



Monthly Meeting

April 19, 2023 | 8:15 a.m. - Noon | Mountainlair, Bluestone Room | Zoom

Staff Council promotes a positive work environment for all Classified Employees through effectively advocating for our peers in the University's decision-making process.

Name	Title	Department	Present
Blake, Tammy	Academic Program Associate	Animal & Nutritional Sciences	Yes
Browne, Thea	Administrative Assistant Senior	University Libraries	Yes
Bucklew, Jay	Administrative Associate	Research Integrity & Compliance	Yes
Cantrell-Byrd, Nancy	Program Assistant II	CLASS	Yes
Crabtree, Joan	Manager, Physical Plant II	Auxiliary/Operations	Yes
Henderson, Angela	Program Coordinator	CEMR Computer Science & Electrical	Yes
Martin, Lisa	Special Events Coordinator Senior	Event Management	Yes
McMillen, James	Campus Service Worker	Auxiliary/Operations	No
Robinson, Shirley	Administrative Assistant	Academic Affairs Admin.	Yes
Roman, Michelle	Assistant Accountant	SSC Financial Management	No*
Savage, Diana	Campus Service Worker Lead	Auxiliary/Operations	Yes
Seime, Sarah	Director, HR Partners	T&C, Employee Relations	Yes
Stewart, Dianne	Administrative Associate	Engineering & Mineral Resources	Yes
Thomas, Jude	PRT Electronics Specialist I	Auxiliary/PRT	No
Weimer, Brian	Trades Specialist I	Auxiliary/Operations	Yes

**Excused*

Also in Attendance: Matthew Lemine, *Trades Specialist I, Auxiliary Operations*

Guest Speakers: Rocco Fucillo, *Sr Advisor & Director State Government Relations*
Kenneth Jacques, *Program Assistant I, Auxiliary Parking Management*

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

Call to Order

The meeting was called to order by the chair, Shirley Robinson, at 8:20 a.m. and a quorum was established.

First Business

Approval of March minutes motioned by Nan. Lisa seconded. All in favor and motion carried.

Treasurer's Report

By Joan Crabtree, *Secretary/Treasurer*

Joan reported a beginning balance of \$4,129.07 with one expense of \$21.20 for the telephone.

That leaves an ending balance of \$4,107.87.

Approval of Treasurer's Report motioned by Dianne. Nan seconded. All in favor and motion carried.

Chair's Report

By Shirley Robinson

Shirley reported she met with Samantha Burwell, Director, Talent and Culture, along with the other committee members of the Tuition Assistance/Scholarship Planning Project.

The 2023 WVU Day of Giving, which Staff Council participated in for the first time, raised over \$500 to go toward the Scholarship Program. You can still donate if you wish as every dollar counts.

They also discussed the next steps for the Scholarship Committee and once the new Staff Council members begin their term and are appointed to the committee, they will likely resume meeting with Samantha and her team.

Advisory Council for Classified Employees (ACCE) Report

By Shirley Robinson, *ACCE Classified Staff Rep.*

Shirley reported they met on April 14th at Concord University. Dr. Dan Fitzpatrick, VP of Operations and COO/CHRO, Concord University, addressed the group in the absence of the president.

They reviewed their March minutes and discussed the staff survey. They finalized the letters to the presidents and assigned an ACCE representative for the schools with a vacant Staff Council chair.

They worked on their website updates, emeritus members guidelines, language regarding absences, and the ACCE retreat which will be held in July. Shirley will be stepping down from the position and the newly elected representative will begin their term.

Board of Governors (BOG) Report

By Lisa Martin, *BOG Classified Staff Rep.*

Lisa reported they had a special meeting on March 17th that included Executive Committee meetings and an authorizing resolution for financing in the first phase of the modernization project and reimbursement of related expenses.

The next board meeting is scheduled for tomorrow and Friday. The agenda is available on their website. She encouraged the group to attend the Friday meeting via Zoom, if possible.

Committee Reports

Legislative

By Dianne Stewart, *Chair*

Dianne does not have anything to report.

Compensation

By Angela Henderson, *Chair*

Angela reported they had their quarterly meeting with Rebecca Meyer, Director, Compensation Administration and Jaime Bolyard, Assistant Director, Compensation Administration.

Most questions on the table were answered during the Campus Conversation regarding the budget. They asked about compression issues and were told it depends on what funding is available.

Tuition Assistance/Scholarship Program

By Joan Crabtree, *Chair*

Joan reported there were eleven applicants for the summer 2023 semester. Dianne added there are enough funds to award twelve people.

Dianne would like to revisit the college fees/special fees issues with administration going forward. Those were to be waived for recipients of the award, but it appears that is not still the case.

The application deadline for the fall semester Staff Council Scholarship is May 1st.

Blood Drive

By Dianne Stewart

Dianne reported she does not have any updates.

Welfare

By Tammy Blake, *Chair*

Tammy does not have a report.

Athletic Council

By Shirley Robinson, *Classified Staff Rep.*

Shirley reported she has not been notified of a meeting but believes it will be over the summer.

Sustainability

By Angela Henderson, *Staff Council Rep.*

Angela provided the following updates from their last meeting:

- The Blue and Gold sale will be held May 13th
- It is currently Earth Week
- The University is doing away with personal desktop printers
- Discussed possible grants to support composting efforts
- Chris Haddox, Associate Professor, ANRD Design and Community Development, is looking into removing micro plastics from the dorm laundry facilities, if possible
- The SGA is focusing less on legislative items and more on student outreach pertaining to recycling education and visited the Capitol for Environmental Day

Tobacco-and Smoke-Free Steering Committee

By Diana Savage, *Classified Staff Rep.*

Rocco Fucillo and Kenneth Jacques will be speaking to the group later today.

Guest Speakers

Tobacco-and Smoke-Free Steering Committee

Rocco Fucillo, *Sr Advisor & Director State Government Relations*

Kenneth Jacques, *Program Assistant I, Auxiliary Parking Management*

Rocco, who is committee chair, and Kenneth, who serves as the Compliance Officer, agreed to speak to the group regarding the committee and provide an update.

Rocco explained the policy became effective on August 1, 2019. Prior to this, there was a tobacco policy in effect for many years, however, there was no Compliance Officer or website, and no data was retained.

This has been the first year where they have a benchmark year due to COVID. They are planning a meeting in May to review the policy.

The HSC continues to be a hot spot with Ruby employees outside of the building smoking; not so much our employees. They have spoken with Ruby officials, specifically the Director of Security and HR reps. They believe that the employees are on a break and their hands are tied. Visitors are another issue. That is something he wants to explore further at their next meeting.

Kenneth added they are tackling a large problem in the state. He read some studies conducted by the CDC and NIH stating that over 50% of WV residents use some form of tobacco.

He has had more interactions than citations. Citations are given when he identifies someone using tobacco and gives them a warning or citation or if it is the second citation, a letter is sent to the proper location. An interaction is a conversation between him and the person(s) during which he provides information about the policy and cessation resources.

Over the last two years, tobacco use on the downtown campus has declined. Vaping is more difficult to identify, especially with the new devices that are nearly smokeless.

Citations for the year 2020-21:

- 15 – downtown
- 173 – HSC
- 23 – Evansdale

Citations for the year 2021-22:

- 6 – downtown
- 105 – HSC
- 15 – Evansdale

There is no actual fee for the citation.

There are designated smoking areas only at major sporting events and commencement.

For more information, you can visit their website, [Tobacco and Smoke Free Campus at West Virginia University \(wvu.edu\)](https://www.wvu.edu).

Old Business

During last month's meeting, Shirley was planning to speak with President Gee, Rob Alsop, and Cris DeBord, regarding the ACCE staff survey. Cris replied he had no issues with the survey. She will share the survey with the group via email.

Sarah shared that Rachel Twigg, Administrative Assistant Senior, Employee Relations, had met with the Election Committee to count votes from the Staff Council election. They notified all elected individuals, updated their website, and will submit it to ENEWS. She added that her team pays for the software used for the Staff Council elections and it runs about \$3k a year. She had an extremely difficult time with it. She asked if the Council would support using Qualtrics going forward.

Lisa wanted to add that regarding the Staff Council election, you must also run for a seat in your sector when you are a candidate for the BOG seat or ACCE seat. Sarah is open to suggestions for improvement in the election process for the next election. Lisa suggested an ad-hoc committee for this purpose for the upcoming Staff Council term.

New Business

Shirley asked the committee chairs to summarize items their committees have been working on and send to Janelle. This will be beneficial for new 2023-25 members coming in.

Lisa thanked Nan for her service on Staff Council upon her retirement this month. The group wished her all the best.

President's Meeting

The President's Meeting is scheduled for Monday, April 24, 2023, beginning at noon, at Stewart Hall, President's Conference Room, and via Zoom. Items for the agenda were determined as follows:

- Update on the budget
- PEIA
- Deferred maintenance/summer projects

Adjournment

Brian motioned to adjourn. Tammy seconded. All in favor and the meeting adjourned at approximately 10:30 a.m.