
West Virginia University Staff Council Meeting Minutes

February 20, 2019

8:15 a.m. – 12:00 p.m.

Mountainlair, Rhododendron Room

| Name | Title | Department | Present |
|-------------------|-----------------------------------|-----------------------------------|----------------|
| Baldwin, Joan | Nutrition Outreach Instructor | Extension Services | Yes |
| Browne, Thea | Administrative Assistant Senior | Main Library | Yes |
| Crabtree, Joan | Supervisor Campus Services | Facilities Management | No* |
| Dunson, Terrence | Campus Service Worker | HSC Facilities Management | No |
| Forquer, Burlene | Manager Food Service | Mountainlair Catering | No* |
| Gill, Yolanda | Administrative Associate | Accessibility & Auxiliary Service | Yes |
| Griffin, Barbara | Developmental Advising Specialist | Academic Degree Programs | Yes |
| Irons, Rusty | Trades Specialist I | Facilities Management | No |
| Martin, Lisa | Special Events Coordinator Senior | Event Management | Yes |
| Matuga, Amy | Administrative Associate | Physiology | No* |
| May, Crystal | Office Administrator Senior | Microbiology | No* |
| Morris, Jim | Assistant Vice President | HR Employee Relations | Yes |
| Musick, Dana | Administrative Secretary Senior | CEHS | No |
| Nichols, Melanie | Supervisor Campus Services | Facilities Management | Yes |
| Robinson, Shirley | Administrative Assistant | Academic Affairs Administration | No* |
| Runyon, Peggy | Campus Police Officer Lead | University Police Department | No* |
| Torries, Michael | Academic Lab Manager II | Chemistry | No* |

****Excused***

Guest Speaker: Kristi Wood-Turner, Ed.D., *Director, Center for Service and Learning*

Eric Murphy, *Assistant Director, Center for Service and Learning*

Andrew Facemire, *iServe Administrator, Center for Service and Learning*

Submitted By: Janelle Squires, *Administrative Secretary, Staff Council*

Call to Order

The meeting was called to order by Lisa Martin at 8:30 a.m. and a quorum could not be established due to several members not being able to attend.

First Business

Approval of January minutes could not be approved at the time of the meeting due to no quorum.

Janelle had emailed the group on Thursday, February 21 requesting approval of January minutes. Dana motioned to approve the January minutes. Crystal seconded. All in favor and motion was carried.

Treasurer's Report

By Joan Crabtree, *Secretary/Treasurer*

Joan had provided the report to Janelle prior to the meeting as she could not attend.

Joan reported a beginning balance of \$3,266.93 with the following expenditures:

18.51 (Office Supplies)

6.60 (Extra office keys)

1.13 (Postage)

21.20 (Phone)

185.85 (Travel)

= \$233.29 total expenses spent up to January 19, 2019

That leaves an ending balance of \$3,033.64.

Janelle sent out the Treasurer's Report to the group on Thursday, February 21 for approval. Dana motioned for approval of the Treasurer's Report. Crystal seconded. All in favor and motion was carried.

Chair's Report

By Lisa Martin, *on behalf of Michael Torries, Chair*

Michael thanked everyone who attended and provided input for the Staff Council Town Hall that was held on February 14 at the Mountainlair, Gold Ballroom. He sent Go Beyond Thank You ecards to Brent Bunner, Senior Marketing Communications Strategist, University Relations, and to Janelle, for their assistance in helping make it a success. Sharon Martin, VP for University Relations, also thought it went well and suggested to have an event like this in the future before the Staff Council election takes place.

Rob Alsop, VP for Strategic Initiatives, had notified Michael on February 14 that David Beaver, Senior Associate VP, Strategic Initiatives, has returned to the University to oversee the newly

created Auxiliary Services, upon which he asked Rob for an updated organizational chart of the University. Rob will provide that soon.

Nominations are currently being accepted for the 2019-2021 Staff Council representatives; Staff Council chair; ACCE representative; and BOG representative. Please consider nominating yourself if you would like to serve on Staff Council again or nominate someone you know. The nomination period will end on February 28 at 4:00 p.m.

Board of Governors (BOG) Report

By Lisa Martin, *BOG Representative*

Lisa reported they met on February 7-8 at the Erickson Alumni Center. To reiterate, Thursdays are delegated for committee reports and executive sessions followed up by the open meeting on Fridays.

They had some good conversations on Thursday, which was a long meeting that ended at 6:00 p.m. followed up by dinner where the discussions continued. Most of the discussion was centered around the Campus Carry Bill.

On Friday, they voted on Rules that were outstanding after being posted for a 30-day comment period. Among them were the Identity Protection Rule and Tobacco Free Campus Rule, as well as the Interest Consulting and Ethics Rule. Those passed unanimously.

There is currently a Procurement Rule that is out for comments from February 11 through March 13. That is featured on the BOG website.

Some other approvals relating to classes and degree programs were all approved unanimously, as well.

The next meeting is scheduled for Friday, April 12 at the Erickson Alumni Center during which we will have our annual Classified Staff Report to the BOG, which she is currently working on. Jim and Amber have assisted her in obtaining some information regarding classified staff numbers and some other info.

The Student Government Association (SGA) will also be giving a report to the Board.

She encourages all Staff Council members to attend, if possible.

Committee Reports

Tuition Assistance

By Barbara Griffin, *Chair*

Barbara reported there was recently a Sodexo employee who had reached out to us about Tuition Assistance because he used to be an employee in Dining Services and has utilized the

program in the past while a WVU classified staff employee. He was advised by Sodexo's HR rep to contact us regarding his eligibility.

Jim recalls that if someone was receiving Tuition Assistance at the time of transition, they could continue to receive assistance. Jim will refer to the Q & A that addressed that and follow-up with Barb.

Athletic Council

By Joan Baldwin, *Classified Staff Rep.*

Joan reported they will meet on March 6. She does not yet have an agenda. Email her with any questions.

Melanie requested information about their plans for the Natatorium/Shell building.

Tobacco Task Force Committee

By Lisa Martin, *on behalf of Michael Torries, Staff Council Rep.*

Michael reported there was a committee meeting on February 19 which he was unable to attend or call in. He will follow up with Mary Thompson, Project Manager, Strategic Initiatives, regarding the next meeting.

Guest Speakers

Staff Award for Excellence in Engagement

Kristi Wood-Turner, Ed.D., *Director, Center for Service and Learning*
Andrew Facemire, *iServe Administrator, Center for Service and Learning*
Eric Murphy, *Assistant Director, Center for Service and Learning*

Kristi agreed to come in today to provide more information about the Staff Award for Excellence in Community Engagement presented by the Center for Service and Learning at WVU to recognize staff who demonstrate commitment to the community which represents the mission of WVU's values of service, curiosity, respect, accountability and appreciation. They also offer the same award to other constituencies such as faculty and students.

She also brought along her team members, Eric Murphy, Assistant Director, and Andrew Facemire, iServe Administrator.

Kristi also mentioned WVU is reapplying for the Carnegie Community Engagement Classification 2020. They would like to hear about WVU employees' community engagement and their volunteerism. We received it in 2010 and we were one out of 106 institutions in the nation who applied.

This year will mark our ten-year application process which is more in depth compared to the previous year's. They are requiring detailed information about what and how much we do. This year, they've included staff. They want to know what our staff at WVU are doing for our community.

Talent and Culture is helping them with a video of MLK Day which will be communicated to faculty and staff. Supervisors are also being encouraged to allow their staff to get out there and provide service to our community.

They are aware that staff is already providing service, but they would like to know where and how so they can record it. They are proud of the work we do and want the rest of the state to know.

Andrew (Andy) explained that last year they introduced a new staff category for the annual Excellence in Community Engagement Awards. They didn't receive many nominations and they really want to encourage staff participation this year. As a staff member himself, he knows that staff are engaged in many great things. To be eligible, you must be a full-time or part-time administrative or professional staff member and meet all five pillars of our Values as it relates to community service.

You can go to iServe to see the list of service opportunities which are open to all faculty, staff and students. It will also provide steps on how to track your hours.

Sonja Wilson, Program Administrator Senior, Student Life, was the recipient of last year's staff award.

ENEWS will soon be sending out communication pertaining to it and how to nominate. The nomination period will end on March 8. A committee will review all nominations and the winners will be announced on Thursday, April 11 during their week of engagement which runs April 6-13.

The committee members consist of two community partners, last year's award recipients and the staff in the Center for Service and Learning.

More information about the program can be found at <https://communityengagementdata.wvu.edu> which includes forms to fill out giving detailed information about what volunteer services you've provided. You may also email questions at communityengagementdata@mail.wvu.edu.

Eric shared he's been charged to oversee a couple new initiatives at the Center. In addition to offering volunteer opportunities to the University, they've also been thinking of ways to enhance it.

The WVU Embrace Action is a certification program which will offer various certifications to allow students to excel in their volunteer activities. Some examples are active shooter training; CPR; or how to deal with de-escalation. He believes this is also something for classified staff to be engaged in.

The other initiative is called Perspective Zen. You may have seen younger people on social media do things that aren't the most civil or appropriate way to handle situations. The rational cognitive theory allows you to tell yourself how to feel and how to behave. The last session they held was in the Lair with around 30 students and they had amazing results.

The workshop he's currently working on pertains to how you do reflections – self reflections and group reflections. He thinks this would also help with how to run meetings or assessments with your staff.

If there is a training workshop that you'd like to have offered, they would be happy to create something.

They're also creating a student-led advisory committee to direct them to what they believe is most important. They've just sent out invitations asking them to give guidance and engage in an advisory committee service project where they will learn marketing, utilizing social media and overall gain professional skills with the end result of being better WVU volunteers.

Kristi reminded the group that they offer the AmeriCorps program. This year there are 17 full-time VISTA members on campus. They also have 50 slots for AmeriCorps direct members.

They are also starting a social action clinic which will allow students to share their idea like improving water quality in southern West Virginia's schools; an idea that came from a student who thinks it's unfair. They helped get her in touch with people who can help her explore the avenues. There are three non-profits in WV who work on water quality in the southern part of the state – something she was unaware of until they guided her in the right direction. She made a plea to the legislature, which is what she really wanted, to have a policy in place to improve the water quality in the school systems in McDowell County.

Kristi also mentioned they are a good resource to check with if you want to hold a march or a donation drive for the needy; they will be able to identify those types of events that have already been created and go from there.

Lisa shared how we've partnered with Faculty Senate Welfare Committee when doing drives. When there's a multitude of drives happening, this will help with all of us working together for a common goal.

Melanie serves on the Welfare Committee and from their past work discovered there's a Rack 2 located in the HSC who gives food to students and employees in need. The committee talked about expanding The Rack's role to include obtaining more food. Kristi also serves on the Emergency Food and Shelter Board for Mon County. They will be meeting with people who work with food insecurity in the county as there are many various organizations who have food banks. The Mountaineer Food Bank received a substantial grant which will greatly impact those organizations. When they do meet, she would like to invite our Welfare Committee to attend.

Andy and Eric are organizing a food packing event in April with the sorority and fraternity groups which will produce 8,000 meals in Mon County.

There's a difference with student need and area need. Students don't want a can of beans but the pantry at St. Ursula's could use it as items like those are more in demand. Their goal is organizing pantries according to area needs to run more efficiently. Kristi will make sure to include our Welfare Committee in those efforts.

Lisa would like to invite Kristi and her team back to another meeting when all members are in attendance.

Old Business

Data of gender, age, etc. of staff who have been RIF'd was mentioned during last month's meeting as it seemed mostly older women in secretarial positions were being RIF'd. Jim will try to collect that information to provide at the next meeting.

Yolanda shared that she attended a meeting here last night about Campus Carry. Many students from the Baltimore, New Jersey and other urban cities voiced their opposition as they don't want it in their learning environment and feel it will hinder student enrollment.

New Business

The bill to end the current pop tax which helps fund our HSC is now dead.

Approval of Staff Emeritus applications could not be done due to no quorum. That will be tabled until next month's meeting.

President's Meeting

It was decided that due to lack of a quorum, an agenda could not be determined and the best option was to cancel the President's Meeting that was scheduled for Monday.

Adjournment

The meeting adjourned at approximately 10:00 a.m.