

Bluefield State College Classified Staff Council

Meeting Minutes

February 11, 2016

Council Members Present: Deirdre Guyton, Carolyn Kirby, Kim Reed, David Thomason, Lisa Bennett, Jerry Conner, Bryan Edwards, Randy Carroll, Louie Belt and Angie Wassum (via phone)

Council Members Absent: Jane Richardson and Darlene Gilley

Guest: Daniel Frost

The meeting was called to order by Carolyn Kirby, Chair, of the Classified Staff Council at 2:35 pm.

Motion to approve the minutes of the January 21, 2016 was done by Kim Reed and second by Bryan Edwards. Motion carried unanimously.

Old Business

1. **Personnel Issues**—Letter approved in the last meeting to be drafted and sent to the President was written and sent to her about the concerns that were expressed. We are waiting for her response. The chair thanked everyone for their input. Any questions or comments. Question: Did she acknowledge the letter? Ans. No. Question: Did we put a read receipt? Ans.: No read receipt was placed on it.
2. The **holiday calendar** has been approved and sent out. Karen Gordon has started placing dates on the web calendar. Will give it to Scott to place on the payroll calendar as well.
3. The process has been started for **Employee of the Year Awards**. By now everyone should have received a listing of eligible employees and the form to complete. We will be following policy. Policy states that all nominees for Classified Emeritus will be submitted to the President. Question: Is she selecting them? Ans.: Yes.

Question: Does that go against our constitution? Ans.: It is not in our constitution. Employee of the year is not in our constitution. Only the elections. Comments: I know that in the past we have picked Employee of the Year. And this year we were sent the policy.

Question: I need clarification on who will be selecting the Employee of the Year. Ans.: Classified selects the Employee of the Year (classified and non-classified). We will vote through survey Monkey on this. The President selects Classified Emeritus. All information will be forwarded to the President.

4. **Tobacco Free Campus**—We talked the last time about Tobacco Free Campus. Dr. Woart presented to the College Council requesting support of this campus becoming tobacco free. We are still along a long way from that going to policy. But the initiative

is there to go in that direction. There were several questions as to how it would be enforced. There will be a new policy instead on an amended one. He will be getting together with the Task Force to discuss these issues.

New Business

1. **Employee Rights Training.** We talked about bringing in someone to come in to discuss employee rights—what are our rights? It was suggested that now that the policy has been implemented, we would like to know what classifies “bullying” in the workplace. This would be someone who has an expertise level as to train employees as to when the “line” has been crossed.

Question: Just about bullying? Ans.: Well your rights in associated with that type of behavior. Comments: It was suggested that all rights be covered. If the group was surveyed as to what training we would need in conjunction with this training, what is another suggestion? Ans.: Series eight. The complete Series Eight. Have someone from HEPC come in and let employees know what their rights are as in the grievance procedure; what dictates what would be a grievable process, etc. Because it seems that we are losing more and more “employee rights” (i.e., the hiring policies are not being followed; we create a hiring committee that makes recommendations and then it is circumvented because somebody does not like somebody. So, how are we considered an Equal Opportunity Employer how are we complying with Affirmative Action, and why even have a façade of having a hiring committee when their recommendations are not being adhered to.) We are losing rights, positions we are not adhering to the policies that have yet, we are creating more policies.

2. Disclosure Issues in regards to have. There are emails that are written forms or derogatory statements about an employee or employees about their abilities or departments abilities. When that information is written about an employee or department, we want to know when someone is complaining about them or the department. We are “catching” it through the wind and we have that right to know when someone is saying something or complaining. Again, employee rights. We need to know when a complaint is being made about us.

Question: How do we address these issues? Comments: For example, if your supervisor and their boss and they send an email about you concerning your performance and emails are being sent back and forth and you know nothing about it, then you would like to know right off the bat. Here is a better example, you are accused of creating a hostile working environment for someone and you are never even questioned or included in the “investigation” and then you get a letter saying no wrong doing was found however, you acted in an unprofessional matter. . .well, if no wrong doing was found, how could you act in an unprofessional matter? Well, at least in that circumstance you knew about the complaint. . .and you did not get to defend yourself. . .that is exactly right. Well, that is something that comes out of the HR Office. Due process. We want due process and full disclosure. False accusations are being made and we need to have the right to say that it is or it is not true.

So, how do we proceed? Perhaps that is something that we can have answered in our training. They can further explain where we to go and what are our steps.

3. **Classified Council website updates**—send a photo to Carolyn by February 19th. You can either send a picture of have one taken and email to her and she will send to Karen to update. An email reminder will go out.
4. Concerns about departments with vacancies available. Comments: There have been personal conversation with employees and a report was going to be written so that the chair could discuss the situation with who she was to discuss it with. We had a meeting about Legislative updates this morning and that report that they talked about from HEPC and some of the things they discussed in the budget reduction and they were expecting institutions to do was cut positions. If you don't take care of what you got, you are going to end up like Montgomery. They will outsource. What they are doing is either not filling the positions or hiring temporary's to fill them. Now they are just bouncing people around. We ended up calling the Dept. of Labor because they were sending employees from one temporary agency to another until they had to fill the position. For example, they blamed one person in an office for filing issues and it was not the person who did it, but the person who was filling in. Some issues were discussed with a worker who went back and made the recommendations and was told that they could not do that. Or , they don't fill positions because they are scared someone they don't like will apply. Or, they are taking monies away from positions and making other positions or creating positions on the buddy buddy system.

We know we have the Maintenance Department vacancies, the Business Department vacancies and the Computer Center vacancies. Are there any others? We don't have a full-time IT person on campus anymore because they have to travel to Beckley one day per week. And if something needs to get done and they are not on campus, it is expected that the others can do it. Now we are expecting our students to do the work yet the president gets a \$13K raise.

One of things that has bothered me today was her saying that 90% of her time would now be spent in Charleston with the legislative session. My concern is who will be running the institution? I have a concern about that. It always comes down to when filling positions is that, "We don't have the money?" How much have we spent outsourcing to Southern Air? Have you had your PIQs updated or evaluations? Some have not had evaluations in three years.

Summary:

We know that evaluations have not been done, thus PIQs are not up to date (reviewed). How many employees have had their PIQs nor evaluated on a consistent basis. Therefore, we would like the following information:

- How many employees by job position have had their PIQs updated 1, 2, 3, and 3+ years?
- How many employees by job position have had their employee evaluation completed 2011-2014?

Motion: To move forward to HR for that information (Kim Reed/Jerry Conner). Motion carried.

5. **ACCE Report**—Will be sending you guys a report on the on the Market Study Report and the next steps they would be taking. It will not be a range instead of a step. Take a look at the report. I have a meeting on the 27th.

Question: When will it go into effect? Ans.: It has been done and has gone to the Legislature. It will not go into effect immediately. The salary is not in state Code. Is it going to be funded? If they have the money. But read the report and if you have any questions. . .shoot me an email. Will people be getting less pay under the new system? Not specifically. Was it discussed? No. They talked about how close or how little but no there was no real numbers. LOCEA just had a meeting on this and the report that I sent is just a preliminary.

PEIA—Democrats are holding Medicare hostage and Republicans are holding PEIA hostage. In the meantime you need to get your healthy form filled (by May 15th). It was suggested that you send it certified mail.

6. **BOG Report**—I received a phone call yesterday from Ms. Augenbaugh concerning the new hiring policy. What they are going to do seeing that they received a numerous amount of comments, they are going to ask the Board that they send it back to the school for more research.

Question: What was found out about them trying to cut out bumping rights for Grant funded jobs? Ans.: Actually, they were not trying to do that. What happened was in every job now because it is grant funded has a disclosure in the advertisement that says this is a grant funded positions, monies may not be available. So that is what that is saying. I had a F2F (face to face) meeting with her on that. It will not affect the bumping policies. That is State Code. Concord lost a position that was grant funded and they did not have bumping rights. How long ago? Several years ago. It has nothing to do with the hiring policy I have read it over and over and it does not affect the hiring nor does it affect the bumping policy.

7. Flower Fund--\$215.94. Working on the raffle.
8. Announcement and Next meeting
- a. Board of Governors Meeting February 18, 2016
 - b. Next Classified Staff Council Meeting will look at the schedule and get back to you.

Motion to adjourn (David Thomason/Jerry Conner). Motion carried.