Technology Building.

PRESENT: Dr. Maria Rose, Rosetta Kolar, Holly Fluharty, Sherry Mitchell, Tami Winston, Martha Richards, Debbie Russell, Janice Porto, Daniel Fynaardt, Cindy Curry, Chris Daniels, Deb Hemler, Julia Ozie, Dalene Horner and Donna Trickett

The meeting was called to order by Rosetta Kolar, Chairperson. Agenda for the meeting was distributed (see attached).

The minutes from the meeting in July were reviewed and approved as is. They will be posted to the CSC website. The minutes were emailed out to all CS.

Rosetta personally thanked Dr. Rose for paying for the baked potatoes and Julia Ozie for organizing the event. It was a success - close to 40 people attended. A big thank you goes to Aladdin for baking the potatoes and helping with the set-up. Holly Fluharty will be in charge of the next classified staff gathering – which will be in the fall.

Dr. Deb Hemler of Faculty Senate gave a brief overview of what the Faculty Senate is about.

- A representative from each unit/department (# of reps is based on # of faculty)
- They meet the 2nd Tuesday of each month from 3pm to 5pm
- Agenda is similar to CSC
- Dr. Rose gives an update of happenings on campus
- The BOG rep gives update of BOG happenings
- The state-wide rep gives an update from the state-wide council
- Sue Kelly gives an update of Legislature reports
- Student Government President gives update on happenings/events
- They discuss new business – curriculum proposals
- In the process of approving new programs (this is why the new catalog has not been submitted yet)
- Credit requirements are changing from 128 hours to 120 hours
- General studies program is making courses more flexible
- It normally takes 2-3 months for an approval on things like academic appeals, financial aid appeals, and athletic appeals.
- Terms are 2 years – normally an older member stays on when a new member comes aboard, so it is not a whole new committee.
- Chris Lavorata & Jack Kirby sit in on most meetings to answer questions.
The curriculum committee normally meets once a month but met once a week last year to get approvals.

SB330 has been brought up in the Faculty Senate meetings although no unit discussion about this issue yet.

The CSC asked Deb to let the Faculty Senate know that we are on campus and want to be heard as in “let’s work together”.

Deb left after her update.

Dr. Rose let the council know that her door is open. She shared the following:

- The Board had a summit meeting with HEPC on August 10th and was told that an additional 7.5% budget cut is in order on top of the 8.94% from last year.
- Chancellor Hill is working on keeping the cut down.
- Tuition and Fee increases in the last 3 years were 0%, 2 years ago was 3%, and last year was 0% making Fairmont State’s tuition close to the bottom compared to other schools.
- Amy Drvar has stepped up to work on community engagements without needing to hire a new person.
- HEPC will not entertain high tuition and fee increases in the next year (at the most 4.99%) allowed by the HEPC that they do not have to approve. This is not allowing for budget cuts – need to reallocate resources and cut in some areas that are really not helping us.
- All state institutions are facing the same challenges. Public Education is not affected.
- Coal revenues are down.
- Growing number of people on Medicaid (about 415,000 people in WV).
- Lottery revenues are down and may be even lower next year.
- “Rainy day fund” – even if we pull money from this for the next 3 years, at the end of that period we will be about $100 million in debt and have no more rainy day fund. This would hurt us in the long run.
- Higher Ed budget will stay flat at least until 2018 – there may be no cuts but also be no additional money.
- New salary scale as proposed by SB330 but if WV does not have any more money the University is looking at strategic plans to impact for budget cuts.
- Cutting duplicate courses (which are dropping the credit hours from 128 to 120). This will allow students to graduate in a timelier manner.
- The rumor is that there are too many College/Universities/Community Colleges in WV and that WV State & Bluefield are at risk.
- Construction updates:
  - Wallman Hall – complete but still adjusting HVAC
  - Turley Center – open but still fixing a few roof leaks
  - Hardway is still a mess but almost complete. Windows are scheduled to be delivered mid-October.
  - Feaster Center – lentils (metal pieces holding the bricks) have rusted and cost to fix is over a million dollars.
  - Green house in HHH needs some updates.
Starbucks is expanding and is almost fully operational. Will have outdoor seating.

Roof at Jaynes Hall, Caperton, & Byrd Center are being paid by East Bonds from HEPC. This money can only be used for what was originally approved and cannot add any reno projects to this.

Cindy Curry informed the CSC that there is currently $450 in their budget and that she has an additional $6,700 (less 1/3 for Pierpont) that is available for CS use. This money has previously been used for classified staff for travel to attend conferences. Cindy Curry and Holly Fluharty will meet to determine how much of this money may be used for CSC.

Julia Ozie asked what we can do with books that are received from publishers. Can they be used for the bookstore to sell and use the money for scholarships? It was also mentioned to donate them to the Library. Holly will check on this.

Sherry Mitchell gave an update on the ACCE meeting on August 6 at Northern Community College in Wheeling. (see report attached)
- 26 pays rather than 24 pays was discussed and goes into effect on January 1, 2015
- It was recommended to hold a mini-seminar about how to plan and prepare for 26 pays.
- Coursemil training system will allow employees to review different trainings/topics online.
- ACCE reps are reviewing their by-laws and will bring to the next meeting, which is September 26.

Holly Fluharty gave an update on BOG:
- The meetings are open to everyone (until closed session begins).
- Agenda is posted on the BOG website
- Fairmont State is removing the high cost lights and replacing with more efficient lights
- Association Dues that aren’t benefiting curriculum have been cancelled
- Approval to hire architect services for the gym floor
- Approval of Phase I of Apartments
- Approval of capital appropriations 2015
- Approval request for 2015
- John Sherpa of MVB has replaced Bob White on the BOG committee
- Holly will attend training on Sept. 20th on BOG policies/procedures
Old Business:

Georgeann Cain, Sherry Mitchell, & Rosetta Kolar agreed to form a sub-committee for reviewing the constitution.

Facebook/Webpage – decided not to do a FB page

- Sunshine Wiles (in IT) recommends posting links on the Classified Staff Council webpage for whatever information we need to add
- Add photos of council members – all committee members ok with this
- Minutes will be posted to webpage – they will be posted after the next meeting, if approved
- The agenda needs to be posted 5 business days before meeting

Newsletter – on CSC webpage to keep everyone updated on events, birthdays, meetings posted on calendar. Holly and Dalene will meet to choose 12 people who will be spotlighted (1 each month) on the CSC webpage. Cindy Curry will send an updated list of all CS and locations.

Chris Daniels will check on getting the phone setup for upcoming meetings for off-campus CS to join in the meeting by conference phone.

The CSC will meet on the 4th Wednesday of each month in 300 ET (with the next meeting being September 25, 2013)

Classified Staff is always looking for ideas/suggestions to get more CS involved around campus. Any ideas…..please contact a CSC Representative.
CLASSIFIED STAFF COUNCIL MEETING
AGENDA FOR
AUGUST 28, 2013, 2:30PM

Call to order

Reading of Minutes from July 24, 2013

Potato Bash Success

Faculty Senate Guest Speaker(s) – sharing insight of Faculty Senate
   Drs. Hemler and Roof

Dr. Rose

Human Resources – Cindy Curry

Report from ACCE – Sherry Mitchell

Report from Board of Governors – Holly Fluharty

Old Business
   Budget
   Committees – CSC Constitution
   Facebook/Web site
   Conference Calling to Caperton Center and Outlying Staff

New Business
Fox/Lawson Update

ACCE members compiled a list of questions to be sent to Mark Toor regarding the Fox/Lawson market salary survey. ACCE FEELS IT IS IMPERATIVE THESE Q/A’S ARE AVAILABLE FOR ALL EMPLOYEES, BOG’S AND ADMIN TO VIEW. HEPC NEEDS TO INITIATE THIS, OR WE WILL NEED TO. Send questions to CSC/BOG for input.

(CONT FROM LAST MEETING) GRIEVANCE PROCEDURE:

**timeliness:** grievance must be filed within 15 days of an event, 15 days of knowledge of an event, or 15 days from the last incident of an ongoing event.

**back-pay:** grievant can only be paid for 1 yr back-pay from the date of the grievance. Grievant must also request back-pay (monetary relief) on grievance form at time of filing. If request is made after the grievance is filed, the institution does not have to comply. CHRO has legal responsibility to tell grievant about this, but they will not volunteer info. Tell employees to ask for it, ask for interest on the amount, and also ask for the benefits associated with this amount.

*ACCE reps have no responsibility whatsoever to advise the employee, but many do because CHRO’s tend to represent the institution because they answer to the Pres. or CFO (Serve at the pleasure of the President). Filing a grievance can destroy relationships, cause lack of trust, etc. Only defend a grievant if their position is backed up with code. Never advise an employee to file on a moral/ethical issue. The grievance process will get serious very quickly, and often, schools will bring legal council to a level 1 hearing. As a 1st step, ask the employee what law has been broken and then direct them to the grievance board website.

When completing a grievance form, the rule or policy the school is breaking must be listed. A copy of form is to be sent to the Pres. Ofc. Another to the school grievance ofcr. (usually CHRO), and another kept for the grievant.

“Discovery”: Both sides have access to all information related to the grievance. Grievant must request this in advance. If the institution provides this info. The day of the hearing, ask for a continuance so that you have time to respond.

3 steps of a grievance

Level 1: can ask for a hearing or conference. Ask for a hearing, as conferences are not recorded. Usually fairly informal. Usually includes grievant, a rep for the grievant, the school, the person rep. the school, CHRO, hearing examiner appointed by the Pres. The hearing examiner is usually a PC member, and cannot have any ties to the grievance procedure in any way. You must go to the Pres. WITH the rep. for
the school and ask for the hearing examiner to recuse themselves. Can have more than 1 rep. but only 1 rep. can talk. You must ask the Pres. Who the hearing examiner is going to be BEFORE the hearing.

15 days from date of filing to have a hearing, 10 days for a conference. Burdon of proof is always on the grievant unless termination is involved, then it is on the school to prove that the grievant should be terminated. The hearing examiner does not make a decision, but makes a recommendation to the Pres. The Pres. Can agree, disagree, or agree with parts of the recommendation.

_Is a good idea to make an outline of the points you must make, and the person to whom you will ask those questions to get the answers you need to prove your point. You can also have a “pre-conference” conference to work out a solution before the hearing/conference, but DO NOT permit witnesses in this meeting._

Don’t make notes on any written evidence you plan to submit. If you make notes during a hearing, the other side will ask for them. You can ask for theirs, as well.

Hearing examiner has 15 days to make a decision.

*See code for exceptions to beginning the grievance process at level 1

Level 2: Mediation level. Free or cost. Free: Parts of the grievance will be introduced point by point, agreed upon, and written down. Mediator is from outside of the school and must be agreed upon by both sides. Cost: Private mediation. Arbitration: Expensive. Arbitrator acts as judge and jury. Decision will be made within 10 days for free mediation, 15 days for private mediation and arbitration. Grievance will be granted or denied.

Level 3: w/l 10 days of receipt of unsuccessful level 2 grievance must be filed. Sides have “subpoena power”.

*All level decisions will also receive “findings of fact” (what the judge thinks is true) report and “conclusions of Law”(the law that backs the decision up) with the decision.

This discussion will be continued at the next meeting

Peggy Carmichael, NWVCTC CHRO, speaking on the OASIS project.

Phase 1 happening now (Training employees who are involved with budget development). OASIS will replace multiple, outdated, stand-alone programs and manual processes. Modules include procurement, HR/payroll, Budgeting, etc. Will interface with PeopleAdmin. WVU and Marshall payroll will interface with OASIS (Peggy isn’t sure about FSU). WVU is doing this because they use Oracle, Marshall uses Banner HR. HEPC will have access to all this info.
HR/payroll will go live Jan. 2015. Includes: payroll, evaluations, leave, employee self-serve module (ESS). ESS lets you change personal info, tax info, etc. Can also “experiment” with how changing your tax withholding amt. will affect your net pay.

PEIA is not going to participate, but ESS will have a link to PEIA where they can access and change their benefits.

Other ERP changes:

*Must use legal name of employee

* 26 pays instead of 24 begins Jan. 2015. It has not been decided if non-exempt employees who are not paid in arrears will be changed. We must prepare non-exempt employees for this change, as well. These changes will require a change in WV state code.

*Professional Development (Coursemil) module included. Has several training modules on it that we can use if we choose to do so.

PeopleAdmin: Is made for HE, so most schools will use this since it will interface with OASIS.

By-laws review

Review all by-laws, especially the attendance policy. Motion moved/2nded. Committee appointed.

Discussion on Relative market Equity

Possible Changes: Increasing relative mkt equity to 20% to accommodate F/L estimated margin of error. VCHR Toor does not want to have the market study results until he has written the salary schedule rule, however, ACCE does not believe changing the percentage between groups from 5% to 20% will affect the rule. ACCE also does not see a need, until the F/L study is released, to change the percentages. The Faculty Senate does want to have the percentage changed, but it is not certain by how much. Faculty is assuming their group is paid closest to market, and believes this 5% amount will delay their raises when the institutions are made to bring the other 2 groups average salary to within the confines of the law.

Established Committees for 2013-2014:

Benefits – Bill Porterfield, Sherry, Fred, Paul M., Janine, Mary Igo, Carol. I will co-chair

Student/employee enrichment: Johnna, Tim, Mary Altop, Mary Anne, Barb, Lacey, Sherry, Teri, Mel W.