In attendance: Brent Dotson, Melissa Graham, Angie Burgy, Pat Harris, Cyndi Dotson, Vanessa Chilcote, Al Collins, Beth Woods, Sami Kincaid, Autumn Bender, Kim Hitt, Samantha Copen, Curtis Shriver, Jolene Sink, Kaylee Stewart, Brooke Buchanan, Austin Fields, Jackie Bennett and Kim McFee.

Brent Dotson: Call to order

Has everyone had a chance to review the meeting minutes for Aug., Sept., Oct. and November?

Can we get a motion to approve minutes? Motion by Pat Harris. Second by Melissa Graham.

Brent: Cody is not here today but he gave me his Board of Governor notes.

We will start out with the President's Cabinet meeting. I was not here for that but Cody filled me in on it. The Cabinet meeting in March was basically discussing the HLC visit. All dominated that meeting with his campus carry presentation, like he did with us last month.

Board of Governors met yesterday and they approved the "Pay rate for determining Market Rate" I will just read this section and give an overview.

"To measure the current market rate for staff members we started with the FY 2017 rates and adjusted them for each subsequent pay raise to arrive at a adjusted starting staff pay scale as included on the attached worksheet."

(I have attached the Board of Governors documents for all to read.)

(WVU Parkersburg paid off a long-term agreement with WVU in January 2024 resulting in an annual cash savings of \$256,052 which will be used to cover the cost of the increases proposed)

Kim Hitt- When does this new pay scale supposed to take effect?

Brent – They are working on that now. The Board just approved it yesterday and they are working on implementing that now. I'm assuming, like with all the prior raises that July 1 will be the target date.

Kim McFee – That document is in the agenda for the Board of Governors online, so everyone can see it.

Austin Fields – I'm pretty sure that right now there are like 30 employees that fall below that scale currently so they will be the ones that will be brought up.

And I was going to ask, that loan that was paid off, do you know what that was about? They always call it "the Energy Efficiency Loan" from WVU but I don't know what that means.

Brent – It had to do with replacing Led lights and all that kind of stuff throughout the campus. To make us more energy efficient to lower the energy bills.

Discussed the BOG policy on pay increase.

We will move on to Melissa Graham for her ACCE report.

Melissa: Trissa Humphreys and Tarin Woodford from HEPC joined the meeting going over the next steps in the process for Market study. All institutions should have already received information on a shared drive to upload job descriptions. This should be going through HR. They will be using those job descriptions and information to do a bench marking process for jobs with similar duties and pay scales.

They are discussing possibly inviting Staff Council Chairs and Board of Governor Reps from all institutions for a meeting, weather it's in person or Zoom, to get that started up again.

They are urging for any of us in Higher Education to reach out to anyone that is running for any kind of legislation office. Because this past year there was not many things put through legislation that was beneficial to Higher Ed, so they are wanted us to reach out to local legislature and get our name out and make them aware of what we are doing on campus and what we are trying to accomplish.

Vanessa – (Treasurer Report) – No changes in the Employee Emergency Fund = \$1105

Activity Fund – We did purchase some gifts for Staff Appreciation, they should be here Monday, due to problems with the card. Our new balance is \$5528.43.

The fund balances in the Foundation haven't changed but they should be changing next month, because they have had some checks written.

Brent – We will now move to the committee updates. We will start with Staff Appreciation.

Cyndi – We had wanted to do something all week long for this week but with the card issues and everything that didn't happen. We did purchase some gifts that we will be passing out next week after they come in for everybody. Hopefully next year we can do more of a week-long celebration with something every day. I wanted to do maybe a cookout or something but time got away from us and it just didn't happen.

Angie (Purse Bingo) – We have most of our themes taken care of but we still have some open themes out there.

Brent sent out the new letter for donors, and if everyone could reach out and try to get a purse or 2 sponsored then we can have all of our sales pure profit to go to the scholarships. We have some really cheap prices from \$17 up to \$100.

Brent – The letter is available for any one who would like to silicate some businesses to help sponsor a purse just let me know and I can provide that to you.

Angie - We always have the sponsors listed on the purse, the bingo caller also announces the sponsor, so they do get the recognition.

Brent – Plus this year, we will be providing the list of donors to the Foundation and they will in turn send them a "Donor Acknowledgment Letter" that they can use on their taxes.

Brent – Update on the Staff Evaluations. The meeting times have gone out for the trainings. HR will be present at all 4 of those meetings, as well as many of the members of the Evaluation team that can be there.

Jackie – If anybody here did not get the email, please let me know and I can resend it to you. At the end of today or Friday, everyone that registered for a session, doesn't matter which one, will be sent a calendar invite.

Brooke Buchanan – I received a wrike request to record those sessions. Do we need to record all 4?

Brent – No. just one of each. They will be the same presentation; the only difference would be questions.

Kim McFee – I sent it out for both on Thursday. I figured that would be easier for you guys.

Brent – The trainings will be recorded, that doesn't lighten up the mandatory notification from the President as far as attending the training. They are being recorded for those individuals that already had annual leave scheduled or had other obligations and could not attend. Plus, it will be used for future new employees to receive that training when they are hired.

I also want to stress to everyone that we will be using the new evaluation tool this year, but this year will simply be the base line for moving forward. This tool is designed for performance compensation. That is the reason it was put together and that administration wanted staff to be the ones to put it together is for performance-based raises. But this first evaluation can't be used that way. Because we are coming off of the old evaluation tool into the new tool and they do not mesh together. It's like comparing apples to oranges, they are 2 different things. So, this first evaluation will be a base on which we can build onto next year. The only thing that will be brought across from last year will be goals. Any goals you had last year can be brought forward.

Just because the tool is designed for performance-based raises, that does not mean that every employee is guaranteed to receive a raise every year. The trainings are going to important for everybody so that you are aware of how the tool will be used.

Kim McFee – I think you should say that to everyone on camera so that it can go out to everyone.

Brent – So we will have Staff Assembly, I was going to address it then. Do you think it needs to go out sooner?

Kim – I was just thinking that a lot of people out there don't even know what this evaluation process is and what you just said telling them that this is a base line for future compensation I think would be very handy to know.

Al Collins – I have a question about the trainings. Are the afternoon and midnight people only going to get the video training so that they can't question anything?

I get this from the afternoon people all the time that nobody on this college cares about us if we don't work until 4pm or after.

You don't do special things at Christmas time, you don't do special things at employee appreciation time, you don't do special things with training times. We've tried to catch them but

Brent – But the point is they can still come to the trainings during the afternoon and be a part of that

Al – And one of the things is "why don't you do it at 8pm and tell all the day people that they can come in at 8pm. It's open to you." That's what they are saying. You're asking them to take their time off and come in for trainings, not that we are going to make training at 6pm or at midnight when it's convenient for them.

Jackie – I sent out a request for feedback. It was digital, open 24/7.

Brent – Nobody gave us any feedback when it was out there. They had the opportunity. That's part of our problem, it's a two-way street. If anyone has an issue they need to voice it.

Al – This has been voiced for years. That's why we do some of the stuff we do for them now because of things that I have said and, you know because you came from midnights, you know, what did you get involved in when you were on midnights?

Oh yeah, we're having a big old cook-out for staff appreciation and we will leave you some cold burgers that we fried earlier today. That's not what we do now because we've listened to you and other people in the past and said we will have someone come out or we will leave food with you and let you guys cook it with the grill and everything will be there.

Brent – And it's so hard for the 11:30 - 7:30 people. I mean what time can you do that for those people? It's too difficult, what are you going to do? What suggestion would there be?

Al – Like this training. It's not hard to have a training later in the afternoon. Just do one. This is very consequential, this is going to effect you from here on out.

Kim – What do you consider later in the afternoon? There is one from 2-4.

Al – But they start work at 4, so your saying

Brent – Midnight starts at 11:30, so, how do we? I don't have a problem asking Kim Legg to do a special training just for them that wouldn't be an issue. She's pretty flexible but, I don't know what the contract says.

Kim – I don't see her coming out here at midnight.

(Laughter)

Brent – Well no, I was thinking 6, 7 maybe 8? * might be a little late

Al – I was thinking 6-8, because it's a 2-hour training. I was thinking more of the afternoon people then the midnights.

Brent – But we want to give them a voice.

Al – I do. I want to make sure we are advocating for everybody.

Brent – And when they come in for that they can clock in for it, and get paid.

Al- That's what I tell my guys. I tell them to make sure they clock in.

Brent if they are required to be here they are on the clock.

Al – Unfortunately, a lot of times what we say is you guys make way, we are not going to bend over, you guys bend over. We are not going to make accommodations; you guys make accommodations.

Brent – I will have that conversation with Kim Legg today when I send the evaluation tool back to her.

Al – And again, I'm not meaning to degrade what we've done it's just a lot of times we forget them. It's like they're an afterthought. Well we are going to video it so you guys can watch the video. But then they can't have any input in it. We can do a response thing where they can say something but it's not the same as being there. And it lets you know that the college values you. Because who's probably the least valued people? It's the midnight people feel the least valued of anybody.

Brent – I will see if that's a possibility with her schedule and how she's contracted with us and we will go from there.

Al – We can also ask the midnight people and ask them if they need a separate training or if they are ok with just watching the video? They may be just fine with it.

Brent – I'll shot an email out to Belinda then and have her check with them this evening.

Al – That will work. I just want them to know that we are thinking about them.

Brent – I will reach out to both. I'll ask Belinda to ask her group and get back to me tomorrow and I'll ask Kim Legg if it would be a possibility to do a third training, later in the evening for them.

Cyndi – That would just be a staff training right, not the supervisor?

Brent – Belinda is a supervisor, but she would have to come during the day. I don't think we would do 2. I don't know, we'd have to check on that.

New Business:

Brent – Board of Governors Rep. It's election time. Cody's term expires in June. Next meeting next month will be Staff Assembly, during that time I will solicit nominations and/or volunteers for the Board of Governor's Rep.

Let's move on to Employee of the month.

Cyndi – This was a very close vote. The Employee of the month for April is Darren Pettus.

Brent - Motion to adjourn - Melissa Graham

2nd – Angie Burgy

West Virginia University at Parkersburg Board of Governors Meeting of March 19, 2024

ITEM:

Approval of inflation-adjusted staff Mercer pay

scale and corresponding equity pay

adjustments

RECOMMENDED RESOLUTION:

Resolved, that effective July 1, 2024, the West Virginia University at Parkersburg Board of Governors approves the inflation-adjusted staff Mercer pay scale and a proposed wage adjustment necessary to bring current salaries in line with the new minimum for all staff and the 25th percentile of the current scale for all staff

with at least five years of employment.

STAFF MEMBER:

Alice Harris, Executive Vice President of

Finance & Administration

BACKGROUND:

The last adjustment of the Mercer pay scale was in fiscal year 2017. WV Statue requires that all non-faculty employees be compensated at the minimum rates established by the Mercer scale. However, the State has not adjusted these rates for inflation or to reflect across-the-board staff pay raises that have been authorized in state budgets since 2017. Additionally, starting salaries have not kept up with current market values. As a result, it has become nearly impossible to hire and retain the qualified staff necessary to provide an outstanding educational experience for our students.

Determining Market Rate:

To measure the current market rate for staff salaries we started with the FY 2017 rates and adjusted them for each subsequent pay raise to arrive at an adjusted starting staff pay scale as included on the attached worksheet.

If approved, all staff (classified and nonclassified) whose wages fall below the new minimum levels will receive a pay increase to adjust their salary to the minimum. In addition, all classified and nonclassified employees with five or more years of service will be adjusted to the 25th percentile of the scale or a maximum of \$5,000. The application of the new staff pay scale utilizes a methodology that is consistent with the way the new faculty pay scale was implemented last September. The total estimated cost including payroll taxes and benefits is \$227,700. WVU Parkersburg paid off a long-term lease agreement with WVU in January 2024 resulting in annual cash savings of \$256,052 which will cover the cost of the increases proposed above.

Approved by Bog.

LREG	Late Registration Fee	25.00
LTPF	Late Tuition Payment Fee (per each payment deadline)	25.00
LSCF	Legal Studies Course Fee (per course) (LS 210, LS 220)	30.00
MATH	Mathematics Laboratory Fee (per course) (MATH 120E, 125E)	35.00
MDSP	MDS Senior Project Fee (per course) (MDS 491, 492)	450.00
MUSA	Music Advanced Course Fee (per course) (MUSI 390)	450.00
NURF	Nursing Fee (NURS 134, 144, 174, 234, 235, 244, 260)	200.00
NURL	Nursing Lab Fee (NURS 134, 144, 174, 234, 235, 244, 260)	250.00
NURS	Nursing Testing Fee (NURS 134, 144, 174, 234, 235, 244, 260)	240.00
LKIT	Online Biology Lab Kit Fee	150.00
GKIT	Online Geology Lab Kit Fee (per course) (PSCI 112)	100.00
PSFE	Parking & Safety Fee (per semester) (excludes online programs & Early College)	25.00
	Parking Permit Replacement	5.00
PCLF	Patient Care Tech Lab Fee (per course) (PCT 101, PCT 102)	70.00
PCTF	Patient Care Tech Testing Fee (per course) PCT 101	450.00
PCTF	Patient Care Tech Testing Fee (per course) PCT 102	389.00
PTEC	Pharmacy Tech Lab Fee (per course) (PTEC 101)	50.00
PTCF	Pharmacy Tech Testing Fee (per course) (PTEC 101)	30.00
PTCF	Pharmacy Tech Testing Fee (per course) (PTEC 121)	200.00
PLTF	Placement Testing Fee	10.00
EVAL	Prior Learning Assessment Evaluation	100.00
	Proctor Exam Fee	25.00
	PSB-ST Exam Fee	20.00
	Returned Check Service Fee	25.00
LABF	Science Lab Fee (per course)	50.00
SACT	Student Activity Fee (per semester) (excludes online programs & Early College)	25.00
	Student ID Card Replacement	10.00
STLF	Surgical Technology Lab Fee (per course) (ST 100, ST 110)	255.00
STSM	Surgical Technology Student Membership Fee (per course) (ST 100)	80.00
SURG	Surgical Technology Testing Fee (per course) (ST 100, 211)	115.00
SURG	Surgical Technology Testing Fee (per course) (ST 110)	280.00
SURG	Surgical Technology Testing Fee (per course) (ST 212)	50.00
TECH	Technical Program Fee (per course) (All ATPT, CMAT, ELEC, IDIT, IM, INDT, IST, MTEC courses)	150.00
TECF	Technology Fee (per credit hour)(excludes Early College & technical course)	25.00
	Transcript Fee (all requests)	10.00
	Transcript Fee (expedited)	0.00
WELD	Welding Course Fee (per course) (All WELD courses)	225.00

This proposal does not preclude the possibility that the WV Legislature will provide funding for another across-the-board pay increase for all state employees. Should this happen, such pay raises will be added to current base salaries when calculating whether an equity adjustment is necessary. Anyone below the new minimum, or the 25th percentile for employees with five years of service, will receive an additional equity adjustment.

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3	\$	13.13	\$	25,604	\$	29,450	\$	33,300	\$	37,150	\$	41,000
4	\$	15.13	\$	29,504	\$	33,950	\$	38,400	\$	42,850	\$	47,300
5	\$	17.54	\$	34,203	\$	39,300	\$	44,400	\$	49,500	\$	54,600
6	\$	20.26	\$	39,507	\$	45,450	\$	51,400	\$	57,350	\$	63,300
7	\$	23.44	\$	45,708	\$	52,500	\$	59,400	\$	66,250	\$	73,100
8	\$	27.08	\$	52,806	\$	60,700	\$	68,600	\$	76,500	\$	84,400
9	\$	31.28	\$	60,996	\$	70,150	\$	79,300	\$	88,450	\$	97,600
10	\$	36.15	\$	70,493	\$	81,1 00	\$	91,700	\$	102,300	\$	112,900
11	\$	41.79	\$	81,491	\$	93,750	\$	106,000	\$	118,250	\$	130,500
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3	\$	13.39	\$	26,116	\$	30,039	\$	33,966	\$ 37,893	\$	41,820
4	\$	15.43	\$	30,094	\$	34,629	\$	39,168	\$ 43,707	\$	48,246
5	\$	17.89	\$	34,887	\$	40,086	\$	45,288	\$ 50,490	\$	55,692
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7	\$	23.91	\$	46,622	S	53,550	\$	60,588	\$ 67,575	\$	74,562
8	\$	27.62	\$	53,862	\$	61,914	\$	69,972	\$ 78,030	\$	86,088
9	\$	31.91	\$	62,216	S	71,553	\$	80,886	\$ 90,219	\$	99,552
10	\$	36.87	\$	71,902	\$	82,722	\$	93,534	\$ 104,346	\$	115,158
11	\$	42.63	\$	83,120	\$	95,625	\$	108,120	\$ 120,615	\$	133,110
12	\$	49.33	\$	96,188	\$	110,619	\$	125,052	\$ 139,485	9	153,918

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2	\$	11.96	\$	23,314	\$ 26,790	\$	30,257	\$ 33,724	\$	37,191
3	\$	13.79	\$	26,899	\$ 30,940	\$	34,985	\$ 39,030	\$	43,075
4	\$	15.90	\$	30,996	\$ 35,668	\$	40,343	\$ 45,018	\$	49,693
5	\$	18.43	\$	35,934	\$ 41,289	\$	46,647	\$ 52,005	\$	57,363
6	\$	21.29	\$	41,506	\$ 47,750	\$	54,001	\$ 60,252	\$	66,503
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11	\$	43.90	\$	85,614	\$	98,494	\$	111,364	\$	124,233	\$	137,103
12	\$	50.81	\$	99,074	\$	113,938	\$	128,804	\$	143,670	\$	158,536

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1	\$	11.43	\$	22,285	\$	25,266	\$	28,260	\$	31,254	\$	34,248
2	\$	13.04	\$	25,420	\$	28,890	\$	32,357	\$	35,824	\$	39,291
3	\$	14.87	\$	29,005	\$	33,040	\$	37,085	\$	41,130	\$	45,175
4	\$	16. 9 8	\$	33,102	\$	37,768	\$	42,443	\$	47,118	\$	51,793
5	\$	19.51	\$	38,040	\$	43,389	\$	48,747	\$	54,105	\$	59,463
6	\$	22.37	\$	43,612	\$	49,850	\$	56,101	\$	62,352	\$	68,603
7	\$	25.71	\$	50,127	\$	57,257	\$	64,506	\$	71,702	\$	78,899
8	\$	29.53	\$	57,584	\$	65,871	\$	74,171	.\$	82,471	\$	90,771
9	\$	33.94	\$	66,188	\$	75,800	\$	85,413	\$	95,026	\$	104,639
10_	\$	39.06	\$	76,165	\$	87,304	\$	98,440	\$	109,576	\$	120,713
11	\$	44.98	\$	87,720	΄\$	100,594	\$	113,464	\$	126,333	\$	139,203
12	\$	51.89	\$	101,180	\$	116,038	\$	130,904	\$	145,770	\$	160,636

After \$2	2,300	increase FY	202	4					— —			
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1	\$	12.97	\$	25,292	\$	28,219	\$	31,146	\$	34,073	\$	37,000
2	\$	14.36	\$	28,002	\$	31,502	\$	35,001	\$	38,501	\$	42,000
3	\$	16.41	\$	32,000	\$	36,000	\$	40,000	\$	44,000	\$	48,000
4	\$	18.46	\$	35,997	\$	40,748	\$	45,499	\$	50,249	\$	55,000
5	\$	20.89	\$	40,736	\$	46,052	\$	51,368	\$	56,684	\$	62,000
6	\$	24.10	\$	46,995	\$	53,121	\$	59,248	\$	65,374	\$	71,500
7	\$	27.15	\$	52,943	\$	60,282	\$	67,621	\$	74,961	\$	82,300
8	`\$	31.05	\$	60,548	\$	68,911	\$	77,274	\$	85,637	\$	94,000
9	\$	35.39	\$	69,011	\$	78,633	\$	88,255	\$	97,878	\$	107,500
10	\$	40.32	\$	78,624	\$	89,843	\$	101,062	\$	112,281	\$	123,500
11	\$	45.20	\$	90,090	\$	103,068	\$	116,045	\$	129,023	\$	142,000
12	\$	52.00	\$	101,400	\$	131,050	\$	160,700	\$	190,350	\$	220,000