Date: Oct. 22, 2014

Time: 2:30pm

Place of Meeting:
Engineering Technology Building
Room 300

AGENDA

- Call to Order
- Approval of Previous Meeting Minutes for September 3 and 24th.
- Dr. Rose
  - Update on Campus News
- Cindy Curry – INFORMATION
- Dr. Lavorata
- Dr. Kirby
- Holly Fluharty – BOG Report
- Sherry Mitchell – ACCE Report
- Committee Reports
  - By-laws
  - Fund Raisers
- Old Business
  - Pay-day mayhems – Dr. Harvey is going to schedule workshops
  - Meeting notices on Calendar
- New Business
  - Dress an Angel, Family, Animal Shelter
  - Committee for Employee App. Day
- Next Meeting Nov. 26, 2014 at 2:00 in ET 300
- Adjournment
Classified Staff Meeting
October 22, 2014
2:30 p.m. 300 ET Building

Attendees: Rosetta Kolar, Holly Fluharty, Janice Porto, Andy Ridgway, Donna Trickett, Tami Winston, Sherry Mitchell, Alicia Nieman, Priscilla Steed, Chris Daniels, Dr. Jack Kirby, Dr. Maria Rose, Cindy Curry, Ginger Burns, Dalene Horner, Julia Ozie, and Rick Wade

Meeting called to order by Rosetta Kolar

The minutes from previous meetings (September 3 & September 24) have been tabled to the next meeting to allow more time for everyone to review.

Dr. Maria Rose:

- Happy to report that there is a delay in the implementation of the HR part of OASIS to April 1\textsuperscript{st}. The State is still trying to get the first phase cleaned up and running correctly.
- SB330 – Chancellor reports that RFI’s cost of study alone is $800,000 to $1,000,000 (this does not include salaries).
- WV revenue collections are down $150 million, expected to be down $180 million in 2016, and down $220 million in 2017.
- The “Not Anymore” training has been halted for now. Cindy Curry is looking for another training and/or speaker/trainer for this that will be geared separately for faculty and staff. Cindy Curry informed the committee that if anyone sees anything suspicious or strange to please call her immediately, unless it is a dangerous or criminal act then to call Campus Police. Cindy is the Title IX Coordinator.

Dr. Kirby – no information to share.

Holly Fluharty (BOG Report):

- The Board approved the next step of the apartments. This goes before the HEPC on November 21\textsuperscript{st}. Bids will go out in January and the project will start in March 2015 with completion in August 2016.
- Dr. Rose stated that the plan is to leave the current apartments in place, build the new apartments where the parking lots are currently then once complete, tear down the old (existing) apartments. There will be a quad/grass area in between the buildings. Parking will be where the current apartments stand today. A retaining wall will be built and extra parking until completion will be across Locust Avenue and near the tennis courts.
Cindy Curry & Ginger Burns:

- PEIA is cutting benefits. See attached article from The Post-Gazette.
- The plan is to cut $40 million in benefits which means higher deductibles, higher co-pays, and removal of some health benefits.
- Ginger asked that all classified staff attend one of the Public Hearings scheduled to vote and voice your opinion (closest one is Nov. 18th at Ramada Inn in Morgantown) see attached schedule. If you cannot attend in person there will be a form you may submit.
- Sherry Mitchell said that was under the impression that PEIA had a surplus last year of $120 million and now they are cutting by $40 million.
- The State has moved all employees from arrears pay to current pay. The change in moving to 26 pays in January has been postponed to April.
- There will be an employee training in February or March showing employees how to use the upcoming Kronos system. More information will come out on this.
- There is a new policy presented to the Board that is currently out for 30-day comment suggesting that ALL communication to employees be through email. This policy will make email the official form of communication across campus. This is important because once we switch to the Kronos system; all employees will need computer / email access to get notifications and to clock-in. No more paper copies of notifications.
- Dr. Kirby stated that most adjuncts prefer to use their personal or professional emails but will be required to activate their Fairmont or Pierpont emails if this is approved.
- Cindy gave a handout (attached) for myApps instructions. You can view your leave, check stubs, and W-2’s from here. There is also a section added for a bi-weekly payroll estimator that shows what your pay should be once we switch to 26-pays.
- The School of Business will begin trainings in January or February to help people manage their bill pays. A communication will be sent.
- Holly Fluharty stated that all travel reimbursements will be through myApps once this is up and running. Mileage and meals will be a per diem amount and the money will be direct deposited into the traveler’s checking account the day before the travel occurs.
- Fairmont State’s 150th anniversary is coming up in 2015. Cindy Curry suggested putting together an employee cookbook. She did one at a previous place of employment and they raised over $5,000. They sold them for $10 each and made a $5 profit. Cindy is more than willing to help and would like to see the money raised go to the Classified Staff Scholarship Fund.

Sherry Mitchell:

Shared the ACCE report from the October 7 meeting (see attached)
Fundraisers:

- The Happy for your Rump (wear your jeans) raised $230.
- Halloween Cake Decorating Contest (see flyer from Alicia) - October 31st from 9-1 in Turley Center
- FSU Classified Staff Pot Luck Luncheon (see email from Holly) - October 31st from 11-1 in 300ET
- Dress an angel, family, and/or animal shelter – will make a decision at the next meeting.
- Decorate a Christmas Tree – voting done by canned food items which will be donated to The Nest. Will discuss at the next meeting.

Other:

- Employee Appreciation Luncheon – Dr. Rose has agreed to pay for this. Will discuss this more at the next meeting.
- Rosetta Kolar would like to get these meetings on the main calendar.....Kevin Funk can help get these posted.

New Business:

- Rosetta invited the Mayor of Fairmont, Mr. Straight to attend this meeting to discuss student retention and recruitment.
- Mr. Straight informed the committee that Fairmont’s finances are sound.
- Several committee members were in agreement when they asked Mr. Straight if there are any plans in the works for any type of stores/restaurants/laundry near campus.
- Dr. Rose stated that there has been discussion of a parking garage on bottom, stores, restaurants, etc. on second level, and graduate housing/apartments on 3rd level but until the water issues are resolved on Locust Ave., all plans will need to be on hold.
- Mr. Straight said there are plans in the works for more business opportunities in the next 3 years for downtown Fairmont.
- Sherry Mitchell compliments Fairmont State and the City of Fairmont for working together for all of the Homecoming activities.
- Mr. Straight said that the City Officials are open to suggestions and welcome people to join the different committees. Meetings are held the 2nd & 4th Tuesday of each month at 7pm.

If there are any topics for the next meeting that you would like to discuss please let Rosetta Kolar know.

Next meeting is scheduled for Wednesday, November 19, 2014 at 2:30pm in 300ET. The meeting adjourned at 4:03 p.m.
WV Gazette--Thursday, October 16, 2014 PEIA:

Benefit cuts of $40 million needed next year By Phil Kabler, Staff writer

The Public Employees Insurance Agency needs to cut health-care benefits by $40 million next year — and will let insurees vote on what benefits to cut. "We're going to ask our constituents how they want these $40 million of benefit cuts distributed," PEIA Executive Director Ted Cheatham said Thursday.

PEIA Finance Board members on Thursday approved a menu of possible cuts to take out to public hearings statewide next month - See more at: http://www.wvgazette.com/article/20141016/GZ01/141019353#sthash.AXmrhPfU.dpuf before a December vote on the 2015-16 benefits package. As approved Thursday, the new plan would need to cut $30 million in benefits for active employees, $3 million for county and municipal employees covered by PEIA, $4.5 million for pre-65 retirees and $4 million for Medicare retirees.

For active employees, the menu of cuts includes increasing out-of-pocket maximums for family coverage, increasing deductibles, increasing primary-care office visit co-pays by $5 to $20, increasing specialist office visit co-pays by $15 to $40, doubling the outpatient surgery co-pay to $100, doubling the Urgent Care visit co-pay to $50, eliminating coverage for massage therapy and for removal of impacted wisdom teeth, among other options. "These are going to be difficult public hearings," Cheatham said. Cheatham also is looking at instituting a Healthy Tomorrows program, which would increase the annual deductible by $500 for employees who fail to meet standards to encourage healthy lifestyles.

In the first year, the only requirement would be to name a primary-care physician. In the second year, insurees would have to have a primary-care physician and report their blood pressure, glucose, cholesterol and waist circumference. By the third year, insurees would have to have blood pressure at or under 140/90, glucose at or under 125, and cholesterol at or under 245, to avoid the higher deductible. Cheatham said it will be one of several initiatives to promote healthy lifestyles. "PEIA is finally getting to the place where we have the tools for members to take care of themselves," he said.

Other tools include an online version of the Healthcare Bluebook, to compare provider cost and quality for 143 common medical procedures, as well as for 115 commonly prescribed prescription drugs. Josh Sword, who represents teachers on the Finance Board, noted that part of the reason for the benefit cuts is that employer premiums for PEIA have not increased in three years. Cheatham said PEIA could not consider a premium increase this year because the governor's budget recommendations for the 2015-16 fiscal year does not include additional funding for employer premiums for PEIA.

Public hearings are scheduled for Nov. 10 in Beckley, Nov. 13 in Huntington, Nov. 17 in Martinsburg, Nov. 18 in Morgantown, Nov. 19 in Wheeling and Nov. 20 in Charleston. "I think it's important for us to have public hearings, to get input on the big issues we know we're going to face, not just this plan year, but the next," said acting administration secretary Jason Pizatella, who serves as chairman of the Finance Board.

Reach Phil Kabler at philk@wvgazette.com, 304-348-1220, or follow @PhilKabler on Twitter.
Upcoming Public Hearings for Plan Year 2016

10/17/2014

Let Your Voice Be Heard!

The PEIA Finance Board is proposing significant changes for Plan Year 2016 and wants your input! The changes will be available at www.wpelia.com by the end of October and at the public hearings below. Registration for the 6 p.m. hearings starts at 5 p.m. You must register to speak. If you can’t attend a hearing, you may provide input by completing an on-line survey, which will be available at www.wpelia.com by the end of October.

Monday, Nov. 10, 2014 - Beckley
Tamarack - Ballroom A
One Tamarack Park, Beckley, WV

Thursday, Nov. 13, 2014 - Huntington
Marshall Medical School - Harless Auditorium
1600 Medical Center Drive, Huntington, WV

Monday, Nov. 17, 2014 - Martinsburg
Holiday Inn - Foxcroft Ballroom
301 Foxcroft Avenue, Martinsburg, WV

Tuesday, Nov. 18, 2014 - Morgantown
Ramada Inn - Grand Ballroom
20 Scott Avenue, Morgantown, WV

Wednesday, Nov. 19, 2014 - Wheeling
WV Northern Community College - Auditorium
1704 Market Street, Wheeling, WV

Thursday, Nov. 20, 2014 - Charleston
Charleston Civic Center - Little Theater
200 Civic Center Drive, Charleston, WV

Customer Service -- PEIA will provide customer service in each location from 5-6 p.m. If you have questions about medical, prescription or life insurance benefits, come early and get answers. If you can’t attend a hearing in person, please submit comments in writing to the address on the other side of this card, or by e-mail to: PEIA.Help@wv.gov.

Contact:
Customer Service
1-304-558-7850, 1-888-680-7342
peia.help@wv.gov
Registration for myApps on the West Virginia State Auditor's website is required in order to view your pay stubs and W-2. Beginning in April 2015 it also will be required in order to submit leave requests and to see your timecard.

Please register now! You will need a valid FSU or Pierpont C&TC email to register.

INSTRUCTIONS

It's easy, it's free, and YOUR pay and tax information is right at your fingertips, accessible to you 24/7!
PAY STUBS AND W-2’s

State employees may view their pay stubs and W-2 forms at any time. To view/print your pay stub and/or your W-2 form, please go to the West Virginia State Auditor's website (https://www.wvsao.gov/). You will be on a screen that looks like the one below.
Click on "myApps" and it will take you to the following screen.

Click on the blue words "Sign Up!" which are next to "New to myApps."
The following screen will appear.

After you have read the terms of the contract, click on the box before the statement "I understand and agree to the terms of this contract as stated above" and click "Next."

Original courtesy of Shepherd University HR Office, 09 2014
Revisions and additional content by FSU and Pierpont Community & Technical College HR Office, October 2014
After you click "Next," the following screen will appear. Click on the "State Employees" button and you will be taken to the next screen.
This screen allows you to enter information required in order to complete the sign up process.
The required information includes:
First Name
Last Name
Address
City
State (select from drop down box)
Zip
Social Security Number (with no dashes) Confirm
Social Security Number (with no dashes)

You will then type in the code shown in the box and click the "Sign Up" button. A confirmation page should appear. You will be sent an email message from the Auditor's Office with your temporary password. (Be sure to check your junk email folder if the email is not in your In box.) If you have not received an email from the Auditor's Office within a half-hour, call the Help desk at 304-340-4850 or 304-340-4854.
Once you receive your temporary password, go to the West Virginia State Auditor's website (https://www.wvsao.gov/) and click on MyApps.
The following screen will appear. This time you will enter your email address and your temporary password.
Once you have logged in, the following screen will appear. From this screen you can change your password. (You should change your password from the temporary password to a password you will easily remember.) To change your password, click on "Change Password" in the "myAccount" box at the top of the screen.
The following screen will appear.

Enter your temporary password in the box labeled "Old Password." Enter your new password on the next line. Enter your new password again in the box labeled "Confirm Password" and then click "Change Password." Your new password will be saved.
You will now be back at this screen. To view your pay stub (or electronic deposit), click on "eNODS/E-Paystub" in the "Employee" box.
The following screen should then appear.

You will then be able to view your electronic deposits (pay stub) by clicking on the links that are blue. You also can print your pay stubs from that screen. You will notice that some of the dates are in black and some are in blue. The dates in black are the dates your pay stub is loaded into the payroll system. You will not have access to those funds until the date shown in blue.

Original courtesy of Shepherd University HR Office, 09 2014
Revisions and additional content by FSU and Pierpont Community & Technical College HR Office, October 2014
If you wish to view your W-2 form, click on the word "W-2s" in the "Employee" box.
The following screen will appear. Click on the year you wish to view your W-2. You can print your W-2 form from this screen.

When you have finished viewing all the information that you want to see, be sure to click on the words "Sign Out" at the top of the screen. This will sign you out of the State Auditor's website and ensure that no one else will be able to view your information.
BI-WEEKLY PAY CALCULATOR

You can also access the State Auditor’s site’s bi-weekly pay calculator from myApps, to give yourself an advance look at how the move from twice-monthly to bi-weekly pay will affect YOUR budget.

Go to the West Virginia State Auditor's website (https://www.wvsao.gov/) and click on MyApps.
The following screen will appear. Select and click on "myAppsv2." When the login screen pops up, enter your email address and your password as for "myApps."
When this screen pops up, click on the orange "Employee" square in the upper left:
This screen should appear, and you will see the blue button labeled “Bi-Weekly Payroll Estimator” right below the heading, “eNODS/Paystubs.” This is another way to access your paystubs and W-2’s, too:

To access the bi-weekly pay check calculator, click on the blue button. You will be shown your past two pay dates and the deductions and net, and, at the bottom, your estimated bi-weekly pay.

Be sure to sign out so that no one else can view your information!

Original courtesy of Shepherd University HR Office, 09 2014
Revisions and additional content by FSU and Pierpont Community & Technical College HR Office, October 2014
Additional Information:

The Auditor's Office recommends that you review any voluntary pay deductions/reductions and modify them, if necessary, based on 26 pays per year rather than 24. For example, employees who currently (with 24 pays per year) have $200 per month ($100 per pay day) going into a 403(b) tax shelter should estimate the annual amount and divide it by 26 to get the new per-pay-day amount for the tax shelter salary reduction. ($100 x 24 = $2,400 annually / 26 = $92.30 New per pay period amount.)

Any automatic deposits to savings or credit unions should also be reviewed. In addition, employees are advised to review automatic withdrawals from checking accounts to make sure the bi-weekly pay cycle does not result in any overdrafts of their checking accounts.

A faculty member in the FSU School of Business will present a workshop for all employees next semester, offering employees budgeting tips to help with the move to bi-weekly pay.

In addition, two finance faculty members from WVU are working with the Auditor's office to develop an educational program on family budgeting in preparation for the bi-weekly pay cycle. They will have worksheets the employee can use to plug in his/her own information to help analyze the impact of the bi-weekly pay cycle on the family's finances. These faculty members will be working through the Extension Service and will be making contact with each state institution and agency. We do not yet have a final date for when this will start, but we will pass along any information we receive as it's made available.

Please note that the FSU and PC&TC Human Resources Office has a computer available for you to use to set up your myApps account. Please stop by the office in 324 Hardway between 8:00 a.m. and 4:00 p.m., and we will be glad to help you.

Original courtesy of Shepherd University HR Office, 09 2014
Revisions and additional content by FSU and Pierpont Community & Technical College HR Office, October 2014
Halloween Cake Decorating Contest

Calling ALL Cake Decorators

✦ The Classified Staff Council will be holding a Halloween Cake Decorating Contest
✦ All participants will have their cakes judged by monetary donation
✦ The cake with the MOST DONATIONS will be claimed the WINNER and will have exclusive bragging rights across campus
✦ ALL CAKES will also be available for you to take home through a RAFFLE
✦ TICKETS: 1 ticket for $2 and 3 tickets for $5

DETAILS:

✦ When: Friday, October 31 from 9:00 to 1:00
✦ Where: Turley Center
✦ Entry Deadline: October 27 (See accompanying Registration Form)
✦ Contact: Alicia Nieman @ 4098 or Alicia.Nieman@fairmontstate.edu

All entry votes and raffle ticket purchases will go to the Classified Staff Council Student Scholarship
Friday: October 31, 2014

9:00 am – 1:00 p.m.

Turley Center

Cake Decorating Contest Entry Form

Name: ____________________________

Department: _______________________

Contact Information: _______________

Description of Cake: _______________

Does This Cake Contain Nuts? YES or NO

RULES:

❖ All cakes will be judged by monetary donation. The cake with the largest sum of money collected will be the winner and will hold claim to bragging rights for the best decorated Halloween Cake. (Until next year!)
❖ All cakes entered will also be raffled—1 ticket for $2 and 3 tickets for $5
❖ Winning Cake and Raffle Drawing will be held at 2:00 p.m.
❖ Return Entry Forms by October 27 to participate in contest.
❖ Questions? Contact Alicia Nieman@ 4098 or Alicia.Nieman@fairmontstate.edu

**All donations and raffle proceeds will go to the Classified Staff Council Student Scholarship Fund**
Hope everyone is having a fabulous Semester!! October is about to bid farewell for 2014, but not without an FSU CLASSIFIED STAFF Pot Luck Luncheon.

All classified staff and honorable others are welcome:

Bring your ghoul-friend

Your mummy or witch ever
coworker, but make no bones about it; there will be good food and good fun.
WHEN?  October 31, 2014  WHERE?  Technology Bldg
11:00 – 1:00  Room 300

COME IN COSTUME AND CELEBRATE CLASSIFIED STAFF!!

Please contact Tami Winston:
twinston@fairmontstate.edu
Holly Fluharty:
hfluharty@fairmontstate.edu or Becky Miller: rmillerr1@fairmontstate.edu with the dish you wish to bring.

Hope to see you there. . . .

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Committee Reports

Benefits committee
- Senator Stollings met with members of WVU CSC legislative committee and was surprised that PEIA benefits cost for employees is income based, and that yearly raises are reduced when the employee moves to the next level of PEIA cost. Sen. Stollings would like examples from the institutions of affected employees and the amounts they lost.
- Emeritus status for classified staff: Shepherd has a policy that matches faculty emeritus program for retired staff. This also keeps retired staff connected to the institution, and helps the foundation with their contributions. CSC committee reviews names of retired staff within the year and makes recommendations.
- PEIA has partnerships with various medical organizations throughout the state, including MSU. Benefits include no co-pay, reduced rec center rates and free generic drugs.

Event committee
- Stonewall resort is pricey for the leadership conference, I will contact Carol England for possible discount.
- Hawks nest retreat: Will give 10% room discount, conference room is reserved with an outside vendor, and has not been contacted yet.
- Ken asked members to begin thinking about who we want to speak at leadership conference, as well as issues we want to discuss. He suggested we discuss the development of a unity agenda between all HE employees to pursue the legislature for more state funding.

Legislative committee
- Communicating with state leadership: ACCE has excellent communication with current members, but the election could change who we need to inform.

Student/Employee enrichment committee
- Information collected from the institutions last year regarding tuition waivers is being compiled.
- Committee is looking for any ideas from CS regarding benefits they want.

Communication/Presentation committee
- LOCEA presentation occurs before our next meeting, and must be completed today
- Website is being developed for minutes, members, meetings and committees pages. Should be available for review within the month.
- Joomla website is also being developed so that pages of the website can be updated by different members.

Trish Clay Liaison Report
- RFI responses were due 9/23, received 4 responses from vendor
- 3 for compensation: 2 were for the complete job, 1 more of a software proposal
- Prices Ranged 990,000 – 1.3 million
- Trish feels positive that we can get started with work on salary compensation schedules for all 3 categories of employees.
- RFP will include PIQ review and job descriptions for faculty and NC
- Trish feels that the info. Given by vendors is sufficient to begin writing the RFP, and we do not need to meet with vendors for clarification of their answers in the RFI.
- Regarding RME, ACCE would like more information about the responses given by the vendors.
Regarding the communication issue between the commission, council, LOCEA, ACCE, faculty senate, etc., Trish would like to hire an intern to do this.

May 2014 resolution from LOCEA: What is the timeline for completing the items in the resolution? Trish is required to report to LOCEA quarterly on progress. Last reported in August.

Ken Harbaugh asked Trish to make the draft RFP available to all constituent groups (ACCE, ACF, HR).

Trish has informed CHROs that their job titles are to be up to date.

Paul asked what is being done to educate less knowledgeable legislators about the importance of funding. Trish said that HEPC has set-aside the funds left over from the $500,000 given each year from the legislature, and will use that. Half of the OASIS position (Theresa Webb) and all of the Dir. Of Comp/Class position are paid out of this money. Trish suggested the interims might be a good time to approach non-LOCEA legislators about the cost of the new study/implementation, but said that she concentrates her attention on Sen. Plymale.

Debbie Cruz asked how the HEPC can assure classified staff that the efforts of the new RFP will not be wasted, since they are only an advisory board and power truly belongs to the individual BOGs.

OASIS HR, payroll, time, modules have been delayed until April 1st. Trish would like this to be put off until July 1, because of 9 month faculty and 1039 staff.

WVU faculty is partnering with the extension service to develop financial planning workshops for staff of all schools

7.7% decrease in net pay amount will be realized when bi-weekly pays begin

OASIS does monthly newsletter with updates available on the wvoasis websites.

Work week will change to 12:01 AM Sat – 12 AM Friday (It is now Sun-Sat). This might affect the first bi-weekly pay amount for weekend workers.

HEPC has screened applications for the VCHR job search and will schedule interviews soon.

Campus Concerns

Some ACCE members are still having difficulty attending meetings due to institution roadblocks, in spite of the memo to Presidents from the Commission/Council.

ACCE reps need to encourage staff councils to become engaged with classified staff, and to be active in recruiting more people to attend CSC meetings. Suggests having special topics, inviting people to speak, and getting CS on committees. CSC should be involved with new employee orientations.

President Gee

President Gee spoke about the importance of remembering who we work for: the students. Without them, we would not have jobs. They can get a degree in their pajamas, so we must offer them something they can't get in their pajamas.

He is very interested in expanding the Presidents’ Council to include members of all employee groups, after the Presidents have finalized their unity agenda.

Higher Ed needs to talk about what we do well, instead of what we need.

The state does not contribute enough money to HE to have the oversight they do.

WV needs to put more kids through college and then provide jobs that keeps them here.